



AGENDA ITEM: 6  
DATE OF MEETING: April 23, 2015  
ACTION:   X    
INFORMATION: \_\_\_\_\_

**ELECTION OF COMMISSION VICE CHAIR AND  
2015 ADVISORY COMMITTEE ASSIGNMENTS**

**SUMMARY OF REQUEST**

This is a request for the Commission to elect a Vice Chair and to approve appointments to the Commission’s standing and ad hoc advisory committees.

**BACKGROUND**

Article VII of First 5 California’s bylaws states the Vice Chair will be elected by the voting members of the Commission. The term of office shall be one year, commencing upon the adjournment of the meeting at which they were elected. In the absence of the Chair, the Vice Chair fulfills the role of the Chair and presides at meetings. Additionally, the Commission appoints advisory committees of two members each to provide technical assistance and professional expertise, and to assist First 5 California staff with the development of policy and program proposals for consideration by the full Commission. Committee members are appointed by a majority vote of the Commission.<sup>1</sup> It is the Commission’s usual business practice to review the committee appointments at the first meeting of each calendar year, and revise them as necessary. However, when vacancies occur, the Commission can take action as necessary to fill those vacancies during any regular Commission meeting.

**DISCUSSION**

It is staff’s experience that the current six advisory committees and two ad hoc committees have been beneficial and effective in developing and implementing the Commission’s policy, program, and business agenda. Staff recommends retaining the current standing committees: Executive, Public Education and Outreach, Legislative, Research and Evaluation, Program, and Fiscal, along with the ad hoc Strategic Planning and Oversight Audit Committees. Attached is the list of the proposed advisory committees with a description of their responsibilities. The current membership is reflected on Page 2.

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<sup>1</sup> If the committees are limited to two members and purely advisory in nature, then the committee meetings are not subject to the provisions of the Bagley-Keene Open Meeting Act (Bagley-Keene)(Government Code, § 11121(c).) However, if a committee is delegated any authority of the full body and exercises that authority, then the meetings of its members must be publicly noticed and accessible pursuant to Bagley-Keene. (Govt. Code, § 11121(b).) Consistent with current practice, staff is not recommending that any advisory committee carry any delegated authority.

<b>Standing Committees</b>	
<i>Executive</i>	<ul style="list-style-type: none"> <li>• George Halvorson, Chair</li> <li>• Joyce Iseri, Vice Chair</li> </ul>
<i>Public Education and Outreach</i>	<ul style="list-style-type: none"> <li>• George Halvorson</li> <li>• Magdalena Carrasco</li> </ul>
<i>Legislative</i>	<ul style="list-style-type: none"> <li>• Conway Collis</li> <li>• Casey McKeever</li> </ul>
<i>Research and Evaluation</i>	<ul style="list-style-type: none"> <li>• Muntu Davis</li> <li>• Joyce Iseri</li> </ul>
<i>Program</i>	<ul style="list-style-type: none"> <li>• Kathryn Icenhower</li> <li>• Magdalena Carrasco</li> </ul>
<i>Fiscal</i>	<ul style="list-style-type: none"> <li>• Joyce Iseri</li> <li>• Casey McKeever</li> </ul>
<b>Ad Hoc Committee</b>	
<i>Strategic Planning</i>	<ul style="list-style-type: none"> <li>• George Halvorson</li> <li>• Kathryn Icenhower</li> </ul>
<i>Oversight Audit</i>	<ul style="list-style-type: none"> <li>• Conway Collis</li> <li>• George Halvorson</li> </ul>

**STAFF RECOMMENDATION**

Staff recommends the Commission elect a Vice Chair and review the membership and descriptions of the advisory committees, and approve appointments to each.

**Attachment**

- Commission Advisory Committee Descriptions



**COMMISSION ADVISORY COMMITTEE DESCRIPTIONS  
APRIL 2015**

<b>Standing Committees</b>	
<i>Executive</i>	Reviews and develops Commission meeting agendas, and provides guidance on significant administrative issues and staff activities. Consists of the Commission Chair and Vice Chair. Staffed by the Executive Director.
<i>Public Education and Outreach</i>	Reviews public education and outreach campaigns carried out under Proposition 10, and provides guidance to staff regarding effective communication strategies for hard-to-reach and low-income parents and families of young children. Staffed by the Chief Deputy Director.
<i>Legislative</i>	Reviews and provides guidance on legislation and budget items within the Commission’s subject matter jurisdiction, including the statutory purposes of Proposition 10 and policies and programs affecting early childhood education and care. Staffed by the External and Governmental Affairs Deputy Director.
<i>Research and Evaluation</i>	Reviews and provides guidance on the Commission’s research and evaluation agenda, consistent with the statutory requirements of Proposition 10, the Commission’s <i>Guiding Principles</i> , and the <i>Guidelines for Implementing the Children and Families Act</i> , including studies on early education workforce, high-quality preschool, early literacy, and parent interventions. Staffed by the Deputy Director of the Evaluation Division.
<i>Program</i>	Reviews and provides guidance on the Commission’s program agenda, which includes the development and implementation of programs designed for children, parents, and the early learning workforce, ensuring the Commission’s <i>Principles on Equity</i> are incorporated in all of First 5 California programs. Staffed by the Deputy Director of the Program Management Division.
<i>Fiscal</i>	Reviews and provides guidance on the fiscal management of First 5 California, including revenue and expenditure projections, and the use of sound accounting principles in the development of budgets and financial statements. Staffed by the Director of the Administrative Services Division.

<b>Ad Hoc Committees</b>	
<i>Strategic Planning</i>	Participates in the development and implementation of First 5 California's strategic plans, reviewing input from staff, county commissions, and stakeholders. Provides guidance to staff and the strategic planning consultant. Assists in briefing the Commission on the status of the planning process and implementation. Staffed by the Executive Director.
<i>Oversight Audit</i>	Oversees the progress and provides guidance on independent audits. Staffed by the Chief Counsel.