

**FIRST 5 FRESNO COUNTY**  
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY  
**ADMINISTRATIVE COMMITTEE**

**DATE:** Tuesday, August 16, 2022

Meeting Held Virtually

**TIME:** 1:30 p.m.

Per [Assembly Bill 361](#) issued on September 16, 2021 authorizing public meetings to be held via teleconferencing, this Regular Meeting will be held via Zoom using the following link:

<https://us06web.zoom.us/j/83678665800?pwd=aU5GNNG1Pc2xLSVIWWkhBakNVNU9Odz09>

**Meeting ID: 836 7866 5800 and Passcode: 809311**

The public may participate in the meeting, as otherwise permitted under the Brown Act, by joining using the link above.

**AGENDA**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PRESENTER</b>
<b>1.</b>	<b>CALL TO ORDER</b>	B. Pacheco, Committee Chair
<b>2.</b>	<b>POTENTIAL CONFLICTS OF INTEREST</b> Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	B. Pacheco, Committee Chair
<b>3.</b> Action Pg. 1	<b>MINUTES FOR JUNE 14, 2022 COMMITTEE MEETING</b>	F. González, E.D.
<b>4.</b> Action Pg. 3	<b>AGREEMENT WITH BAKER MANOCK AND JENSEN FOR LEGAL SERVICES</b>	F. González, E.D. K. Rangel, Staff
<b>5.</b>	<b>PUBLIC COMMENT</b> Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	B. Pacheco, Committee Chair
<b>6.</b>	<b>ADJOURNMENT</b>	B. Pacheco, Committee Chair

NOTE: If you need disability modification(s) and/or other accommodation(s) in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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**ADMINISTRATIVE COMMITTEE MEETING**

August 16, 2022 - 1:30 p.m.

2405 Tulare Street  
Fresno, CA 93721

**AGENDA ITEM NO. 3**

**RECOMMENDED ACTION:**

Approve the June 14, 2022 Administrative Committee Minutes.

**ACTION SUMMARY MINUTES**

January 14, 2022 – 1:30 p.m.

**Present:** Brian Pacheco, Kari Gilbert, Dr. Marcia Sablan

**Absent:** None.

**Staff:** Fabiola González, Cindy Jurado Hernandez, Alix Hillis, Luis Magallanes, Hannah Norman, Lupita Ramírez, Karen Rangel, Liliana Salcedo, Zach Shaath, Tina Vue, Denise Wilson (CoreHR Team), Consuelo Chavez (CoreHR Team)

**1. CALL TO ORDER**

**2. POTENTIAL CONFLICTS OF INTEREST**

None heard.

**3. MINUTES FOR JANUARY 11, 2022 COMMITTEE MEETING**

Public Comment: None heard.

Motion by: Sablan

Second by: Pacheco

Ayes: Gilbert, Sablan, Pacheco

Noes: None heard.



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**ADMINISTRATIVE COMMITTEE MEETING**

August 16, 2022 - 1:30 p.m.

2405 Tulare Street  
Fresno, CA 93721

**AGENDA ITEM NO. 4**

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Approve Agreement with Baker, Manock and Jensen, PC for Legal Services

**RECOMMENDED ACTION:**

Approve, for full Commission consideration, an agreement with Baker, Manock and Jensen, PC to provide legal services and representation to the Commission and Lighthouse for Children, Inc.

**BACKGROUND:**

The Commission most recent legal services procurement was performed in 2018 and Baker, Manock and Jensen, PC (BMJ) was again selected based on their proven track record and expertise as it pertains to governing public agencies and specifically the Health and Safety Code that governs First 5 Commissions. The Commission awarded a one-year contract, with the option to renew for up to three additional years based on performance and availability of funds. The contract with BMJ expired on June 30, 2022 and the Commission has gone month-to-month to allow time to release the procurement opportunity once again.

**Procurement:** Administrative services of this type are usually procured at least every five years, unless it is deemed necessary to procure sooner. As a result, in May 2022, the Commission released a competitive Request for Quotations (RFQ) for legal services and forwarded the RFQ to approximately 30 legal firms across the region to legally represent both First 5 Fresno County and the Lighthouse for Children, Inc. In response to the RFQ, the Commission received two submissions. A panel of community reviewers with relevant experience scored the submissions, provided feedback and recommended BMJ to move forward for recommendation based on their existing partnership with the Commission, their experience and qualifications and reasonableness of cost.

Over the last 12 years, BMJ's team has proven to be valuable legal advisors to the Commission in the review, interpretation and utilization of statutes, rules, ordinances, resolutions, and governing board policies and procedures. Staff agrees with the review panel and recommends moving forward for full Commission consideration an agreement with BMJ to continue providing legal services for First 5 Fresno County and the Lighthouse for Children, Inc.

**Fiscal Impact:** Funding for these services has been allocated form the Commission's Fiscal Year 2022-2023 Approved Budget: Operating Expenses - Professional Services Expense line item in an amount not to exceed \$45,000 for a one-year contract, with the option to renew for up to five consecutive years

at the discretion of the Commission. Contract terms will be finalized with contractor to ensure the agreement is within budget constraints.

**CONCLUSION:**

If approved by this Committee, staff will move this agreement recommendation forward to the next Commission meeting. In the event this agreement recommendation does not move forward, a discussion on an extension of current terms would follow to allow time for a new procurement opportunity to be released.