

*** PUBLIC HEARING MEETING NOTICE***

FIRST 5 SAN MATEO COUNTY COMMISSION MEETING

DATE: Monday, January 22, 2018
TIME: 4:00 PM – 6:00 PM
ADDRESS: San Mateo County Office of Education
101 Twin Dolphin Drive, 1st Floor Conference Room
Redwood City, CA 94065

AGENDA	
Call to Order and Preliminary Business <ol style="list-style-type: none"> Roll Call Public Comment Action to Set Agenda for January 22, 2018 Meeting and Approve Consent Agenda Items (<i>This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.</i>) Commission Announcements <ul style="list-style-type: none"> Welcome Commissioner Rosanne Foust, Public Member New Commissioner Oath Taking Storytelling: First 5 Work / Impact: Michael Garb 	4:00 PM
Discussion Items <ol style="list-style-type: none"> Early Childhood Mental Health Systems Initiative Presentation and Recommendation (<i>See Attachments 6</i>) Build Up Early Learning Facilities and Advisory Update (Verbal) 	4:10 PM
Action Item <ol style="list-style-type: none"> Approval of 2017 -2018 Revised Budget (<i>See Attachments 8</i>) 	5:10 PM
Informational Items <ol style="list-style-type: none"> Communications Update (<i>See Attachment 9</i>) Report of the Executive Director (<i>See Attachments 10</i>) Committee Updates (<i>See Attachments 11</i>) 	5:20 PM

*** Public Comment:** This item is reserved for persons wishing to address the Commission on any Commission-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Listed on the Consent Agenda; 3) Executive Director's Report on the Regular Agenda; or 4) Subcommittee Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

Persons wishing to address a particular agenda item should speak during that agenda item. If you wish to speak to the Commission, please fill out a speaker's slip located in the box on the sign in table as you enter the conference room. If you have anything that you wish to be distributed to the Commission and included in

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the official record, please hand it to Myra Cruz who will distribute the information to the Commissioners and staff. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Chair.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The Commission has designated the First 5 San Mateo County office located at 1700 S. El Camino Real, Ste. 405, San Mateo, CA, 94402, for making those public records available for inspection. The documents are also available on the First 5 Internet Web site at www.first5.smcgov.org.

IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT: First 5 San Mateo County Commission meetings are accessible to individuals with disabilities. Contact Myra Cruz at (650) 372-9500 ext. 232, or at ecruz@smcgov.org as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable First 5 San Mateo County to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.

First 5 San Mateo County Commission Meeting

CONSENT AGENDA

January 22, 2018

All items on the consent agenda are approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.

- 2.1 Approval of the December 11, 2017 Commission Meeting Minutes
(See Attachment 2.1)

**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
December 11, 2017
San Mateo County Office of Education**

Call to Order & Roll Call

1. Roll Call

Commission Members: Anne Campbell, Pam Frisella, Michael Garb, Lee Michelson, Iliana Rodriguez, Sandra Phillips-Sved, Louise Rogers

Staff: Kitty Lopez, Michelle Blakely, Khan Chau, Jenifer Clark, Emily Roberts, Erica Gee, Myra Cruz

County Counsel: Monali Sheth

Absent: David Canepa, Neel Patel

A quorum was present. Commissioner Rodriguez called the meeting to order at 4:05 PM; roll call was taken.

Public comments on items not included in the agenda.

2. Action to Set Agenda for December 11, 2017 Meeting and Approve Consent Agenda

MOTION: GARB / SECOND: FRISELLA
AYES: CAMPBELL, MICHELSON, RODRIGUEZ, PHILLIPS-SVED
NOES: NONE
ABSTAIN: NONE

3. Commission Announcements

No announcements.

4. Storytelling: First 5 Work/Impact

Michelle Blakely, F5SMC's Director of Program and Planning, explained that forming a partnership with Human Services Agency's Central Support Staff meets one of the Strategic Plan strategies for increased collaboration with San Mateo County social services and other agencies.

Darla Nicholson, Supervisor of Central Support Services, and Marisa Moreno, Central Support's Lead Family Care Worker, explained what their departments entail and provided an update. They shared stories on the impact of the Visitation Kits to their clients. Visitation Kits are backpacks filled with art therapy materials and provided to the community and transportation workers so children may utilize these materials during visitations.

Commissioner Rogers thanked Moreno and Nicholson for sharing their story. Blakely added that F5SMC has a plan on replenishing the Visitation Kits and providing an item from the kits for the children to keep.

Discussion Item

5. First 5 SMC Social Media Training

Mehera May, Leslie Valdivia, and Jonathan Bolivar of Runyon, Saltzman, Einhorn, Inc. (RSE) provided training on using F5SMC's social media, such as Linked-in, Facebook, Twitter, and Instagram to the Commissioners, to engage with audiences. Social media is an efficient platform and provides information to parents, caregivers, community organizations, and influencers. The Commissioners practiced utilizing the aforementioned social media programs

with their mobile devices. The Power Point presentation can be found in the [December 11, 2017 Commission Meeting Packet - Addendum](#)

Action Items

6. **Nominate and Elect Chairperson and Vice-Chairperson for 2018**

Commissioner Chair Rodriguez announced that she accepted an offer at County Manager's Office as Deputy County Manager, and this will be her last Commission Meeting. She enjoyed her time and learned many things as the F5SMC Commissioner. Nicole Pollack will be serving as Interim Director of County of San Mateo Human Services Agency.

Rodriguez nominated Pam Frisella for 2018 Commissioner Chair

MOTION: RODRIGUEZ/SECOND: GARB
 AYES: CAMPBELL, MICHELSON, PHILLIPS-SVED, FRISELLA, ROGERS
 NOES: NONE
 ABSTAIN: NONE

Garb nominated Louis Rogers for 2018 Commissioner Vice-Chair

MOTION: GARB/SECOND: FRISELLA
 AYES: CAMPBELL, MICHELSON, PHILLIPS-SVED, ROGERS, RODRIGUEZ
 NOES: NONE
 ABSTAIN: NONE

7. **Approval of First 5 San Mateo County's 2018 Committee Members and 2018 Committee Meetings Calendar.**

The Commissioners discussed the presented Sub-Committees and 2018 Meeting Calendar. An [Amended - 2018 Commission and Commission Calendar](#) was distributed. A motion to accept the Amended - 2018 Commission and Calendar reflecting the following corrections:

- Add February 26th, 2018 and April 23rd, 2018 Commission meetings.
- Remove Iliana Rodriguez's name under Finance & Administration.
- Remove the Chair's title after Commissioner's name on the Committee list as Committee Chairs are elected by the Committee Members.

MOTION: FRISELLA/SECOND: GARB
 AYES: CAMPBELL, PHILLIPS-SVED, ROGERS, RODRIGUEZ
 NOES: NONE
 ABSTAIN: MICHELSON

8. **Approval of Recommended New Commissioner**

F5SMC Executive Director, Kitty Lopez, explained that we received five applications for the open Commissioner position as Commissioner Michelson is retiring. She interviewed four of them and discussed what they could bring to the organization. Lopez explained that the approved recommendation would have to be presented at the San Mateo County Board of Supervisors' meeting for the final approval. Lopez recommended Rosanne Foust, CEO of SAMCEDA, for the F5SMC Commissioner position. Commissioner Frisella provided additional background on Foust as she had worked with her before. Foust application is included in the [December 11, 2017 Commission Meeting Packet](#).

MOTION: GARB/SECOND: RODRIGUEZ
 AYES: CAMPBELL, FRISELLA, MICHELSON, PHILLIPS-SVED, ROGERS
 NOES: NONE
 ABSTAIN: NONE

County Counsel Sheth clarified that Nicole Pollack, Human Services Agency (HSA) Interim Director, is able to serve as a Commissioner for F5SMC until a permanent HSA Director is appointed.

9. Approval of 2018 Strategic Planning Process Framework

The 2015 – 2020 Strategic Planning Executive Summary was included in the packet which was approved in 2014. Lopez explained that the Programs, Operations and Planning (POP) Committee met and discussed the plan and focus areas stipulated in the Executive Summary. The POP Committee recommended to continue with the current Strategic Plan and adjust it to meet current needs. The process will start in January to June 2018.

MOTION: CAMPBELL/SECOND: GARB

AYES: FRISELLA, PHILLIPS-SVED, RODRIGUEZ, ROGERS

NOES: NONE

ABSTAIN: MICHELSON

Commissioner Campbell inquired regarding the status of the Youth Commissioner designee. F5SMC's Health Program Specialist, Emily Roberts, informed that she and Lopez attended an annual event informing youth about Commissions that they can join. Roberts noted there was some interest in joining the F5SMC Youth Commission but no decisions have been made yet on which youth would join the F5SMC Commission.

10. Communication Update

Currently working with Runyon Saltzman & Einhorn, Inc. (RSE) on translating the F5SMC website to Spanish version. Launch anticipated in mid-February 2018. Commissioner Garb asked about the F5SMC website Americans with Disabilities Act (ADA) compliance. Some components were already done including improving color contrast. Jonathan Bolivar of RSE explained that there are technical areas needed improvement on such as font and font size. Lopez added that F5SMC is also working with County Counsel Sheth.

11. Executive Director Report

Kitty Lopez's written report is included in the [December 11, 2017 Commission Meeting Packet](#). She highlighted the following:

- Acknowledged Emily Roberts for taking over the role of Chair of the Oral Health Coalition.
- Immigration Learning Circle was attended by 40 participants.
- Penned a letter that F5SMC sent to Redwood City Planning Commission.
- Presented the F5SMC Program Dashboard.
- First 5 Express Van came in San Mateo County on November 14th & November 15th to promote their slogan "Talk, Read, Sing." First 5 Express Van photos taken at SMC locations were shared.

Commissioner Michelson congratulated Emily Roberts who will be taking a big role as Chair of the Oral Health Coalition.

12. Committee Updates

- No questions on the POP Committee Report.
- Lopez shared that the detailed and summarized Budget Monitoring report as November 30, 2017 is included packet.

13. Farewell Reception for Commissioner Lee Michelson

Kitty Lopez presented Commissioner Michelson with an appreciation award and gift from the F5SMC staff for his service as a Commissioner. Commissioners Campbell, Frisella, Garb, Rodriguez, Phillips-Sved, Rogers and F5SMC

staff, Emily Roberts, shared positive remarks to Commissioner Michelson. Commissioner Michelson thanked everyone and shared remarks.

Iliana Rodriguez adjourned the meeting at 5:37 PM.

Date: January 22, 2018

To: First 5 San Mateo County Commission

From: Kitty Lopez, Executive Director

Re: Early Childhood Mental Health Systems Initiative Presentation and Recommendations

BACKGROUND

The F5SMC 2015-2020 Strategic Plan Implementation Plan approved by the Commission includes a Service Strategy designated for Mental Health Systems Building. The initial phase of this strategy, that of information-gathering, identifying and prioritizing strategies, is intended to inform F5SMC's future investment(s) in this area, and to identify other important opportunities that may be possible to address over time through collaborative efforts. In June 2017, after releasing a Request for Bids, F5SMC selected Learning for Action (LFA), a San Francisco-based consulting group, to lead the planning process for the Mental Health Systems Initiative in partnership with F5SMC staff.

PROCESS

Landscape Scan

As a first step, LFA conducted a landscape scan to illuminate the existing systems within San Mateo County and to learn about potential levers for systems change. The [Landscape Scan](#) involved three components:

- **A review of available literature.** LFA conducted online research to learn about successful ECMH systems and models from other regions, as well as to further define components of the local system in San Mateo County.
- **Interviews with key stakeholders.** LFA conducted interviews with a total of ten stakeholders from within San Mateo and nearby counties who hold critical perspectives about the strengths, needs, and potential opportunities for the early childhood mental health system in San Mateo County.
- **Steering Committee Member Input.** Committee members reviewed a preliminary draft of this Landscape Scan document and shared input on what was missing in the scan's depiction of the local ECMH system. The feedback informed revisions to the Landscape Scan document.

It should be noted that the purpose of the Landscape Scan is to provide a broad overview of the system to promote shared understanding as a foundation for collaboration, dialogue, and planning, and is not intended to be a comprehensive or in-depth analysis of the local system for early childhood mental health.

Steering Committee

The Committee included individuals from across the spectrum of early childhood health and development in San Mateo County, who were therefore able to provide rich and varied perspectives.

The Steering Committee met three times and communicated via email to provide input, feedback, and vision for this process. Over the course of the last several months, in addition to providing the aforementioned feedback on the Landscape Scan, the Steering Committee:

- **Generated the system improvement ideas that were discussed at the Community Input Session.** Members generated numerous ideas for how to improve the system of early childhood mental health in San Mateo County, based on their own professional expertise as well as the information gleaned through the Landscape Scan. These ideas were refined and then presented at the Community Input Session for discussion.
- **Debriefed the Community Input Session feedback and used the takeaways to prioritize system improvement ideas.** This thinking is represented in the Community Input Session Themes and Opportunities document (Attachment 6.1, which prioritized ideas based on a) the enthusiasm we heard at the input session, b) the concreteness of initiative idea/s surfaced, and c) how well they would fit into the current landscape and other initiatives on the horizon in San Mateo County. The energy of the discussion in the Steering Committee gravitated strongly toward one primary idea (see Recommendations section, below), and several additional opportunities that the group indicated a desire to support, if possible.

Community Input Session

To solicit input from members of the larger San Mateo County community on the issues and challenges in early childhood mental health that are most pressing and significant to them, F5SMC and LFA convened a group of approximately 50 stakeholders representing various perspectives. Representatives from the mental health, early childhood, and family support fields provided their perspectives during the session, which was primarily devoted to small group breakouts by topic area.

RECOMMENDATIONS

Primary Recommendation

The Steering Committee recommended prioritizing the idea of a trauma-informed care initiative, with specific interest in using this initiative to help child- and family-serving organizations and systems become more internally trauma-informed in their operations as a first step. Such an initiative is recommended to include the following key components to support the development of trauma-informed agencies:

- Agency Self-Assessments of Trauma-Informed Care
- Trauma 101: Basic training on definition, prevalence, impacts and treatment of trauma as well as information about resiliency and protective factors
- Reflective Practice Training and Supervision: Reflective supervision is an approach that supports various models of relationship-based service delivery and can be used across disciplines, systems of care, and service models for children and families (Heffron and Murch, 2010). Implementation of reflective supervision is seen as a cornerstone of trauma-informed care.

With the long-term goal of embedding trauma-informed policies and practices at every level of the system, the vision also includes:

- Training and resources for professionals working with children and families
 - To understand trauma, its impacts, and treatment options
 - That incorporates cultural humility into trauma-informed work
- Education for parents to help recognize the signs and symptoms of trauma

Secondary Recommendations

Several other viable ideas were generated during the Community Input Session and vetted by the Steering Committee. These ideas are captured in the Community Input Session Themes and Opportunities document (Attachment 6.1) and will be revisited as part of the ongoing rollout and planning for the F5SMC Mental Health Systems Initiative implementation.

CONSIDERATIONS

- Mental health concerns continue to surface as a persistent need for families of young children in San Mateo County.
- The F5SMC Commission approved of the Mental Health Systems Building Service Strategy as a funding priority as part of the 2015-2020 Strategic Plan. At the August 2017 Meeting, the Commission approved an allocation of \$130,000 annually over two years (FY 2018-2020) for the implementation of the identified project(s).
- The planning phase of this process was very thorough and included many opportunities of feedback from multidisciplinary stakeholders.
- The recommended approach aligns well with other efforts underway in San Mateo County without creating duplication. There is also momentum at a regional, statewide, and national level to focus on trauma-informed approaches.
- Explicit recommendations for funding and implementation will be brought to the Commission within the next few months.

NEXT STEPS

F5SMC staff intend to continue work in partnership with stakeholders to fine-tune the goals and strategy prior to releasing a procurement document for the Mental Health Systems Building Initiative implementation.

Community Input Session Themes and Opportunities

System Improvement Idea	Funding Priority Considerations	Summary of Community Input Session Discussion Ideas	Relevant Opportunities in San Mateo County (potential to partner/expand upon, or avoid replication)	Opportunities or Research outside of San Mateo County, inclusive of Steering Committee feedback (could serve as models or ideas)
Embed Trauma-Informed Practices and Policies at Every Level of System	<ul style="list-style-type: none">Participants chose this topic for both roundsParticipants had a lot of specific ideas for this issue areaThere are a lot of existing initiatives that F5 could learn from/build on to maximize the impact of fundingNot all ideas surfaced are applicable at a systems-level	<p>Standout idea: Trauma training for providers working with young children and their families. Idea would be to prepare the system of professionals to understand trauma, its impacts, and how to refer if disclosed. Also working on systems being “Trauma informed.”</p> <p>Other ideas:</p> <ul style="list-style-type: none">Screening for trauma: the groups had conflicting views on whether or not systematic screening was a good idea. Conversations also covered the importance of screening parents for trauma, as it is often multi-generational, and parents would be able to share potentially traumatic experiences that their children had experienced.Increased education for parents and providers: trainings to help parents and providers recognize the signs and symptoms of trauma in children.Website that provides a centralized point of information access on trauma-informed care	<ul style="list-style-type: none">Opportunity to build on the work happening in the county to implement trauma-informed careSan Mateo County Office of Education work on trauma-informed care in schoolsConscious Discipline Model (The Primary School)West EdTrauma Transformed (local effort)Community Collaboration for Children’s Success Project (CCCS-Health Department, Human Service Agency and San Mateo County Office of Education)	<ul style="list-style-type: none">City of San Francisco trauma-informed systems workTrauma Transformed (regional effort)First 5 Association Trauma-Informed Care Collaborative (statewide partners)ACES Connection – Bay Area countiesCalifornia Essentials for Children Initiative (CA Dept. of Public Health, CA Dept. of Social Services- Office of child Abuse Prevention)SMC Health System Trauma 101: Basic training on definition, prevalence, impacts and treatment of trauma as well as information about resiliency and protective factorsReflective Practice Training and Supervision

System Improvement Idea	Funding Priority Considerations	Summary of Community Input Session Discussion Ideas	Relevant Opportunities in San Mateo County (potential to partner/expand upon, or avoid replication)	Opportunities or Research outside of San Mateo County, inclusive of Steering Committee feedback (could serve as models or ideas)
Education and Supports for Parents	<ul style="list-style-type: none"> Participants chose this topic for both rounds Participants had a lot of specific ideas for this issue area The theme of reaching parents in order to reach 0-3 year old children came up in multiple groups Many of the initiative ideas generated are service-oriented rather than systems-level 	<p>Standout idea: Focus on prenatal window to build support networks, infuse information. Use technologies to augment or in addition to existing networks.</p> <ul style="list-style-type: none"> Example: webchats or apps to reach parents <p>Other ideas:</p> <ul style="list-style-type: none"> Create new opportunities for parent training in high schools, preschools, and via pediatricians Create peer groups for parents to support any issues they or their children are experiencing Media or other publicity campaign to de-stigmatize mental health for parents: emphasize positivity, father support, relationships Warm-line for parents and providers to call for non-urgent advice and information 	<ul style="list-style-type: none"> Help Me Grow San Mateo Ready4K: model for family text messaging about kindergarten The Big Lift's work with socio-emotional development Parent Story Project F5SMC Kit for New Parents 	<ul style="list-style-type: none"> Help Me Grow (California and National networks) California Essentials for Children Initiative (CA Dept. of Public Health, CA Dept. of Social Services- Office of Child Abuse Prevention) F5SMC Social Media/communication efforts

System Improvement Idea	Funding Priority Considerations	Summary of Community Input Session Discussion Ideas	Relevant Opportunities in San Mateo County (potential to partner/expand upon, or avoid replication)	Opportunities or Research outside of San Mateo County, inclusive of Steering Committee feedback (could serve as models or ideas)
Provider Training in ECMH and Cultural/Linguistic Capability	<ul style="list-style-type: none"> Participants chose this topic for both rounds Some of the ideas blend well with items in other idea areas, in particular trauma-informed care There was a good amount of representation and energy in the group discussion 	<p>Standout idea(s):</p> <ol style="list-style-type: none"> Educate providers of various disciplines in ECMH/ ECE. Help parents navigate and vet which services are appropriate/accessible for them, their child. <p>Other ideas:</p> <ul style="list-style-type: none"> Cultural competency is less about training or learning a set of buzzwords, and more about understanding the disparities experienced because of race, gender, country of origin, and class. Create teams of people across the system to learn about cultural competency together so that it becomes system-wide Teach providers set of most important words in key languages to communicate with patients 	<ul style="list-style-type: none"> Head Start West Ed The Primary School ECLDI-Early Childhood Language and Development Institute 	<ul style="list-style-type: none"> PolicyLink research Santa Clara Transdisciplinary Mental Health Practitioner ACES Connection-Bay Area Counties
Improve Linkages and Connections Between Systems and Levels of Care	<ul style="list-style-type: none"> Participants only chose this topic for one round Several of these ideas would work to address system-level 	<p>Standout idea: Medical home model to help providers work as a team, which includes sharing data.</p> <p>Other ideas:</p> <ul style="list-style-type: none"> More co-location of services and/or attention to accessible location Explore ways to provide a service navigator role for families (e.g. home visitation or similar relationship-building interventions) Find ways to build family networks and social support systems Incorporate Early Start Standard assessment or screening tool is needed for system alignment 	<ul style="list-style-type: none"> San Mateo Health System Clinics/ Home Visiting Ravenswood Family Health Center Parent Café model 	<ul style="list-style-type: none"> Medical Home binder (Alameda/ Santa Clara counties) Kid Connections (Santa Clara)

System Improvement Idea	Funding Priority Considerations	Summary of Community Input Session Discussion Ideas	Relevant Opportunities in San Mateo County (potential to partner/expand upon, or avoid replication)	Opportunities or Research outside of San Mateo County, inclusive of Steering Committee feedback (could serve as models or ideas)
Increase, Improve, and Standardize ECMH Screening	<ul style="list-style-type: none"> Participants only chose this topic for one round There are concerns about screening more youth for mental health issues when there aren't the services to meet the existing identified need 	<p>Standout idea: A screening hub (possibly online) for bringing together community based organizations, families, medical home, and other groups to all get screened through the same apparatus</p> <p>Other ideas:</p> <ul style="list-style-type: none"> Social media marketing campaign to "learn the signs" of childhood mental health issues Universal screening Reach parents to connect with youth not in medical home or preschool 	<ul style="list-style-type: none"> Watch Me Grow The Big Lift County home visiting programs Screen My Child The Primary School 	<ul style="list-style-type: none"> Kid Connections (Santa Clara) CA Help Me Grow/F5 Association
Policy and Funding Advocacy for Early Childhood Mental Health Services	<ul style="list-style-type: none"> Participants only chose this topic for one round There are multiple initiatives in place or on the horizon that could be good opportunities to intervene in the future 	<p>Standout idea:</p> <ul style="list-style-type: none"> Coalition of multiple stakeholders to advocate for childhood mental health issues from a holistic, systemic standpoint (could tag onto other existing, similar efforts) <ul style="list-style-type: none"> Could advocate for policies and funding that focus on the whole child/whole family (currently, much funding and policy is siloed) 	<ul style="list-style-type: none"> MHSA Library system SMC Youth Commission SMC Mental Health Commission 	<ul style="list-style-type: none"> Oakland Children's Hospital San Francisco use of whole child model F5 Association Children Now Parent Infant Program- SF General

System Improvement Idea	Funding Priority Considerations	Summary of Community Input Session Discussion Ideas	Relevant Opportunities in San Mateo County (potential to partner/expand upon, or avoid replication)	Opportunities or Research outside of San Mateo County, inclusive of Steering Committee feedback (could serve as models or ideas)
Improve Data Collection, Sharing, and Use	<ul style="list-style-type: none">Participants only chose this topic for one roundThe group that met had a difficult time pin-pointing places where F5 could interveneThere are multiple initiatives in place or on the horizon that could be good opportunities to intervene in the future	<p>Ideas:</p> <ul style="list-style-type: none">Several County agencies are working with the Silicon Valley Regional Data Trust to link data systems; could these efforts be leveraged?There are some new technologies like “Babynoggin” app that could enable new data collection and aggregation	<ul style="list-style-type: none">Big Data ProjectThe Silicon Valley Regional Data Trust	<ul style="list-style-type: none">“On Track” program in Greenville, SCThe Silicon Valley Regional Data Trust

DATE: January 22, 2018
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County's FY17-18 Revised Budget

ACTION REQUESTED

Approval of First 5 San Mateo County's FY17-18 Revised Budget

BACKGROUND

The proposal of First 5 San Mateo County's FY17-18 Revised Budget is based on the following assumptions:

- FY17-18 Budget revision was anticipated after FY16-17 Financial Audit was completed.
- Under spending funds of various contracts became available after FY16-17 Financial Audit Completion.
- Balance obligations of FY15-18 executed contracts.
- Pending planning of Strategic Planning Implementation Plan (SPIP) in Policy Advocacy, Communications, and System Changes PAC – unallocated fund and Comprehensive Evaluation.
- SPIP fund carried over to FY2018-2020

Finance and Administration Committee reviewed the FY17-18 Revised Budget at the Finance and Administration Committee Meeting on January 8, 2018.

FY2017-2018 REVISED BUDGET ((See Attachment 8A))

A. REVENUE

Total Available Funds produce a net increase of \$2,073,836 that includes:

- \$1,797,325 reflects an adjustment of the Beginning Fund Balance as per the outcome of the FY16-17 Audit Report.
- \$20,000 reflects an increase of Interest Revenue projection.
- \$156,511 reflects an increase in the IMPACT grant revenue due to increasing activities in the year 3 of the 5-year grant.
- \$100,000 reflects partial new revenue of the Help Me Grow grant awarded by David Lucile Packard Foundation in December 2017.

B. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net increase of 496,709 that includes:

Increases by \$803,031

- \$517,962 reflects net increases in program appropriations associated with underspending fund carried over and balance contract obligations across 3 investment areas:
 - \$231,674 Family Engagement contracts;
 - \$286,288 Early Learning contracts;
- \$200,069 reflects the IMPACT grant revised budget and underspending fund carried over;

- \$85,000 additional program appropriations for the new Help Me Grow Initiative grant that is anticipated to be rolled out in early 2018.

Decreases by \$306,322

- \$41,320 reflects the decrease in Persimmony and Big Data appropriations as a result of balance contract obligations.
- \$265,000 reflects the reduction in Evaluation budget associated with SPIP funding carry over to FY2018-2020.

C. ADMINISTRATIVE APPROPRIATIONS

Total Administrative Appropriations produce a net decrease by \$10,700 that includes:

Increase by \$19,300

- \$2,000 increase in Commission Meeting Expenses Budget due to under budget of this line.
- \$10,000 increase in Other Professional Services associated with new Strategic Plan consultation for the period FY2018-2020 and beyond.
- \$7,000 increase in Facility Lease associated with underspending fund carried over for the pending purchases of smaller size office furniture due to the new office reconstruction.
- \$300 increase in Official Bond Insurance.

Decrease by \$30,000

- \$30,000 decrease in A87 Indirect Cost Allocation to the allocated level of FY2016-2017.

SUMMARY OF FY17-18 REVISED BUDGET

REVENUE	
▪ Increase Beginning Fund Balance FY2017-18	1,797,325
▪ Net projected revenues, increase by	276,511
Total Available Fund, increase by	\$2,073,836
PROGRAM APPROPRIATIONS	
Total Program Appropriations projections, increase by	496,709
ADMINISTRATIVE APPROPRIATIONS	
Total Administrative Appropriations, increase by	(10,700)
TOTAL APPROPRIATIONS	
Total Appropriations, increase by	486,009
NET OF CHANGES, Ending Fund Balance FY17-18, increase by	\$1,587,827

D. FISCAL IMPACTS

Net of Changes of Ending Fund Balance of FY 2017-2018 Revised Budget increase by \$1,572,827

The Administrative Percentage remains below 14% as per the approved Administrative Cost Policy for the FY17-18

RECOMMENDATION

Approval of First 5 San Mateo County's FY17-18 Revised Budget

F5SMC - FY17-18 REVISED BUDGET

Attachment 8A

	ORG/ACCT#	FY17-18 Initial Budget	Increase (\$)	(Decrease) \$	FY17-18 Revised Budget	Increase (Decrease) FY17-18 Revised Budget versus FY17-18 Initial Budget (%)	Notes to FY17-18 Revised Budget
A. REVENUE							
FUND BALANCE (BEGINNING)		13,125,202	1,797,325	-	14,922,527	14%	Beginning Fund Balance is adjusted as per the outcome of the FY16-17 Audit Report
Interest	19510-1521	105,002	20,000	-	125,002	19%	Higher Beginning Fund Balance and higher Interest Earning rate.
Tobacco Tax - Prop 10	19510-1861	5,086,486	-	-	5,086,486		Conservative approach to revenue projections due to full impacts of Prop 56 implementation is unknown at this time.
IMPACT Grant	19510-1861	517,304	156,511	-	673,815	30%	Increase IMPACT grant execution in the 3rd year as a result of underspending in FY16-17.
Help me Grow Grant	19510-2643		100,000		100,000		Partial revenue projection for the Help Me Grow grant awarded by David Lucile Packard Foundation (\$300K grant with grant term from December 2017 to December 31 2018)
Wellness Grant	19510-2545		-	-	0		
Miscellaneous Reimbursements	19510-2647		-	-	-		
Total Revenue		5,708,792	276,511	-	5,985,303	5%	
Total Available Funds		18,833,994	2,073,836	-	20,907,830	11%	Major increases are associated with Beginning Fund Balance adjustment, higher revenue projections in IMPACT grant and new revenue source from the Help Me Grow grant.
B. APPROPRIATIONS							
1. Programs							
Family Engagement	19540-6125	2,196,667	231,674	-	2,428,341	11%	Last year contract obligations
Kit for New Parent (KNP)	19540-6266	41,000	-		41,000		
Child Health & Development	19540-6156	1,808,352	-		1,808,352		Last year contract obligations
Early Learning	19540-6263	2,065,647	286,288		2,351,935	14%	Last year contract obligations

	ORG/ACCT#	FY17-18 Initial Budget	Increase (\$)	(Decrease) \$	FY17-18 Revised Budget	Increase (Decrease) FY17-18 Revised Budget versus FY17-18 Initial Budget (%)	Notes to FY17-18 Revised Budget
Early Learning - Regional Cost Sharing Project	19540-6263	30,000	-		30,000		
Help Me Grow Grant	19540-6131		85,000		85,000		Help Me Grow grant
IMPACT Grant	19540-6126	423,746	200,069		623,815	47%	Increase IMPACT grant execution in the 3rd year.
Policy, Advocacy, Communications & Systems Changes	19540-6814	505,959			505,959		
Policy Advocacy, Communications & Systems Changes - Unallocated Fund	19540-6814	371,500			371,500		
Other Communications	19540-6814	10,000	-		10,000		Sponsorships
Program Salary & Benefits		538,098	-		538,098		
Evaluation	19540-6265	265,002	-	-265,002	0	-100%	\$265K Evaluation reduction is part of SPIP carry over to FY18-20
Grant Management and Big Data	19540-6265	189,170		-41,320	147,850	-22%	Last year contract obligations
Evaluation - Salaries & Benefits		154,057	-		154,057		
Total Program Appropriations		8,599,198	803,031	(306,322)	9,095,907	6%	Major increases are associated with the underspending fund carried over to the last year contract terms.
2. Administration							
Salaries and Benefits		660,222	0	0	660,222		
Services and Supplies			-	-	0		
Outside Printing & Copy Svc	19510-5191	4,000	-	-	4,000		
General Office Supplies	19510-5193	11,400	-	-	11,400		
Photocopy Lease & Usage	19510-5196	2,500	-	-	2,500		
Computer Supplies	19510-5211	10,000	-	-	10,000		
County Memberships - (e.g. F5 Assn Dues)	19510-5331	17,500	-	-	17,500		
Auto Allowance	19510-5712	11,000	-	-	11,000		
Meetings & Conference Expense	19510-5721	13,000	-	-	13,000		

	ORG/ACCT#	FY17-18 Initial Budget	Increase (\$)	(Decrease) \$	FY17-18 Revised Budget	Increase (Decrease) FY17-18 Revised Budget versus FY17-18 Initial Budget (%)	Notes to FY17-18 Revised Budget
Commissioners Meetings & Conference Exp	19510-5723	1,000	2,000	-	3,000	200%	This line is under budgeted. \$2K additional budget is for irregular Commission Meeting expenses (such as farewell reception or Commission Meeting Retreat Meeting)
Other Business Travel expense	19510-5724	5,000	-	-	5,000		
Dept. Employee Training Expense	19510-5731	5,000	-	-	5,000		
Wellness grant	19510-5856		-	-	0		
Other Professional Services	19510-5858	30,000	10,000	-	40,000	33%	\$30K is for the new strategic planning consultation and \$10K is for ongoing MAA consultation.
Total - Services & Supplies		110,400	12,000	0	122,400	11%	Major increases are associated with increase budgets in Commission Meeting Expenses and Other Professional Services.
Other Charges			-				
Telephone Service Charges	19510-6712	4,000	-	-	4,000		
Automation Services - ISD	19510-6713	48,000	-	-	48,000		
Annual Facilities Lease	19510-6716	89,000	7,000	-	96,000	8%	\$7K is FY16-17 underspending fund carried over to FY17-18 for the pending purchases of smaller size office furniture due to new office reconstruction.
General Liability Insurance	19510-6725	7,500	-	-	7,500		
Official Bond Insurance	19510-6727	300	300	-	600	100%	Increase bond insurance
Human Resources Services	19510-6733	5,350	-	-	5,350		
Countywide Security Services	19510-6738	500	-	-	500		
All Other Service Charges	19510-6739	60,000	-	-	60,000		
A-87 Expense	19510-6821	97,700	-	(30,000)	67,700	-31%	As per F5SMC claim, County reduces FY17-18 A87 allocation to the allocation level of FY16-17
Total - Other Charges		312,350	7,300	(30,000)	289,650	-7%	Major reduction is associated with lower A87 allocation to F5SMC.
Total Administrative Appropriations		1,082,972	19,300	(30,000)	1,072,272	-1%	

	ORG/ACCT#	FY17-18 Initial Budget	Increase (\$)	(Decrease) \$	FY17-18 Revised Budget	Increase (Decrease) FY17-18 Revised Budget versus FY17-18 Initial Budget (%)	Notes to FY17-18 Revised Budget
Administrative Cost %		11%			11%		
Total Appropriations		9,682,170	822,331	(336,322)	10,168,179	5%	
C. FUND BALANCE (ENDING)		9,151,824	1,251,505	(336,322)	10,739,651	10%	Major increases are associated with Beginning Fund Balance Adjustment and net increase in Program Appropriations.
Program		538,098	-	-	538,098		
Evaluation		154,057	-	-	154,057		
Admin		660,222	-	-	660,222		
Total Salaries and Benefits		1,352,377	-	-	1,352,377		

First 5 San Mateo County December 2017



Overview

This month Facebook saw the highest follower growth, although all the accounts grew in the number of fans and we continue to see positive interaction and engagement on all First 5 San Mateo social media platforms. Engagement was also the highest on Twitter with more than 5K impressions in December.

Towards the end of the month, RSE started to incorporate a paid social effort on Facebook and Instagram. The paid social campaigns will run through the end of May. RSE we will continue to post relevant content, participate in Twitter chats, find new ways to engage fans on Facebook and Instagram, and will work with F5SMC to promote the LinkedIn page.

Activity by Platform

The following report provides engagement statistics by social media platform.



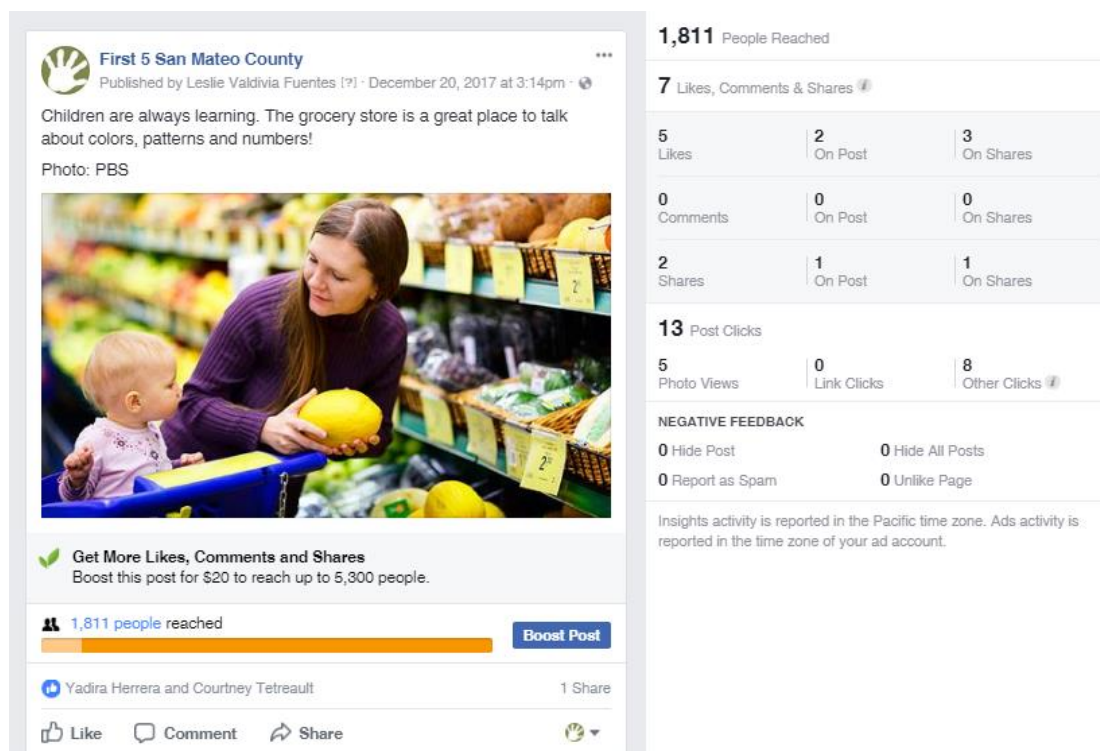
Facebook

821 Followers (+38 from last month)
112 Total Engagements – Likes and Comments (+30 from last month)
1.8K Highest Paid Post Reach (in Dec)
15% Highest Engagement Percentage (in Dec)

Facebook saw growth during the month December. Engagement for the month consisted of 112 comments, likes and shares, an increase over last month. Growth could be attributed to the Facebook paid efforts launched late in December. The paid effort included one Facebook ad and four promoted posts, two in English and two in Spanish. Below are the two promoted post with the highest reach reaching a total of almost 3K people.

Below are the posts with the highest reach and engagement.

Highlights:




First 5 San Mateo County December 2017



First 5 San Mateo County
Published by Leslie Valdivia Fuentes [?] · December 20, 2017 at 3:40pm ·

Estos momentos son tan especiales. ¡Habla, lee, canta y juega mientras disfrutas de las fiestas navideñas!



Get More Likes, Comments and Shares
Boost this post for \$20 to reach up to 5,300 people.

1,177 people reached

Boost Post

Ja Orantes, Merced Rocha and 2 others

Like Comment Share

1,177 People Reached

6 Reactions, Comments & Shares

4 Like	3 On Post	1 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	0 On Post	1 On Shares

8 Post Clicks

6 Photo Views	0 Link Clicks	2 Other Clicks
---------------	---------------	----------------

NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

First 5 San Mateo County
Published by Leslie Valdivia Fuentes [?] · December 11, 2017 at 4:37pm ·

Last First 5 San Mateo Commission meeting for Commissioner Lee Michelson! He will be missed!



Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

99 people reached

Boost Post

First 5 San Mateo County, Leslie Valdivia Fuentes, Jenny Lin and 6 others

Like Comment Share

99 People Reached

10 Reactions, Comments & Shares

8 Like	8 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	0 On Post	1 On Shares

10 Post Clicks

4 Photo Views	0 Link Clicks	6 Other Clicks
---------------	---------------	----------------

NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported state may be delayed from what appears on posts

First 5 San Mateo County December 2017



Twitter

237 Followers (to date) (+10 from last month)
63 Total Engagements- Retweets/Likes/Mentions
5.2K Tweet Impressions

Twitter continues to see great engagement and high number of impressions. The account continues to be mentioned in content and tweets from other influencers in the early childhood space. The most popular tweet was regarding Commissioner Lee Michelson last meeting. The top mention this month came from Salud America regarding their Twitter chat.

Some highlighted tweets from the month are shown below:



First 5 San Mateo County December 2017



Instagram

140

59

60

Followers (+4 from last month)

Total Engagements- Likes and Comments

Following

The Instagram account continues to see steady growth in followers, with four additional people following in December. Followers continue to include parents, teachers, early education and health community organizations, other First 5's and public officials. We published six posts this month, and engagement stayed consistent with 59 likes and comments. The two most popular posts are shown below:



first5sanmateo

first5sanmateo Making family memories is the best part of the holidays!
#familyconnections #holidaymemories



14 likes

DECEMBER 13, 2017

Add a comment...



...



first5sanmateo

first5sanmateo These moments are so special. Talk, read, sing and play as you enjoy the holidays!
#familyconnections #holidaymemories
#talkreading #First5SanMateo #first5CA
first5kern Happiest of holidays! ☺



azfirstthingsfirst, first5kern, stanfordyouthsolutions, smplibrary, jenkayk13, missanmateocountyca, drstankonrad, xocpxo16, sacramento youthalliancecat and rawkei14 like this

DECEMBER 22, 2017

Add a comment...



...

First 5 San Mateo County December 2017



LinkedIn

RSE continued to post content during the month of December to the First 5 San Mateo County LinkedIn business page. The post with the highest impressions is shown below. RSE and F5SMC will continue to work together to find ways to engage internal staff and other county individuals on this platform.


First 5 San Mateo County
3w

Hidden Heroes: The Case for Business Leadership on Child Care. Providing affordable, accessible, and high-quality childcare options for America's working families is one of the most effective ways we can ensure a healthy, pros ...see more



Hidden Heroes: The Case for Business Leadership on Child Care

uschamberfoundation.org
- Economy
- Education Policy
- Economics

3 Likes

 Like
  Comment

Organic Reach: 103 Impressions Show stats

**FIRST 5 SAN MATEO COUNTY (F5SMC)
REPORT OF THE EXECUTIVE DIRECTOR
JANUARY 2018**

OVERVIEW***Could we improve America by treating 2-year-olds better?***

An article from *The Hechinger Report* discussing the needs of care and education for 2 year olds. Click link for the entire article <http://hechingerreport.org/improve-america-treating-2-year-olds-better/>

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE**Early Learning**

On January 10th, Michelle Blakely and Build Up partners, Jean Marie Houston of San Mateo County Office of Education and David Fleishman of 4Cs of San Mateo County, presented to the San Bruno Park School District Board about the importance of incorporating ECE classrooms to the district's overall facilities plan. Build Up will have a stronger presence in San Bruno with pending new funding from San Bruno Community Foundation and can serve as resource. The district is undertaking a process of developing a plan to modernize facilities.

On January 19th county leaders will convene as an Advisory Committee to determine solutions to grow and improve the supply of child care facilities in San Mateo County informed by the recommendations of the Silicon Valley Community Foundation's Early Learning Facilities Task Force. We hope to address the early learning facility shortage as a multisector issue that will take concerted efforts from a variety of individuals and organizations. Build Up has established a website containing data and information on this issue: <https://sites.google.com/view/buildupsmc>
An update and presentation will be made at the January 22, 2018 Commission meeting.

Child Health and Development

On December 12th, the Mental Health Systems Initiative Steering Committee held its third meeting facilitated by the Learning for Action consultant team. The meeting focused primarily on reviewing feedback from the recent Community Input Session and narrowing priorities for possible funding or alignment opportunities.

The Children's Oral Health Workgroup met on December 13th to continue progress on activities and deliverables related to the countywide Oral Health Strategic Plan. Discussion focused on possible activities to target the goal of increasing the number of pregnant women who are receiving dental care during their pregnancy. The group will next meet in February.

Family Support

On February 7th, F5SMC and the San Mateo County Department of Child Support Services are hosting a Child Support 101 Learning Circle for child serving professionals and paraprofessionals to better understand how to help families deal with this sensitive subject. Click the link to register:

<http://events.constantcontact.com/register/event?llr=ywesc9cab&oeidk=a07eezqz36wdddac8f6>

POLICY & ADVOCACY UPDATES

On January 3rd, F5SMC submitted a letter of support for AB11, Early and Periodic Screening, Diagnosis, and Treatment Program to Assemblymember Jim Wood, Chair of Assembly Health Committee explaining how the AB11 is critical to every child in California. (See Attachment 10.1)

ACCOUNTABILITY, RESEARCH AND EVALUATION

On December 8th, Jenifer Clark, F5SMC Evaluation Program Specialist, attended the Bay Area Regional Evaluators' Quarterly Meeting held at First 5 Alameda County. Topics of discussion included the recent F5 Association Staff Summit and the updated F5 California Annual Reporting guidelines.

On January 11th, Emily Roberts, Michelle Blakely, and Jenifer Clark attended a meeting on Systems Change for Children with Special Needs where Jenifer presented an analysis of Trends in Special Education Enrollment. The presentation sparked much interest from the participants. Other topics included updates on the Watch Me Grow Initiative and the Help Me Grow Model, as well as an activity to generate first thoughts regarding a revision to the current Screening and Services protocol.

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

Governor Jerry Brown released his FY 2018 – 2019 Budget January 10, 2018. Please see F5 Association Network's summary and fact sheets regarding the budget, and F5 California statement on proposed budget (Attachment 10.2). The Budget Proposal supports key components of the early learning system and more is to be done to address the multitude of issues facing young children, their parents and providers.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

You are invited to this month's Friday Café on Friday, January 26, 2018 from 8:30 AM to 10:30 AM at Hobbee's Restaurant where the topic is Cultural Humility. *Cultural humility* is a commitment to bold self-evaluation and addressing power imbalances. There is no finish line! It's a life-long journey...Join us to explore how *Cultural Humility* can shift the dynamic in our work with diverse families. The **Conversation Catalyst** will be Jeneé Littrell, Administrator of Safe and Supportive Schools San Mateo County Office of Education. To learn more about Friday Café's or to register click here. www.fridaycafe.org/chapters/san-mateo

January 3, 2018

The Honorable Jim Wood
Assembly Health Committee, Chair
State Capitol, Room 6005
Sacramento, CA 95814

RE: Support - AB 11 (McCarty): Early and Periodic Screening, Diagnosis, and Treatment Program: screening services, As Proposed To Be Amended

Hearing Date: January 9, 2018

Dear Assemblymember Wood:

On behalf of First 5 San Mateo County, I'm writing in support of AB 11 (McCarty), as proposed to be amended, which will clarify that providers are required to adhere to the Bright Future's screening periodicity for children 0-3 and must use a validated screening tool for services made available under the EPSDT benefit.

Currently, pediatricians are relying on surveillance rather than using a validated screening tool to identify children at-risk for developmental delays. When they do screen, pediatricians are not consistent in their use of validated tools. For example, many do not use the entire tool or follow its intended directions. Subsequently, pediatricians believe they are properly implementing developmental screening and following the AAP recommendations, when in fact they are not.

Because there is no explicit language *requiring* how and when pediatricians conduct developmental screening and since California does not have a recommended list of validated screening tools or require the use of one, there is confusion in the medical field about developmental screening practices. As a result, 70% of children with delays go undetected until kindergarten, putting additional demands on California's special education system and putting our children at a serious disadvantage.

We believe AB 11 is necessary to clarify that developmental screenings are, in fact, mandatory and must adhere to a specific periodicity, with a validated screening tool, to be most effective. AB 11 is the first critical step to ensuring that *every* California child, especially those who are low-income, has the opportunity to achieve their greatest potential. For these reasons, we strongly urge your "aye" vote.

Sincerely,



Kitty Lopez
Executive Director

cc: Members and Staff of the Assembly Health Committee
Assemblymember Kevin McCarthy



For Immediate Release
January 10, 2018

Contact: Erin Gabel
916.708.8895

First 5 California Statement on Governor Brown's Proposed Budget

Sacramento – Today Governor Jerry Brown released his proposed FY 2018–19 budget. The historic \$131.7 billion General Fund budget carries some good news and recognizes the importance of providing services and opportunities for children, families, and early learning issues—a recognition that has been hard fought in recent years.

The January Budget proposes modest core investments in early childhood education and services, including:

- Keeps the multi-year deal on pre-child funding rates for child care and expanded preschool access
- Proposes new funding support for home visiting for CalWORKS families
- Creates one-time grants to expand early education classrooms
- Recognizes the importance of high-quality child care teachers and adult-child interactions through an online Community College instruction proposal
- Implements last year's budget deal on increased Denti-Cal rates

“Governor Brown's budget proposal opens the door to a robust and comprehensive debate on how to put children first in this year's budget conversation,” says Camille Maben, Executive Director of First 5 California. “Given the enormous new revenues and surplus in this year's budget, we will work with the Governor and Legislature to hone these proposals and address the unacceptable gaps in access to child care that still exist.”

California is still far behind on access for children to high-quality child care. According to the California Budget and Policy Center, 1.2 million eligible children still lack access to any state child care assistance.

Maben added, “High-quality child care is the best investment the state budget can make in both the child and the working parent, and access to this care needs to be the first call on revenue increases.”

###

First 5 California was established in 1998 when voters passed Proposition 10, which taxes tobacco products to fund services for children ages 0 to 5 and their families. First 5 California programs and resources are designed to educate and support teachers, parents, and caregivers in the critical role they play during a child's first five years – to help California kids receive the best possible start in life and thrive. For more information, please visit www.ccfc.ca.gov.

For Immediate Release: January 10, 2018
Contact: Jessica Berthold, Communications
510-227-6948 or jess@first5association.org



First 5 Association Statement on Governor Brown 2018-19 Budget Proposal

(Alameda, CA) – Moira Kenney, Executive Director of First 5 Association, offered the following response to California Governor Jerry Brown’s 2018-19 budget proposal released today:

“First 5 is pleased that Governor Brown’s budget proposal recognizes the multiple pillars that support early childhood: quality early learning, resilient families, and comprehensive health and development. By proposing funds for home visiting, higher pay for child care providers, greater access to quality child care, a larger early childhood workforce, accelerated education reform, and the assurance of health coverage through Medi-Cal, Brown is putting California’s money where its heart is—with children.

The needs of young children in our state are significant — 20% live in poverty, 86% can't access subsidized child care though eligible, and 14% experience abuse or neglect. Even with the additional supports outlined in today’s budget, our work on behalf of children and families is not done.

First 5 looks forward to working with legislators on budget policies that will meet the needs of our state’s kids, so we can ensure our youngest Californians are healthy, safe, and ready to learn. This budget proposal is a strong and promising start.”

First 5 Association of California is the voice of the state’s 58 First 5 county commissions, which were created by voters in 1998 to ensure our kids are healthy, safe and ready to learn. Together, First 5 has touched the lives of more than one million kids, families and caregivers in California, and strengthened our state by giving kids the best start in life. Learn more: www.first5association.org.

2018-19 Governor's Budget

In the area of Child Care and Preschool, the Governor offers a proposal to **increase Child Care and Preschool Programs by \$399 Million**, bringing the State's total contribution to Early Childhood Education to nearly \$4.4 billion for child care and preschool programs, including Transitional Kindergarten. This is an increase of 9 percent from 2017-18. Of these funds, \$2.168 Billion is focused on preschool programs and TK.

The proposed budget also:

- **Increases the Standard Reimbursement Rate by approximately 2.8 percent.** The Budget includes \$31.6 million Proposition 98 General Fund and \$16.1 million non-Proposition 98 General Fund to fund this increase.
- **Annualizes Funding for Regional Market Rate (RMR) Increases**, which were implemented January 1, 2018 at a cost of \$21 million. This benches provider rates at the 75th percentile of the 2016 survey.
- **Permanently Extends Hold Harmless for RMR.** The budget includes \$17 million to permanently extend the RMR hold harmless provision so that no provider receives less than it did in 2015-16. Under current law, this provision was set to expire in December 31, 2018.
- **Provides One-time Funding for Early Education Expansion Grant.** The budget includes \$167 million in one-time funding (\$125 million Proposition 98 General Fund and \$42 million TANF) for a competitive grant to increase the availability of inclusive early education care to children ages 0 to 5. The grant will be open to both LEA and non-LEA providers, and can be used for a variety of activities, including facility renovations, training and equipment.
- **Annualizes Funding and Adds New Slots for Full-Day State Preschool** administered by LEAs. The budget includes \$19 million to annualize the 2,959 full-day State Preschool slots for local educational agencies set to be initiated April 1, 2018 and an additional \$8 million to add an additional 2,959 full-day State Preschool slots at local education agencies starting April 1, 2019.
- **Annualizes Funding for Emergency Child Care Bridge Program.** The budget includes an additional \$20 million to annualize the emergency child care bridge program initiated January 1, 2018, for total program funding of \$40 million statewide.
- **Includes a One-time Increase for Quality Services.** The budget includes \$9 million in one-time federal carryover funds for quality improvement activities.
- **Applies COLA and Statutory Growth Adjustment for Non-CalWORKs Child Care Programs.** The budget includes a 2.51 percent COLA for non-CalWORKs child care and State Preschool programs. Unfortunately, there is also a decrease proposed in non-CalWORKs child care and preschool slots to reflect a 0.48 percent negative growth factor based on decreased child population.
- **A Decrease of Federal Child Care and Development and TANF Funds**—A decrease from \$120.1 million in 2017-18 to \$70.6 million in 2018-19. Total TANF and federal Child Care and Development Fund is \$707 million.
- **Creation of a Fully Online Community College that Offers Child Development Credentialing**--An increase of \$120 million to establish a fully online community college

that provides scheduling flexibility and more accessible learning options for the child development workforce.

DATE: January 22, 2018
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance & Administration Committee, January 8, 2018

Commissioners Present: Michael Garb, Pam Frisella

Staff: Khanh Chau, Kitty Lopez

Election of Finance and Administration Committee Chair

Committee members voted Commissioner Michael Garb serving as the Finance and Administration Committee Chair.

Budget Monitoring Report as of December 31, 2017

Committee members reviewed the Budget Monitoring Report as of December 31, 2017 (Attachment 11A, 11B); and asked questions about Computer Supplies expenditure estimate. Staff Khanh Chau responded that the \$5K Computer Supplies expenditure estimate relates to the annual renewal license fee of the evaluation statistic software that has been used for evaluation data analysis. Committee members commended positive budget performance of the agency.

FY17-18 Revised Budget

Kitty Lopez briefly walked through the FY17-18 Revised Budget Memo and FY17-18 Revised Budget worksheet reflecting adjustment of the Beginning Fund Balance as the outcome of the audit report, net increases of Program Appropriations as the balances of 3-year contract obligations, net decreases of Administrative Appropriations with payroll saving and reduction of allocated A87.

Committee members reviewed and recommended approval of the FY17-18 Revised Budget.

Verbal Discussion

Committee members discussed the tight audit timeline after year-end close for financial reporting compliances, the preferences of audit firms with solid experiences in GASB68 financial reporting, and the non-mandatory auditor rotation. Kitty Lopez cited that San Mateo County has employed the same audit firm for nearly 20 years. Committee members acknowledged the challenges of tight audit timeline; instructed staff to solicit request for quotation of the audit services; committee members will review and make decision of the audit firm at the upcoming meeting.

Next Meeting on Monday February 12, 2018 from 9:00am-10:00am at the F5SMC office.

Program, Operations & Planning Committee, January 8, 2018

Commissioners Present: Anne Campbell, Harvey Kaplan (Public Member)
Commissioner Absent: Sandra Phillips-Sved
Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

Elect POP Committee Chair

The election of the Committee Chair was postponed until all-Commission Subcommittee Committee Members are present. Executive Director, Kitty Lopez, informed that Commissioner David Canepa will be in the Early Childhood Evaluation Advisory Committee.

Verbal Updates:

Strategic Planning

Lopez stated that the 2018 Strategic Planning Process Framework for the new 2020 Strategic Plan was approved at the last Commission Meeting in December. Lopez recommended enlisting VIVA Strategy and Communications Firm to assist F5SMC with the Strategic Plan as they worked with the Commission in 2014 for the planning of the current Strategic Plan. The first meeting with them would be on February 5, 2018. The Finance Committee approved the \$30,000 from the budget for the consulting services with VIVA Strategy and Communications.

Build Up Advisory Committee

Program and Planning Director, Michelle Blakely, reported that first Advisory Committee Meeting would be on January 19th, 2018. A website containing materials regarding Build Up was created. Click the link <https://sites.google.com/view/buildupsmc>. Blakely informed that F5SMC is working with Consultant Sarah Kinahan and other community partners with this initiative.

Build Up Initiative is designed to grow and improve the supply of child care and preschool facilities in San Mateo County. County leaders were asked to be part of this Committee which will meet 2 to 3 times per year. Supervisor Dave Pine and Kitty Lopez are co-chairs of this Committee. An overview of this Initiative will be presented at the January 22, 2018 F5SMC Commission Meeting.

Early Childhood Mental Health Systems Planning

Blakely provided an update on the planning process: Three steering committee sessions and one community meeting were held to garner feedback, input and provide suggestions for implementing this strategy. As part of the process, a Landscape Analysis and other materials were created to provide a common understanding and framework. Based on the results of this process, the initiative will focus more on mitigating early childhood trauma and adverse childhood effects. F5SMC is currently working with Learning for Action (LFA) around this initiative to provide analysis around this issue. An overview of this Initiative and recommendations will be presented at the January 22, 2018 F5SMC Commission Meeting.

Grants Funding for First 5 San Mateo County

- Lucille Packard: \$300,000 for Help Me Grow Initiative. Help Me Grow is a universal access system for all parents of young children and their providers to access resources about early development (early identification, medical home connections, etc.). The one year grant will support outreach and linkages for pediatricians, health providers and the early learning community, communications and data/ technology.

- Peninsula Healthcare District: \$25,000 for Help Me Grow Initiative. This one year grant will support the initiative's work for Peninsula Healthcare District constituents.
- San Bruno Foundation: \$25,000 for Build Up-Early Learning Facilities. This one year grant will be used to better understand the shortage of child care and preschool in San Bruno and to use maps to determine the ideal locations for new child care development that is linked to families' housing, places of employment and transit. The Foundation will make their final recommendation on January 29, 2018.

Communications

Blakely provided an update on the website ADA Compliance. She distributed a list from Runyon Saltzman Eihorn (RSE) on the items that have been accomplished for the F5SMC website to meet minimum standards for ADA Compliance. F5's County Counsel has reviewed information and have had discussions with RSE, staff and SMCOE County Counsel. Currently, F5SMC does not receive Federal funding directly to support (provide services) specific populations; this is one key indicator for implementing ADA standards beyond minimum standards. Also, according to RSE, it will be costly to implement the WCAG 2.0 standards. Blakely proposed to postpone WCAG 2.0 standards now and to revisit further ADA compliance as the need arises. Committee agreed with the recommendation.

The next meeting is February 5, 2018 from 4:00 – 5:00 PM.

DATE: January 22, 2018
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of December 31, 2017

BUDGET MONITORING REPORT as of December 31, 2017 HIGHLIGHTS

The Budget Monitoring Report as of December 31, 2017 is presented in **Attachment 11B** with key highlights below:

YTD Benchmark: 50%

REVENUES

- YTD Interest Revenue projection is \$74K or 70%, representing a positive variance or 20% higher than YTD Benchmark due to higher interest earning rate in the County investment pool.
- YTD Prop 10 Tax Revenue projections are \$2.810 million or 55%, representing a positive variance or 5% higher than YTD Benchmark.
- YTD Total Revenues projections are \$3.099 million or 54%, representing a positive variance or 4% higher than YTD Benchmark. Attributable factors to this positive variance are higher Interest Revenue and higher Prop 10 Tax revenue disbursement in recent months; however, full impacts of Prop 56 Tax implementation are unknown at this time.

APPROPRIATIONS

- YTD Program Expenditures projections are \$3.515 million or 41%, representing a positive variance or 9% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and rolling out of the Policy Advocacy, Communications and System Changes-unallocated fund; as well as slow spending across grants at the beginning of the fiscal year. However, most grants are expected to be fully executed in this FY17-18 as the last year of the contract terms.
- YTD Administrative Expenditures projections of \$451K or 42%, representing a positive variance or 8% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various administrative areas at the beginning of the fiscal year and saving from delayed hiring of Extra-Help staff.
- YTD Total Appropriations projections are \$3.966 million or 41%, representing a positive variance or 9% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending in both Program and Administrative Appropriations and savings in various Administrative budget lines.

ENDING FUND BALANCE

- At this time, we are projecting YTD Ending Fund Balance of \$12.259 million or 134%, representing a positive variance of 34% or \$3.107 million higher than YTD planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue and Prop 10 Tax Revenue disbursements in recent months; under spending in both Program and Administrative Appropriations at the beginning of the fiscal year.

CHALLENGES:

- None at this time.

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF DECEMBER 31, 2017

Attachment 11B

YTD Benchmark Percentage : 50%

	FY17-18 Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget (%)	NOTES
REVENUE						
FUND BALANCE (Beginning)	\$ 13,125,202	\$ 13,125,202	\$ -	\$ 13,125,202		0
Interest	105,002	47,423	26,251	73,674	70%	\$26K is Q2'18 Interest Revenue estimate. Higher interest earning rate from the county investment pool in recent months.
Tobacco Tax - Prop 10	5,086,486	1,962,741	847,748	2,810,489	55%	\$847K are Nov/Dec Prop 10 Tax Revenue Estimates. Full impacts of Prop 56 Tax implementation are unknown at this time.
IMPACT grant	517,304	-	215,543	215,543	42%	\$215K are Q1 and Oct/Nov Revenue estimates
Wellness Grant	-	-	-	-		-
Miscellaneous Reimbursements	0	-	-	-		-
TOTAL REVENUE	5,708,792	2,010,164	1,089,542	3,099,706	54%	Positive variances are due to higher interest revenue disbursements and higher Prop 10 revenues estimates; however, full impacts of the Prop 56 Tax implementation is unknown at this time.
TOTAL AVAILABLE FUNDS	18,833,994	15,135,366	1,089,542	16,224,908		
APPROPRIATIONS						
1. PROGRAMS						
Family Engagement	2,196,667	524,000	549,167	1,073,167	49%	\$549K is Q2'18 expenditure estimates
Kit for New Parent KNP (KNP)	41,000	15,182	0	15,182	37%	Part of FY16-17 KNP order is delivered in FY17-18
Child Health & Development	1,808,352	328,496	452,088	780,584	43%	\$452K is Q2'18 expenditure estimates
Early Learning	2,065,647	372,012	516,412	888,424	43%	\$516K is Q2'18 expenditure estimates.
Early Learning - Regional Cost Sharing	30,000	0	0	0	0%	\$30K is place holder for Regional Cost Sharing Initiatives with other F5s.
IMPACT Grant	423,746	60,000	105,937	165,937	39%	\$105K is Q2'18 expenditure estimates.
Policy Advocacy, Communications & Systems Change	505,959	88,943	126,490	215,433	43%	\$126K is Q2'18 expenditure estimates.
Unallocated Fund - Policy Advocacy, Communications & Systems Changes (PAC)	371,500	0	20,000	20,000	5%	\$20K are expenditure estimates for the Choose Children initiatives and Build-Up Kits for SMC. Underspending is associated with pending planning and rolling out the PAC - Unallocated fund.
Other Communications	10,000	0	0	0	0%	-
Program Salary & Benefits	538,098	210,919	6,750	217,669	40%	Saving due to delayed hiring of Extra Help staff.
Evaluation	265,000	0	0	0	0%	This fund will reduce to zero in the FY17-18 Revised Budget due to the full amount is part of SPIP carried over to FY18-20
Grant Management and Big Data	189,170	22,000	47,293	69,293	37%	\$47K is Q2'18 expenditure estimates.
Evaluation - Salaries & Benefits	154,057	66,999	2,250	69,249	45%	\$2.25K is expenditure estimate of Retirement Health that was delayed posting by the County
TOTAL PROGRAM APPROPRIATIONS	8,599,196	1,688,551	1,826,385	3,514,936	41%	Positive variance due to majority of grants are slowly executed at the beginning of the fiscal year and pending planning and rolling out the PAC-Unallocated fund.

	FY17-18 Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget (%)	NOTES
2. ADMINISTRATIVE						
Salaries and Benefits	660,222	277,576	9,000	286,576	43%	
Sub Total - Services & Supply	110,400	31,289	5,708	36,997	34%	Positive variance due to underspending in the first few months of the fiscal year.
Sub Total - Other Charges	312,350	117,137	10,333	127,470	41%	Major savings are associated with the audit service cost saving, the reduction of A87 All
			-	-		
TOTAL ADMINISTRATIVE APPROPRIATIONS	1,082,972	426,002	25,042	451,044	42%	
Administrative Cost %	11%	20%		11%		
TOTAL APPROPRIATIONS	9,682,168	2,114,553	1,851,427	3,965,980	41%	Positive variances due to underspending in both Program and Administrative Budget in the first few months of the fiscal year.
FUND BALANCE (ENDING)	9,151,826	13,020,813	-761,885	12,258,928	134%	Positive variances are a net effect of higher Interest Revenue and Prop 10 Tax Revenue projections and underspending in both Program and Administrative Appropriations in the first few months of the fiscal year.
Total Salaries and Benefits	1,352,377	573,494	0	573,494	42%	Positive variances due to delayed hiring of Extra-Help staff.

Note:

This Budget Monitoring Report is presented in a Hybrid Format as per suggestion of Finance and Administration Committee members.

The YTD Actuals column reflects Actual Revenues and Actual Expenditures reported in Countywide OFAS Accounting System.

The YTD Accruals* (with an asterisk) column is a hybrid presentation using Modified Accrual Accounting or Projections. When Revenue and Expenditures are not measurable in monetary terms or are not available, Committee members suggest to make a Projection for the reporting month.

Technical Terms

1. Modified Accrual

Under Modified Accrual, Revenue is recognized and recorded when measurable and available to finance the expenditures of the current period; Available, under Modified Accrual, means collectible within the current period or soon enough to be used to pay liabilities of the current period; Measurable means quantifiable in monetary terms. Per F5CA, Prop 10 Tax Revenue is recorded when the Prop 10 Tax Revenue is posted on the F5CA website.

Expenditures are recognized and recorded when the related liability incurred with some exceptions.

2. Internal Reporting

The Budget Monitoring Report is an internal report, typically is designed to accomplish two goals:

- (a) allows management to monitor compliance with legal and contractual provisions applicable to the management of public funds; and
- (b) provides management with the information on current performance that it needs to make future financial plans.

Because internal reports are designed to serve the needs of management, management is free to select the format and content it believes is most relevant, with timeliness being a key consideration for their use as monitoring or planning documents.

References

1. Modified Accrual: Becker CPA Review, Financial, 2009 Edition Textbook, page F8-12
2. Internal Reporting: First 5 Association of California - Financial Management Guide - Fifth Edition, 2015, Updated 12/15/15, page 51