

*** PUBLIC HEARING MEETING NOTICE***
FIRST 5 SAN MATEO COUNTY (F5SMC)
COMMISSION MEETING

DATE: Monday, May 20, 2019

TIME: 4:00 PM – 6:00 PM

ADDRESS: San Mateo County Office of Education (SMCOE)
101 Twin Dolphin Drive, 1st Floor Conference Room
Redwood City, CA 94065

AGENDA		
Call to Order and Preliminary Business		
1	Roll Call	4:00 PM
2	Public Comment	
3	Action to Set Agenda for May 20, 2019 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>	
4	Commission Announcements	
5	Storytelling: First 5 Work / Impact: Commissioner Alexis Becerra	
Action Items		
6	Oath-taking for Commission Reappointments for Second Term: For Neel Patel and Sandra Phillips-Sved; oath administered by Commissioner Canepa	4:25 PM
7	Approval of First 5 San Mateo County Finance and Administration Committee Members: Commissioner Alexis Becerra and Public Member, Michael Garb for 2019 Calendar Year <i>(See Attachment 7)</i>	4:30 PM
8	Approval of FY 19 – 20 Draft Budget and the Use of Ending Fund Balance to Fund F5SMC’s FY 19 - 20 Adopted Budget, and Presentation by Kitty Lopez, F5SMC’s Executive Director <i>(See Attachment 8)</i>	4:33 PM
9	Approval of F5SMC FY 19 – 20 Policies and Bylaws <i>(See Attachment 9)</i>	4:50 PM
Discussion Items		
10	Strategic Plan Population Level Indicators Presentation by Jenifer Clark, First 5 SMC Evaluation Program Specialist	4:55 PM
Open Public Hearing		
11	First 5 California Annual Report Review by Jenifer Clark, First 5 SMC Evaluation Program Specialist	5:15 PM
Close Public Hearing		

Informational Items		
12	Communications Update <i>(See Attachment 12)</i>	5:35 PM
13	Report of the Executive Director <i>(See Attachment 13)</i>	
14	Committee Updates <i>(See Attachment 14)</i>	

*** 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 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.

The identified times are approximate and are intended to serve as a guide to the public and all First 5 meeting attendees regarding the approximate start times for any one section of the Agenda. The actual start and end times for an agenda item may differ from the noted times.

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

May 20, 2019

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.

- 3.1 Approval of the March 25, 2019 Commission Meeting Minutes
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
March 25, 2019
San Mateo County Office of Education**

Call to Order & Roll Call**1. Roll Call**

Commission Members: Alexis Becerra, Pam Frisella, Nancy Magee, Neel Patel, Louise Rogers
 Absent: David Canepa, Rosanne Foust, Nicole Pollack, Sandra Phillips-Sved
 Staff: Kitty Lopez, Khanh Chau, Jenifer Clark, Emily Roberts, Myra Cruz
 County Counsel: Monali Sheth

A quorum was present. Commissioner Frisella called the meeting to order at 4:07 PM; roll call was taken.

2. Public Comments: None**3. Action to Set Agenda for March 25, 2019 Meeting and Approve Consent Agenda Items**

MOTION: ROGERS/ SECOND: PATEL
 AYES: BECERRA, FRISELLA, MAGEE
 NOES: NONE
 ABSTAIN: NONE

Motion approved.

4. Commission Announcement:

Commissioner Rogers announced that San Mateo County was again ranked as the second healthiest county in California behind Marin County. A few things still need improvement, such as housing costs. She believes that San Mateo County strengths are in early childhood works and healthcare access. More information will be shared in the future.

5. Storytelling: First 5 Work/Impact

Ei Ei Samai, Early Learning Initiative Manager for Daly City Partnership shared one of their success stories. Samai read a written testimony by one of their clients, Nadia, an immigrant single mother with three children and who had a toxic relationship. Nadia overcame her barriers with the help of the Daly City Partnership. She started volunteering and later on took on a leadership role as a Commissioner of Daly City Recreation. Samai thanked the Commission for the opportunity to share Nadia's story and grateful for the support of their programs.

6. New Commissioner Oath Taking: Alexis Becerra

Deputy County Counsel, Monali Sheth, administered the swearing in of oaths for new F5SMC Commissioner, Public Member, Alexis Becerra. The Commission welcomed Commissioner Becerra. Commissioner Becerra shared that she is very excited to be part of the Commission, and she is looking forward to using her personal and work experience to contribute to First 5.

7. Reappoint Commissioners Neel Patel, Pam Frisella and Sandra Phillips-Sved to First 5 San Mateo County Commission for their second 3-year term, expiring December 31, 2021

Kitty Lopez requested approval of this agenda item.

MOTION: ROGERS/ SECOND: MAGEE
 AYES: BECERRA, FRISELLA, PATEL

NOES: NONE
 ABSTAIN: NONE
 Motion approved.

Public Comment: None

8. **2019 California Children’s Report Card, Data for San Mateo County Presentation**

F5SMC’s Executive Director, Kitty Lopez, introduced Ted Lempert, President of Children Now. Lopez gave a brief bio about him. Children Now is a national, state and local research policy and advocacy organization. Lempert highlighted the following:

- Children Now works closely with First 5 Association.
- Distributed two articles: [2019-20 Pro-Kid Policy Agenda for California and Governor Proposes Pro-Kid Budget for 2019 – 2020](#).
- Encouraged everyone to go online to scorecard.childrennow.org to get the County’s scorecard of Children’s Well-Being.
- Focused on birth to five indicators, and San Mateo County (SMC) rank and average compared to California average indicators. SMC ranks high on pregnant women who receive prenatal care beginning the first trimester; 3 and 4-year-olds enrolled in preschool or transitional kindergarten.
- California Children’s Report Card: Childcare is more expensive than college tuition; only 49% of all 3- and 4-year-olds in California attend preschool; home visiting programs reach fewer than 3% of California families; California is making steady progress towards ensuring all kids have health insurance.

The Commissioners asked questions and made comments.

The PowerPoint Presentation and handouts can be found on the F5SMC’s website, [March 25, 2019 Commission Meeting Presentation](#).

9. **Census 2020 Everyone Counts Presentation**

Aparna Ramakrishnan, San Mateo County Census Coordinator, presented the Census 2020 Everyone Counts and highlighted the following:

- Census 2020 nationwide “Stand Up” video was played.
- Historically, three out four Californians belong to one or more undercounted groups: immigrants, people of color, households with low income, households with limited English proficiency, children under 5 years old, homeless and housing unstable
- New challenges to Complete Count such as for the first time the Census count will be primarily done online. 90% residents of San Mateo County will receive a postcard that they need to fill out the form online. We do not know yet if there is a Citizenship question.
- California Census hard to count categories was presented.
- Strategy for the Complete Count includes coordination with cities, counties, state and Census Bureau to maximize resources and efforts and to avoid duplication; collaboration with community leaders to build community support; communication campaign to educate and motivate residents to complete the form; getting support to get more information on the Census.
- Recruitment for several Census positions will be held on April 6th at Job Train, Menlo Park and April 20th at San Mateo Adult School.
- Everyone Counts: Census 2020 Community Launch on April 1st from 1:30 pm – 4:00 pm at the Fox Forum.

The Commissioners asked questions and made comments.

Public Comment: None

The PowerPoint Presentation and handouts can be found on the F5SMC's website, [March 25, 2019 Commission Meeting Presentation](#).

10. **Strategic Plan Implementation Plan (SPIP) 2020 – 2025 Funding Timeline and Procurement**

Kitty Lopez presented the SPIP FY 2018 – 2020 Planning Timeline and Procurement for SPIP 2020 - 2025. Lopez reminded everyone that the Commission approved the Strategic Plan 2020 – 2025 last October 2018. Lopez provided an update on the SPIP strategies for early learning; child health and development; family engagement; partnership, advocacy, & communications; emerging projects and evaluation. The total approved funding for all of these strategies is \$3,780,000. She shared the finalization of SPIP, procurement preparation, and execution of the procurement process. Lopez added that comparisons of procurement strategies developed by VIVA Strategies Communications were in the packet.

Public Comment: None

The PowerPoint Presentation can be found on the [March 25, 2019 Commission Meeting Presentation](#).

11. **Communications Update**

Kitty Lopez informed the Commission that the Communications written report was included in the [March 25, 2019 Commission Meeting Packet](#). She highlighted that F5SMC will be working with communication firm RSE to develop impact stories that will be used for the April 30, 2019 First 5 Advocacy Day, and communication materials for Help Me Grow.

Public Comments: None

12. **Executive Director's Report**

The Executive Director's written report was included in the [March 25, 2019 Commission Meeting Packet](#). Kitty Lopez highlighted the following:

- On March 6th, F5SMC staff, Kitty Lopez, Emily Roberts, and Michelle Blakely presented to Sequoia Health Care District along with Commissioner Patel on a proposed partnership on early childhood efforts. It was a productive meeting.
- VIVA Strategy communications met with F5SMC Program Team to discuss VIVA's family storytelling project.
- Census 2020 San Mateo County campaign kick-off is on April 1, 2019, at Fox Forum. Everyone is invited.

Public Comments: None

13. **Committee Updates**

Program, Operations and Planning Committee: Kitty Lopez reported that the Committee met on March 7, 2019, and discussed the home visiting survey data and Strategic Plan Implementation Plan Timeline.

Commissioner Frisella adjourned the meeting at 5:23 PM.

Date: May 20, 2019
To: First 5 San Mateo County Commission
From: Kitty Lopez
Re: Approval of First 5 San Mateo County Finance and Administration
Committee Members: Commissioner Alexis Becerra and Public Member,
Michael Garb for 2019 Calendar Year

ACTION REQUESTED

Approval of First 5 San Mateo County Finance and Administration Committee Members:
Commissioner Alexis Becerra and Public Member, Michael Garb for 2019 Calendar Year.

BACKGROUND

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

Members are appointed by a majority vote of the Commission and consist of a minimum of 2 Commissioners and a maximum of 4, which is less than a quorum of the members of the Commission (In compliance with The Brown Act: California's Open Meeting Law).

Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or Commission as a whole as indicated in Article IX, section 4 of F5SMC By-laws.

When the F5SMC Committee Roster was approved on December 2018, Commissioner Alexis Becerra had not yet been appointed and Public Member, Michael Garb was still on the Commission.

RECOMMENDATION

Approval of First 5 San Mateo County Finance and Administration Committee Members:
Commissioner Alexis Becerra and Public Member, Michael Garb for 2019 Calendar Year.

FISCAL IMPACT

None.

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DATE: May 20, 2019
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of F5SMC's FY 2019-20 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC's FY 2019-20 Adopted Budget

ACTION REQUESTED

Approval of F5SMC's FY 2019-20 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC's FY 2019-20 Adopted Budget

BACKGROUND

Finance and Administration Committee met on Monday May 13, 2019. Finance Committee members reviewed the proposed FY 2019-20 Draft Budget presented in both old budget format and in new budget format. Committee members endorsed the Approval of F5SMC's FY 2019-20 Draft Budget.

BUDGET ASSUMPTIONS

- Projected Interest earning rate of 1.5% on the projected Ending Fund Balance of FY 2018-19;
- An official Tobacco Tax Revenue Projection from the California Department of Finance based on the actual birth rate in each county will be released at the end of May 2019;
- Continue contracting of the Strategic Plan Implementation Plan (SPIP) Funding Allocations FY 2018-20, that was approved at the August 27, 2017 Commission Meeting;
- Honor 100% executed contract obligations of the SPIP FY 2018-20 contracts;
- Continue efforts in Policy Advocacy, Communication, and System Changes (PAC) and exploration of new revenue source acquisition;
- Continue execution of F5CA IMPACT Grant, Help Me Grow Grant, Watch Me Grow – Clinic Based Services Grant; Build-Up SMC Children's Facilities Grant;
- Inclusion of 3% COLA as the result of the recent union negotiated changes and 6% healthcare cost increase in staff Salaries and Benefits projections;
- 100% Program and Evaluation Staff's Salaries and Benefits are allocated in the Program Appropriations section as previously guided and approved by the Finance and Administrative Committee and Commission.
- **Shared Operating Budget Allocations (New):** Allocation Rate: 50% Shared Operating Budget and 27% Shared Admin Staff Time to Program Appropriation section.

PROPOSED FY 2019-20 DRAFT BUDGET

The Proposed FY 2019-20 Draft Budget is presented in **Attachment 8A** (new budget format) and Shared Operating Budget is presented in Schedule 1 of **Attachment 8B**. Increases and decreases in the Proposed Budget reflect all approved contracts and SPIP funding allocations.

*Please read the memo in conjunction with the Budget Spreadsheets.

- A. Revenues Budget is \$6.513 M or a net decrease of \$345K or 5% decrease.**

Major contributions to the net decreases in Revenue budget are associated with the decreases in Interest Revenue and Tobacco Tax Revenue, and the sunset of various Non-Tobacco Tax Grants that offset the increases in F5CA Impact Grant Revenue and the Watch Me Grow – Clinic Based Services Grant Revenue.

B. Program Appropriations Budget is \$8.991 M or a net increase of \$826K or 10% increase.

Major contributions to the net increases in Program Appropriations are associated with honoring 100% of executed contract obligations, continuing contracting of the approved PIP 18-20 funding allocations, increase execution of the Watch Me Grow - Clinic Based Services grant, increases in Program Staff salaries and benefits, and allocation of Shared Operating Budget.

C. Administrative Appropriations Budget is \$724K or \$373K net decrease or 22% decrease.

Major contributions to the net decreases in Administrative Appropriations are associated with the allocation of Shared Operating Budget and Admin Staff time to Program section.

D. Shared Operating Budget is \$396K or \$29K net decrease or 7% decrease

Services & Supplies is \$144K or \$5K net decrease or 3% decrease.

Major contributions to the net decreases in Services and Supplies budget are associated with combined decreases in various Administrative Budget Lines.

Other Charges is \$251K or \$24K net decrease or 9% decrease.

Major contributions to the net decreases in Other Charges budget are associated with the decrease in the A-87 County Indirect Cost allocation.

\$198K Shared Operating Budget is allocated to Program, allocation rate 50%

\$198K Shared Operating Budget is allocated to Admin, allocation rate 50%

E. Salaries and Benefits Budget is \$1.502 M or \$77K increase or 5% increase.

Major contributions to net increases in Salaries and Benefits area associated with 3% COLA inclusion and 6% of healthcare cost increase projections.

Inclusion in the Salaries and Benefits Budget, there are:

- ✓ \$80K of Salaries and Benefits Budget or 0.5FTE equivalent position that will be funded from the F5SMC's Base Layer Funding of the F5CA IMPACT Grant and the Help Me Grow Grant
- ✓ \$195K or 27% Shared Admin Staff time is allocated to Program, allocation rate 27%

F. FY 2019-20 ENDING FUND BALANCE (Reserves*):

Ending Fund Balance (Reserves*) is \$7.229 M or 27% decrease or \$2.633 M decrease.

Major contributions to the net decreases in Ending Fund Balance (Reserves*) are associated with higher Community Investments than agency fiscal Revenue, as per the F5SMC's Strategic Plan Implementation.

I. FY 2019-20 DRAFT BUDGET SUMMARY

FY 2019-20 Draft Budget is presented in **Attachment 8A** and is summarized as following:

	FY19-20 Draft Budget	Variances vs FY18-19 Revised Budget
REVENUE		
• Beginning Fund Balance FY 2019-20 (<i>Fund Balance*</i>)	10,430,525	-15%
• Projected Total Revenues	6,513,223	-5%
• Total Available Funds (<i>Total Sources*</i>)	\$16,943,748	-11%
PROGRAM APPROPRIATIONS		
• Program Appropriations	7,817,140	15%
• Program staff's salaries and benefits	607,381	3%
• Evaluation staff's salaries and benefits	173,784	8%
• Shared Operating Budget	197,800	
• Shared Admin Staff time	194,712	
• Total Program Appropriations	\$8,990,817	10%
ADMINISTRATIVE APPROPRIATIONS		
• Shared Operating Budget	197,800	
• Admin Salaries and Benefits	526,442	-22%
• Total Administrative Appropriations	\$724,242	-22%
TOTAL APPROPRIATIONS (<i>Net Appropriations*</i>)	\$9,715,059	5%
ENDING FUND BALANCE, FY2018-19 (<i>Reserves*</i>)	\$7,228,689	-27%
SURPLUS / (DEFICIT) (<i>Total Revenues – Net Appropriations*</i>)	(\$2,486,370)	

- *Total Sources*, Net Appropriations*, Reserves*, Total Requirements* are budget terminologies used by the County of San Mateo. Since March 2018, F5SMC have added budget terminologies used by the County to F5SMC Budget*

II. ISSUE TO CONSIDER

- We anticipate having FY 2019-20 Budget Revision in February 2020 once (1) all funding of Cycle 4 contracts are fully executed and (2) FY 2018-19 under spending funds of various grants become available after FY 2018-19 financial audit completion.

III. FISCAL IMPACT

- Admin cost rate of 9% is within the current approved Admin Cost Rate Policy.
- FY 2019-20 Draft Budget has a budget deficit of \$2,486,370 due to F5SMC investing in Community with higher fiscal Appropriations than agency fiscal Revenue, as per F5SMC's Strategic Plan.
- F5SMC draws down \$2,486,370 from Ending Fund Balance (Reserves*) to fund its FY 2019-20 Adopted Budget.

ACTION





Approval of F5SMC's FY 2019-20 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC's FY 2019-20 Adopted Budget.

	ORG/ACCT#	FY18-19 Revised Budget	FY19-20 Draft Budget	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (\$)	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (%)	Notes to FY19-20 Draft Budget
REVENUE						
FUND BALANCE BEGINNING (BEGINNING RESERVES*)		12,265,268	10,430,525			Based on projected Ending Fund Balance FY18-19
Interest	19510-1521	231,958	156,458	(75,500)	-33%	Conservative Interest Earning Rate projection of 1.5% on lower Beginning Fund Balance
Tobacco Tax Revenue	19510-1861	5,344,804	5,254,000	(90,804)	-2%	
F5CA IMPACT Grant	19510-1861	524,000	575,000	51,000	10%	Last year of the 5-year grant
F5SF IMPACT HUB TA FY18-19	19510-2643	70,903		(70,903)	-100%	Grant ends 6.30.2019
David Lucile Packard Foundation - Help Me Grow Grant	19510-2643	285,000	100,000	(185,000)	-65%	Pending no cost extension of the Grant.
San Bruno Community Foundation - Build-Up Kids Grant	19510-2643	14,709		(14,709)	-100%	Grant ends 6.30.2019
Peninsula Healthcare District - Help Me Grow Call Center Grant	19510-2643	25,000		(25,000)	-100%	Grant ends 6.30.2019
San Mateo County Health System - WMG Clinic Based Services Grant	19510-2643	181,383	362,765	181,382	100%	
GILEAD - Build Up Kids Facilities Grant	19510-2643	50,000		(50,000)	-100%	
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19510-2643	130,000	65,000	(65,000)	-50%	
F5SMC Wellness Grant	19510-2658	777		(777)	-100%	
TOTAL REVENUES		6,858,534	6,513,223	(345,311)	-5%	Various grants end and decrease of Interest Revenue due to lower Beginning Fund Balance.
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		19,123,802	16,943,748	(2,180,054)	-11%	

APPROPRIATIONS						
1. Program						
Family Engagement	19540-6125	1,775,541	1,712,067	(63,474)	-4%	Last year of 2-year funding cycle.
Child Health & Development	19540-6156	1,563,670	1,744,041	180,371	12%	Last year of 2-year funding cycle.
SPIP 15-18 Carry Over	19540-6156	100,000		(100,000)		F5SMC leverage funding for the HMG will be paid out in FY19-20
Early Learning	19540-6263	1,628,259	1,665,000	36,741	2%	Last year of 2-year funding cycle.
Policy Advocacy, Communications & Systems Change	19540-6814	559,905	800,502	240,597	43%	Last year of 2-year funding cycle. Sponsorship budget \$10K.
SPIP 15-18 Carry Over	19540-6814	40,000	0	(40,000)	-100%	
Other Communications - Sponsorship	19540-6814	10,000		(10,000)		
Emerging Projects	19540-6814	200,000	334,600	134,600	67%	Last year of 2-year funding cycle.
Kit for New Parent KNP (KNP)	19540-6814	62,000	42,000	(20,000)	-32%	Build only 3000 KNP
Regional Cost Sharing	19540-6814	45,000	45,000	0	0%	Place holder
Program Salary & Benefits		591,149	607,381	16,232	3%	
Grant Management and Big Data	19540-6265	100,000	194,896	94,896	95%	
Other Evaluation Projects	19540-6265	145,000	290,000	145,000	100%	
Evaluation - Salaries & Benefits		161,632	173,784	12,152	8%	
David Lucile Packard Foundation grant - Help Me Grow Grant	19540-6131	255,000	100,000	(155,000)	-61%	Pending Help Me Grow grant no cost extension request and approval.
Help Me Grow - Centralized Access Point and Family and Community Outreach Providers	19540-6131			0	#DIV/0!	
Help Me Grow - Healthcare Provider Lik	19540-6131			0		
Help Me Grow Call Center Grant - Peninsula Healthcare District	19540-6131	25,000		(25,000)	-100%	Grant ends 6.30.19
Watch Me Grow Clinic Based Services Grant	19540-6131	181,383	362,765	181,382	100%	x
San Bruno Community Foundation grant - Build-Up Kids	19540-6131	14,709		(14,709)	-100%	Grant ends 6.30.19
GILEAD - Build Up Kids Facilities Grant	19540-6131	50,000		(50,000)	-100%	Grant ends 6.30.19
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19540-6131	130,000	65,000	(65,000)	-50%	
F5SF IMPACT HUB TA FY18-19	19540-6126	65,231		(65,231)	-100%	Grant ends 6.30.19
F5CA IMPACT Grant	19540-6126	461,266	461,269	3	0%	
Allocated Shared Operating Budget			197,800	197,800		Allocation rate: 50% to Program
Allocated Shared Admin Staff Time			194,712	194,712		Allocation rate to Program: 27%
Subtotal Program Appropriations		8,164,745	8,990,817	826,072	10%	Honor 100% executed contract obligations and continuing contracting of the approved SPIP 18-20 Funding Allocations.

	ORG/ACCT#	FY18-19 Revised Budget	FY19-20 Draft Budget	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (\$)	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (%)	Notes to FY19-20 Draft Budget
2. Administrative						
Salaries and Benefits		672,719	526,442	(146,277)	-22%	Allocation rate to Program: 27%
Allocated Shared Operating Budget		424,577	197,800	(226,777)		Allocation rate: 50% to Admin
Subtotal Administrative Appropriations		1,097,296	724,242	(373,054)	-22%	
Administrative Cost Rate %		12%	9%			
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		9,262,041	9,715,059	453,018	5%	Increases in Total Appropriations are associated with honoring 100% of executed contract obligations and continuing contracting of the approved SPIP 18-20 Funding Allocations.
ENDING FUND BALANCE (ENDING RESERVES*)		9,861,761	7,228,689	(2,633,072)	-27%	Decreases in Ending Fund Balance is associated with higher Community Investments than agency fiscal Revenue, as per the F5's strategic plan implementation.

Color code

Shared Budget/Shared Cost	
Revenue ; Fund Balance	
Appropriations	
Salaries & Benefits	

Note 1:

At the March 26, 2018 Commission Meeting, Commission reviewed and approved the use of Reserves* to fund the approved FY17-18 Revised Budget. At the same time moving forward, F5SMC will add budget terminologies used by the County to F5SMC Budget for a comparable reading with County internal budget system.

*Total Sources, Net Appropriations, Reserves, Total Requirements with asterisk * are budget terminologies used by the County of San Mateo.

Schedule 1 - Shared Operating Budget FY19-20

Attachment 8B

	ORG / ACCT#	FY18-19 Revised Budget	FY19-20 Draft Budget	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (\$)	FY19-20 Draft Budget (+/-) vs FY18-19 Revised Budget (%)	Notes to FY19-20 Draft Budget
I. Services and Supplies						
Outside Printing & Copy Svc	19510-5191	2,000	2,000	0	0%	
General Office Supplies	19510-5193	12,500	7,500	(5,000)	-40%	Reduce color ink cartridge purchase will offset the higher lease cost of a color photocopier.
Photocopy Lease & Usage	19510-5196	2,000	4,000	2,000	100%	Lease color photocopier
Computer Supplies	19510-5211	13,000	18,000	5,000	38%	7 new laptop purchase after 5-year services lives (\$15K) and software licenses (\$3K)
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	15,000	0	0%	
Auto Allowance	19510-5712	11,000	11,000	0	0%	
Meetings & Conference Expense	19510-5721	12,000	12,000	0	0%	
Commissioners Meetings & Conference Exp	19510-5723	8,000	5,000	(3,000)	-38%	
Other Business Travel Expense	19510-5724	5,000	5,000	0	0%	
Dept. Employee Training Expense	19510-5731	8,000	5,000	(3,000)	-38%	
Wellness grant	19510-5856	777		(777)	-100%	
Other Professional Services	19510-5858	60,000	60,000	0	0%	Place holder
Sub Total - Services & Supplies		149,277	144,500	(4,777)	-3%	
II. Other Charges						
Telephone Service Charges	19510-6712	4,000	3,500	(500)	-13%	
Automation Services - ISD	19510-6713	48,000	45,000	(3,000)	-6%	
Annual Facilities Lease	19510-6716	92,000	95,000	3,000	3%	
General Liability Insurance	19510-6725	7,500	7,500	0	0%	
Official Bond Insurance	19510-6727	600	600	0	0%	
Human Resources Services	19510-6733	2,000	2,000	0	0%	
Countywide Security Services	19510-6738	500	500	0	0%	
All Other Service Charges	19510-6739	53,000	50,000	(3,000)	-6%	
A-87 Expense	19510-6821	67,700	47,000	(20,700)	-31%	County indirect cost allocation reduction.
Sub Total - Other Charges		275,300	251,100	(24,200)	-9%	
Total Shared Operating Budget		\$ 424,577	\$ 395,600	(28,977)	-7%	
Allocated Shared Operating Budget to Program			\$ 197,800			Allocation rate to Program: 50%
Allocated Shared Operating Budget to Admin			\$ 197,800			Allocation rate to Admin: 50%

Schedule 2 - Salaries & Benefits Budget FY19-20

Program Staff & Shared Admin Staff	591,149	802,093	210,944	36%
Evaluation Staff	161,632	173,784	12,152	8%
Admin Staff	672,719	526,442	(146,277)	-22%
Total Salaries and Benefits	\$ 1,425,500	\$ 1,502,319	76,819	5%

Color code

- Shared Budget/Shared Cost
- Revenue ; Fund Balance
- Appropriations
- Salaries & Benefits

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DATE: May 20, 2019
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of the First 5 San Mateo County Policies and Bylaws for FY 2019-2020

ACTION REQUESTED

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2019-2020

BACKGROUND

Mandate Policies: The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission’s policies to ensure compliance with mandates by the Legislature and other administrative processes and to strengthen F5SMC’s internal controls for operations. Currently there are seven policies; four of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and Senate Bill 35 (Florez). These mandates include: Contracting and Procurement; Conflict of Interest; Salary and Benefits; and Administrative Costs. These Policies were reviewed and approved by the Commission on April 23, 2018.

Bylaws: On April 23, 2018, the Commission reviewed and approved First 5 San Mateo County’s Bylaws. There are no recommended changes.

UNCHANGED POLICIES

The following policies remain unchanged:

- Contracting and Procurement Policy (Attachment 9A)
- Conflict of Interest Policy (Attachment 9B)
- Salary and Benefits Policy (Attachment 9C)
- Supplantation Policy (Attachment 9D)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 9E)
- Event Sponsorship Policy (Attachment 9F)

CHANGED POLICIES

The following policies are amended:

1. Amended Administrative Costs Policy (**Attachment 9H**)

F5SMC has allocated 100% Salaries and Benefits of Program and Evaluation staff to the Program Appropriations in its annual budget since FY2016-2017.

Staff recommend the Amended Administrative Cost Policy for FY2019-2020 as per **Attachment 9H:**

- (1) to allow further allocation of the shared operating cost to the Program Appropriation sections that is allowable and guided through *The Financial Management Guide of First 5 Association of California (the Fifth Edition, 2015)*.

(2) to reflect the true operating costs that benefit Program activities.

(3) for consistent practices of shared operating cost allocation that exist across other First 5 Commissions.

The Commission will monitor actual Administrative Cost so that, in any one year, Administrative costs do not exceed ~~15%~~ 12% of the Commission's annual operating budget.

2. Amended Bylaws (**Attachment 9G**)

Current:

Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission and shall post them on the Commission website after approval by the Commission.

Amended:

Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission. ~~and shall post them on the Commission website after approval by the Commission.~~

The minutes are included in the Commission meeting packet and are posted on the website at least 72 hours before each meeting. After consulting with Deputy County Counsel, Monali Sheth, we can eliminate this part of the statement above.

FISCAL IMPACT

No fiscal impact to the F5SMC's annual budget.

RECOMMENDATION

Approval of the First 5 San Mateo County Policies and Bylaws for FY2019-2020



SUBJECT: CONTRACTING AND PROCUREMENT POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code Section §130151(b)(1), which requires that the contract and procurement policy contains provisions to ensure that grants and contracts are consistent with the commission’s strategic plan.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

Part I. STATEMENT OF POLICIES

The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission, including ensuring that contracting and procurement are consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

When purchasing food, First 5 San Mateo County will give preference to United States-grown produce and United States processed foods when there is a choice and it is economically feasible to do so.

If fitness and quality are equal, First 5 San Mateo County will purchase recycled products, as defined in Section 12200 of the Public Contract Code, instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items.

In accordance with Section 130140 and Section 130105 of the Health and Safety Code, First 5 San Mateo County has autonomy to expend moneys from the trust fund only for the purposes as described in the Commission’s approved Strategic Plan.

Part II. CONTRACTING & GRANT PROCESSES

A. First 5 San Mateo County shall use a competitive selection, negotiation and approval process (“Request for Proposal Process” or “RFP Process”) whereby potential contractors and/or grantees may submit applications for

Commission funding. Use of the RFP Process is intended to ensure that all qualified contractors and/or grantees are given an opportunity to be considered a service provider to the Commission.

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this process on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. The RFP Process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- B. In addition to particular criteria are important and appropriate to the project/grant, the criteria for choosing the contractor and/or grantee may include and may include:
- Experience of the agency and specific staff assigned to complete the work, including description of experience with similar projects
 - Proposed methodology, work plan and timeline to complete the scope of work
 - Proposed cost to complete the work
 - Payment terms (when payment is due to the contractor and/or grantee throughout the timeframe of the contract)
 - Start date and completion date of the work/service.

Once the Commission has selected the contractor(s) and/or grantee(s) that can best perform the necessary work, Commission staff will negotiate the terms of the contract in accordance with the Commission's approval for such services.

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$50,000. Any related contract amendment shall also be approved and executed by the Commission.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. After receiving direction to proceed from the Commission Chair, the Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,000 and \$50,000 on behalf of the Commission.
- E. Any service agreements, memorandums of understanding, and/or contracts that do not use or otherwise substantively amend the standard San Mateo County template agreement will be reviewed by County Counsel. Approval must be obtained by County Counsel prior to finalization.



SUBJECT: CONFLICT OF INTEREST POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of the commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE SECTION 87100

- A. The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) has a Conflict of Interest Code, which has been approved by the San Mateo County Board of Supervisors. Pursuant to Section 87306.5 of the Government Code, First 5 San Mateo County will review that Conflict of Interest Code biennially. First 5 San Mateo County has designated the following positions in its Code: Commissioners, Executive Director, Financial Analyst, and Consultants (when applicable).

- B. Form 700 filing. All individuals holding positions designated by the Conflict of Interest Code shall file the Form 700 of the California Fair Political Practices Commission, when assuming office, annually thereafter, and when leaving office as required by regulation.

- C. The Commission shall continue to have a conflict of interest code in effect at all times.

PART II. GOVERNMENT CODE SECTION 1090, et seq.

First 5 San Mateo County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, *et seq.*, hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code, First 5 San Mateo County Commissioners will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTION 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The Commission shall continue to conduct its operations consistent with Government Code Section 1125, *et seq.* Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination or removal from the Commission (whichever is applicable). Any disciplinary action related to violation of this policy will be conducted in accordance with the Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel, the Executive Director and the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

First 5 San Mateo County

List of Designated Positions in the First 5 San Mateo County and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Commission Member	1,2,3,4
Executive Director	1,2,3,4
Consultants*	1,2,3,4

*The Executive Director, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the Commission. Those consultants who, within the meaning of Section 18700 (a)(2) of Title 2 of the California Code of Regulations are required to file statements of economic interests, shall do so. During each calendar year, First 5 San Mateo County shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to category 2 is required to disclose interests in all real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position



SUBJECT: SALARY AND BENEFITS POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

As required by Health and Safety Code Section 130140(d)(6), salaries and benefits shall conform with established First 5 San Mateo County Commission and San Mateo County government policies.

II. **SALARY AND BENEFITS POLICIES AND PROCESSES**

The San Mateo County Board of Supervisors created the First 5 San Mateo County Commission in March 1999, Ordinance No. 3889. As an agency of the County, the First 5 San Mateo County Commission complies with the salaries and benefits policies and procedures that are applicable to all Boards and Commissions in the County, including:

- The Memorandum of Understanding between County of San Mateo and the applicable union that establishes the salaries for each job classification, as may be amended from time to time; and
- County Resolutions that provide salaries and related matters for exempt management, confidential and other unrepresented employees, as may be amended from time to time.

Employee hiring, termination, payroll, pay increases and benefits are processed through the San Mateo County Employee and Personnel Services Department and the Controller's Office.



SUBJECT: SUPPLANTATION POLICY

PROHIBITING USE OF COMMISSION FUNDS TO SUPPLANT STATE OR LOCAL GOVERNMENT FUNDS

PURPOSE: The purpose of the policy is to assure compliance with Proposition 10, adopted by the voters in 1998. Revenue & Taxation Code Section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the commission’s trust fund shall be used to supplant state or local general fund money for any purpose.

POLICY:

1. No Commission funds shall be used to supplant state or local general fund money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local general funds unless the proponent demonstrates to the Commission’s satisfaction that the Commission’s funding will be used to improve the quality or quantity of an existing service, and not to supplant existing funding.
3. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commissions. The prohibition on supplantation does not refer to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government general funds, and which are “existing” as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

Definitions:

Existing means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission’s action.

State general funds means funds which are received into the treasury of the State and not required by law to be credited to any other fund.¹

Local government general funds means funds which are received into the treasury of the local government and not specially appropriated to any other fund.²

Level of service includes both the quality and quantity of services.

Pilot with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.³

Supplant shall be given its ordinary meaning, that is, “to take the place of.”

Guidelines:

1. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
2. Any applicant that discloses that state or local government funding has been received for the proposed program or service within the last three years must also demonstrate to the Commission’s satisfaction:
 - a) That the program or service has not received state or local general funds within the 12 month period preceding the Commission’s action, or
 - b) That, if received, such funds have not been reduced during the 12 month period preceding the Commission’s action, or
 - c) That the program or service was a pilot project, and
 - d) That the Commission’s funds will be used to augment or improve the existing level of service, either in terms of quantity or quality.
3. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is executed. For multi-year contracts or commitments, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

¹ See Gov. Code § 16300.

² See Gov. Code § 29301

³ See Penal Code § 5058.1



SUBJECT: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO TAKE ACTION TO SUPPORT OR OPPOSE LEGISLATION OR OTHER INITIATIVES

PURPOSE: On occasion, the Executive Director is approached with a time-sensitive request to sign a letter of support for (or opposition to) legislation or other initiatives related to First 5 San Mateo County Commission’s mission. This policy is intended to delegate authority to the Executive Director to take necessary action to provide that support (or opposition) consistent with the First 5 San Mateo County Commission’s mission when certain conditions are met.

POLICY:

The First 5 Commission hereby delegates its authority to the Executive Director to sign documents or other materials on behalf of First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”), when all of the following conditions are met:

1. The legislation or other initiative is directly related to, and consistent with First 5 San Mateo County’s mission.
2. Because of time constraints, bringing the matter to the Commission at its next scheduled meeting is not practical.
3. Calling a special meeting to address the matter is either not practical or not appropriate under the circumstances.
4. The Executive Director has conferred with the Chair of the Commission and both the Executive Director and the Chair agree that: (a) the position that the Executive Director intends to take is consistent with the mission of First 5 San Mateo County; (b) bringing the matter to the Commission at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Commission is appropriate under the circumstances.
5. The Executive Director reports at the next regularly scheduled Commission meeting as part of the Executive Director’s Report any position taken pursuant to this policy.



SUBJECT: EVENT SPONSORSHIP POLICY

PURPOSE: To provide support for events targeted at children prenatally to age 5 and their families in San Mateo County.

POLICY: First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of **success for every child** would not be possible without the collaboration of our partners throughout the County.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Child Health and Development
- Family Engagement
- Early Learning

Event Sponsorship Eligibility Criteria

Parents or providers may request a sponsorship if the event meets the following criteria:

- The event ties to one or more of the focus areas above and are consistent with the Commission's vision and mission.
- The event targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC.
- The event takes place in San Mateo County.
- The event provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions **prior** to, and **during** the event (e.g., print, radio, web, and televised advertisement and promotions).
- The event provides a booth space for F5SMC staff to participate during the event, if appropriate.
- The requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible.
- The event is designated smoke free.
- The event is not used to lobby for or against or otherwise attempt to influence legislation.
- The event is not used for religious purposes.
- The event is not used for fundraising purposes.

Event Sponsorship Award Amounts

- The Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.
- Event Sponsorship requests in the amount of \$2,500 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

Standards for Collaboration

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

Post Event Reporting

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment.
- A representative from the requesting agency may also be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the Sponsorship Request Form, which can be obtained from First 5 San Mateo County staff or downloaded at first5sanmateo.org.

Requests must be received eight weeks prior to the proposed event date. Event Sponsorship Requests will be accepted on a continuous basis as long as funding is available.

Submit Questions and/or Sponsorship Requests to:

Myra Cruz

1700 S. El Camino Real, Suite 405

San Mateo, CA 94402

ecruz@smcgov.org

**FIRST 5 SAN MATEO COUNTY COMMISSION
BYLAWS
Adopted April 2018**

ARTICLE I (Authority)

These bylaws (“Bylaws”) are adopted by the First 5 San Mateo County Commission (the “Commission” or “F5SMC”) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision, Mission, Outcomes and Status)

The vision of the Commission is “Success for every child.”

The mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

F5SMC adopted the following desired outcomes to guide its efforts in its 2015-2020 Strategic Plan:

1. San Mateo County prioritizes young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and are able to nurture their children’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

F5SMC is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of F5SMC shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act or omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:

- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the State Act and any other applicable state laws and County guidelines.
- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate, and conduct at least one public hearing on the Commission’s review of the plan before

any revisions to the plan are adopted and submitted to the First 5 California Commission (the “State Commission”).

- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150, and conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California Commission annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the State Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the State Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the State Act or the County Ordinance.

ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

ARTICLE V (Conflicts of Interest Policy)

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy, and any amendments thereto, shall be consistent with County policies and requirements.

Each Commissioner shall file a statement disclosing reportable economic interests in accordance with the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission and the Commission’s Conflict of Interest Policy.

ARTICLE VI (Officers)

1. Officers:

- A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of standing and *ad hoc* committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.
- B. The Vice Chair shall be a Commissioner, and in the Chair’s absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair will be absent or unable to act at a meeting at which a quorum of the Commission will be present, the Chair may in advance of said meeting appoint a Commissioner to preside at said meeting over all business of the Commission, appoint chairs of standing and *ad hoc* committees, and exercise such powers and perform such other duties of the Chair as may be prescribed by the Commission.

2. Terms and Removal:

Officers of the Commission shall be chosen annually through an election to be held at the last scheduled meeting of each calendar year, unless an earlier election is necessary because of a vacancy or vacancies on the Commission. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VII (Staffing)

1. Executive Director:

The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff:

The Executive Director hires, evaluates and terminates F5SMC Staff.

ARTICLE VIII (Meetings)

1. Regular and Special Meetings:

- A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (the “Ralph M. Brown Act” or the “Brown Act”).
- B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the fourth (4th) Monday of the month.
- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff shall give notices of regular and special meetings in accordance with the Brown Act.

2. Open and Public:

All meetings of the Commission shall be held in accordance with the Brown Act.

3. Quorum:

A quorum is required to initiate the transaction of business at any regular or special meeting of the Commission. A quorum is a majority of the seated members of the Commission. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by at least four Commissioners.

4. Voting:

Except as otherwise provided by these Bylaws, all official acts of the Commission require the affirmative vote of a majority of the Commissioners who are present and voting as long as the quorum requirements are met. No official act shall be approved with less than the affirmative vote of four Commissioners.

5. Recusals:

A Commissioner shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on a contract or grant where the contract or grant directly relates to services to be provided by that Commissioner or the entity that the Commissioner represents or financially benefits the Commissioner or the entity that he or she represents, or as otherwise required by applicable law or by the Conflict of Interest Policy of the Commission.

6. Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission.

ARTICLE IX (Committees)

1. Advisory Committees:

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purpose of the State Act and of the Commission. Advisory committees shall meet and shall make recommendations and reports as deemed necessary or appropriate.

A. Early Childhood Evaluation Advisory Committee:

The duties and responsibilities of this Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full Commission.

2. Standing Committees and Appointment of Members:

The Commission may establish standing and *ad hoc* committees and appoint members to those committees, wherever necessary. The following standing committees have been established: the Finance and Administration Committee and the Program, Operations and Planning Committee.

A. Finance and Administration Committee:

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations and Planning Committee:

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the County's Children and Families First Strategic Plan, policies concerning programs to be implemented and supported under the Strategic

Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

3. Conflicts of Interest:

Commission members shall abide by all applicable laws, policies and regulations governing conflicts of interest, including those adopted by this Commission, the Board of Supervisors and the State Commission.

4. Committee Membership:

Notwithstanding section 3 above, persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings:

Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum for that committee.

6. Open and Public:

All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

1. Executive Director Signature Authority:

The Executive Director shall have such signature authority to approve and execute service agreements, memorandums of understanding and/or contracts up to \$25,000. After receiving direction to proceed from the Commission Chair, the Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts above \$25,000 and up to \$50,000 on behalf of the Commission.

2. Apply for Grants:

All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commissioners who are present and voting as long as the quorum requirements are met. No amendment to or repeal of these Bylaws shall be approved with less than the affirmative vote of five Commissioners.

DATE ADOPTED: _____

SIGNED BY:

Chair, First 5 San Mateo County Commission



SUBJECT: ADMINISTRATIVE COSTS POLICY (Amended)

- Categorizing Administrative costs, Program costs, and Evaluation costs
- Defining Administrative costs.
- Determining the maximum allowable Administration costs as a percentage of the commission's total operating budget.
- Monitoring the Administrative cost percentage to ensure the actual Administrative costs do not exceed the maximum rate adopted by the commission.

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(5) requiring the county commission to adopt, in a public hearing, a limit on the percentage of the county commission's operating budget that may be spent on administrative functions.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

First 5 San Mateo County will consistently identify Administrative costs following the guidelines outlined in this policy and monitor the actual Administrative costs as a percentage of its annual operating budget.

II. **COST CATEGORIES**

All costs fall into one of three major categories: Administrative, Program, or Evaluation. Administrative costs are differentiated from Program costs and Evaluation costs in accordance with the guidelines provided through the *Financial Management Guide*¹ of First 5 Association of California; its *Cost Allocation and Administrative Cost*² provide guidelines in categorizing and allocating costs.

III. **ADMINISTRATIVE COST DEFINITION**

¹ The Guide is a product of the California First 5 Association's and the State Commission's joint technical assistance effort and a direct result of a financial management assessment conducted by the Government Finance Officers Association (GFOA) in response to new legislation.

² Financial Management Guide, First 5 Association of California (the Fifth Edition, 2015) Cost Allocation (pages 36-37); Administrative Cost, (page 61-65)

Administrative costs: Costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than Evaluation and Program activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Administrative costs include all salaries, benefits, services, and supply costs not readily identifiable as costs of the Commission's Evaluation or Program activities. Commission staff will adhere to the above definition for budgeting, accounting, and financial reporting processes. Staff utilizes certain codes for reporting processes to identify costs as Program, Evaluation, or Administration according to their nature. Except when there is information to determine a direct allocation of operating costs, shared operating costs/office expenses will be allocated by a systematic, valid and rational allocation methodology. The methodology will be reviewed annually and presented with the annual budget.

III. MAXIMUM ALLOWABLE ADMINISTRATIVE COSTS AS A PERCENTAGE OF THE OPERATING BUDGET

The Commission will monitor actual Administrative costs so that, in any one year, Administrative costs do not exceed 12% of the Commission's annual operating budget.

IV. MONITORING

The Administrative costs' percentage will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director and Finance Committee. In the event that Administrative costs exceed 12% of the operating budget, the Commission will review and approve a corrective action plan to achieve the desired percentage. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.

Figure1: Cost Category Delineation

ADMINISTRATIVE COST* Costs incurred in support of the general management and administration of a First 5 commission for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.	PROGRAM COST Costs incurred by local First 5 commissions readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.	EVALUATION COST Costs incurred by local First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.
General accounting/financial reporting	Direct services	Evaluation**
Local annual reporting activities	Program outreach and education	Evaluation technical assistance
Financial planning	Program planning	Evaluation database
Commission/association meetings and travel	Program grants and contracts	Travel and training related to evaluation
Payroll/benefits	Program/provider technical assistance and support (formerly Quality Assurance)	
Human resources services	Program Database management	
Legal services/consulting	Contract compliance	
Contract compliance		
Audit		
Strategic planning		
Procurement		
Rent		
Maintenance		
Utilities		
Insurance		
Cleaning/Janitorial		
<p>*These costs are typically administrative, but some may be allocated as appropriate to Program or Evaluation. For example, occupancy, utilities and indirect costs associated with the office space or salary of a program or evaluation staff person could be allocated to program or evaluation. In another example, an ED who attends a training on evaluation may charge this time and travel to evaluation.</p> <p>**Includes conduct of focus groups and case studies, state evaluation report production, and presentation.</p>		

DATE: May 20, 2019
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Communications Update

ACTION REQUESTED

None; this agenda item is for information only.

COMMUNICATIONS

- **Impact Stories:** F5SMC along with its communication firm, RSE, developed impact stories shared with State Legislators in Sacramento during the First 5 Association's Advocacy Day on April 30, 2019. Stories from Build Up for San Mateo Children's and Ravenswood's Virtual Dental (VDH) Home were highlighted. (See Attachment 12.1)
- **"Think Bigger" Newsletter:** F5SMC sent out its quarterly electronic newsletter on June 9th. Topics in this online newsletter include 2020 Census, Children Now Report, Advocacy Day, and Build Up and VDH impact stories. <https://conta.cc/2HoLaiv> (See Attachment 12.2)
- **Pen TV Interview:**
On April 23, 2019, Pen TV host Dani Gasparini interviewed Kitty Lopez regarding First 5 San Mateo County. Click the link to see the interview:
<https://www.youtube.com/watch?v=X29OLumxzZI&feature=youtu.be>
The interview was aired on May 1st, May 5th, May 8th, May 12th, May 15th, and May 19th.
- **Cannabis/Marijuana Educational Brochure:**
F5SMC will be hosting several parent focus groups with community partners: Puente, Daly City Partnership and Family Connections, over the next few weeks. The goal is to obtain input from parents on a cannabis/marijuana educational brochure. The brochure will be translated into Spanish. Focus groups targeting providers will be held over the summer.
- **All Together Now Campaign**
F5SMC will be joining the First 5 Association, the First 5's Center for Children's Policy and other First 5 Counties on a new campaign called All Together Now. The First 5 Association and the First 5's Center for Children's Policy have been working with Mercury Communications and the Packard Foundation to launch this campaign, which endeavors to bring the California Early Childhood field into closer alignment in its messaging. Stay tuned!
- **Help Me Grow SMC Web-site**
F5SMC, Gatepath and Lucille Packard Children's Hospital at Stanford with RSE continued planning for our local Help Me Grow web-site. The official launch of the permanent web-site is expected by early summer 2019.

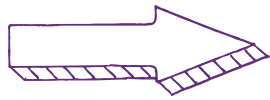
SOCIAL MEDIA

- See April 2019 Social Media Report and Website Analytics Report (Attachment 12.3)

Success for Every Child



SPOTLIGHT ON SUCCESS:



Building Up the Child Care Supply through Faith-Based Organizations

Currently, San Mateo County faces a shortfall of 19,000 child care, preschool, and after school spaces. Existing providers are being squeezed by the Silicon Valley real estate market; renters are seeing unaffordable increases, and those looking to open new sites or expand face challenges such as lack of usable, affordable space and extreme development expenses and timelines. However, many individuals and organizations in the community are learning and developing new childcare spaces.

Opening childcare centers is not new to Heather Hopkins. After noticing a need for more childcare spaces that could accommodate the ever-changing schedules of busy families, she opened Toddle, a flexible childcare center that serves children ages two to six in Menlo Park. Today, Heather has joined forces with Build Up for San Mateo County's Children to help address the

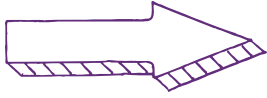


critical shortage of quality childcare facilities in San Mateo County by establishing child care centers on the grounds of existing faith-based organizations.

To Heather, the opportunity for faith-based organizations to help local children and families thrive by closing the educational opportunity gap is one that makes perfect sense. "If faith-based organizations knew the real benefits of using their space for early learning, it would be an obvious next step," she explains with vigor. "There is perfect alignment with early learning



SPOTLIGHT ON SUCCESS:



Building Up the Child Care Supply through Faith-Based Organizations

and faith-based organizations because the goal of each is to help a person to be the best they can be.”

With the help of funding from First 5 San Mateo County, and other public and private sources, Build Up has enlisted the help of Heather to work with Build Up’s director, Christine Padilla, to explore opportunities within faith-based organizations, become liaisons, and provide technical support in the community. The team helps to assess an organization’s potential for hosting onsite early learning programs and assist with the permitting, licensing and renovation processes to open (or expand) child care facilities. They also connect faith-based organizations with early learning partners so that they can operate high-quality preschool and child care programs.

Currently, Heather and Christine are working with eight faith-based organizations in the community - St. Andrew’s Lutheran Church and Sturge Presbyterian Church being two that are farthest along in the process. “If the churches were trying to do this work alone, they’d get so frustrated they would have quit early on,” said Heather. “We’re able to help them overcome the obstacles and understand the many complicated steps in the permitting process. Their vision for providing quality childcare on their church grounds is going to become a reality; it’s a win-win for everyone.”



To learn more about how First 5 San Mateo County and Build Up are creating innovative partnerships to grow and improve the supply of child care and preschool facilities in San Mateo County, visit <https://buildupsmc.com/>.

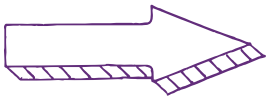


First 5 San Mateo County is entrusted with the strategic investment of nearly \$7 million public dollars each year specifically earmarked to help children and families in our county succeed. We work on behalf of the more than 53,000 children ages zero to five living here to ensure their every need is met, their families are supported and their future is a priority.

Success for Every Child



SPOTLIGHT ON SUCCESS:



Virtual Dental Home

While the American Academy of Pediatric Dentistry recommends that children see a dentist when their first tooth appears or no later than their first birthday, for many families in San Mateo County, accessing dental care is a real challenge. Cost, distance, schedules and unfamiliarity can all act as deterrents. The Virtual Dental Home (VDH) seeks to address all of these. A signature investment of First 5 San Mateo County (F5SMC), the VDH helps to improve and maintain the oral health of children and the community by providing dental care in places where people live, work, attend school, receive social services, and beyond. Since F5SMC began funding the program in 2012,

**more than 1,125 children
have been served.**

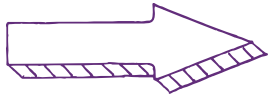
One of the ways that the VDH program provides services to children in San Mateo County is by bringing dental services to them. Schools enrolled in the program are given the option of having a dental hygienist and a program navigator set a schedule based on the number of



children being served. A part of the VDH model includes the signature “big red chair” that is used during dental visits. This, along with bringing dental care to schools, was put in place to be more inviting and provide services to children who may have a fear of seeing a dentist out of their comfort zone.



SPOTLIGHT ON SUCCESS:



Virtual Dental Home

Take for example four-year-old Henry.* Henry received the preventive dental care he needed from the VDH right at his very own preschool. Henry was once terrified of dental equipment and not very comfortable going to the dentist, but with the help of patient and reassuring VDH staff, and the “big red chair”, he got over his fear and even participated in his own examination. Getting exposure to early dental care in a comfortable place was a critical step for Henry, who is now connected to regular care after graduating from the VDH program.

San Mateo’s transitional housing facility First Step is one of several locations where VDH currently provides services. There, three-year-old Jacob* complained about the extreme pain he was having in his preschool classroom. A visit from the VDH allowed program staff to learn about the severe and rampant decay in Jacob’s teeth - it was apparent that Jacob needed urgent care. But as a single mom working two jobs, it was difficult for Jacob’s mother to accommodate the time needed for his additional dental work. Without hesitation, the VDH team and site dentist shifted their schedules to accommodate the family and successfully complete Jacob’s dental treatment.

Run by the Ravenswood Family Health Center, the VDH has provided dental services in 11 locations in the last year alone, serving 650 children.

The virtual model allows extremely talented and passionate people to give convenient preventative dental care services, decrease children’s fear of dental care, increase dental health literacy of families, improve oral health outcomes, and establish a primary dental home.



Thanks to VDH, families in San Mateo County can receive the dental care services they need and establish a healthy dental routine for their future.

**Names changed to protect privacy.*



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THINK BIGGER



Big Topic



Image by County of San Mateo

The **2020 Census** is fast approaching! Every 10 years, the federal government is required to count everyone living in the US... and we mean everyone. All of the information that is gathered is used to make sure everyone is equally represented in our political system and that government resources are allocated fairly. It is also used to make important decisions about community programs and services, like where to build homes and parks, establish public transit routes, build new roads and offer language access services.

In the 2010 Census, a staggering one in five children were missed. There are many reasons why children weren't counted. Some families simply didn't return the form, and some parents didn't know that babies, toddlers and young children are supposed to be included.

So, why does it matter that children are included in the census? An accurate count of all the children in San Mateo County ensures that our community will get the resources our children need; like funding for school libraries, school lunches, head start, childcare initiatives and other necessary programs. When children aren't counted, we lose vital community resources—from schools to hospitals—that are critical to every child's long-term success.

You can help ensure that every child in San Mateo County is counted. Here's how: [Count All Kids](#). Stay tuned for more 2020 Census information in [San Mateo County](#).

Making Strides



Big things are happening at **Build Up**. In March, San Mateo County Supervisors approved [\\$50,000 in Measure K](#) funding to help expand local childcare options. "Like housing, affordable, high-quality child care and preschool facilities are in short supply in San Mateo County," said Supervisor Dave Pine who is also the Co-Chair for the Build Up Advisory Body. "Investing in the organizational and support capacity of Build Up will accelerate the creation of new childcare spaces which are so

desperately needed for children and families to thrive." Read the press releases [here](#).

Meanwhile, work to identify new spaces in which to open quality child care facilities continues, including exploring ways in which faith-based organizations can help to close the educational opportunity gap. Read more about how Build Up staff are helping local churches to assess their potential to host onsite early learning programs, assist with permitting, licensing and renovation processes on the [Build Up blog](#).

Community Support

On May 22, First 5 San Mateo County will be hosting “It Takes A Village,” an event exploring the unique and complex experiences of LGBTQ+ immigrants and families in San Mateo County, and how we can best support them. We are honored to have Annette Pakhchian, ASW, LGBTQ+ Community Outreach Worker for Behavioral Health and Recovery Services, as a guest presenter. Lunch will be provided, so please bring your appetite and come join us for an insightful afternoon from 12:00 p.m. to 3:00 p.m.!



Please RSVP by May 15th: <https://first5smc-lgbtq.eventbrite.com/>

Community Impact

As you might know, our **Virtual Dental Home** (VDH) program helps improve and maintain the oral health of children and the community by providing parental and staff education, as well as dental care in places where people live, work, attend school, receive social services, and more. The virtual model allows extremely talented and passionate people to provide convenient preventative dental care services, decrease children’s fear of dental care, increase dental health literacy of families, improve oral health outcomes, and establish a primary dental home. Through the Ravenswood Family Health Center and led by its Director, Dr. Yogita Thakur, more than 1,125 children have been served outside of the center’s walls.

Children all over San Mateo County receive the care that they need in the comfort of their schools, and as they graduate from the program, they are later connected to a regular care facility of their choice. Since last year, VDH has provided dental services in 11 locations, with over 1,000 patient visits, including 650 kids. Thanks to VDH, families in San Mateo County can receive the dental care services they need and establish a healthy dental routine for their future.

Read some of our recent success stories, [here](#).



News to Use

Check out the [Children Now 2018-19 California County Scorecard of Children’s Well-Being](#) interactive

map. This online report tool gives users a current and comprehensive picture of children's health, education, and welfare in all of California's counties. In San Mateo County:

- 94% of newborns were not low birthweight,
- 97% of kindergarteners were up-to-date with their immunizations and
- 97% of children had health insurance, *but...*
- Only 25% of children (0-5) visited a dentist in the last year!

Attachment 12.2

Explore the San Mateo County report for county-level data mapping, tracking of key indicators of child well-being over time, and by race and ethnicity.



Impact Spotlight

On any given day in 2018, nearly 7,000 of California's families experienced homelessness. Supporting homeless families with young children in San Mateo County is made more challenging by the dearth of high quality, affordable child care and mental health services. In order to look for work or maintain employment, parents who are homeless need to feel confident that their children are safe and well-cared-for, and children who have experienced the trauma of losing their homes often require specialized care.

For more than 10 years, in partnership with Peninsula Family Service, First 5 San Mateo County has funded on-site preschools at two family shelters. Serving children ages 18 months through 5 years of age, these Therapeutic Centers provide trauma-informed early learning environments including developmental and social-emotional screening, occupational therapy, and mental and behavioral health services for both parents and children. In FY 17-18, this program screened 124 children, provided one-on-one psychotherapy for 47 parents, and provided occupational therapy and behavioral services to 100 children.

One of those children was Mariana*, a sweet girl who was overwhelmed by her situation and had trouble trusting her teachers and classmates. She refused to remove her jacket and backpack at preschool, and defended herself by hitting and biting when approached. Mariana's father Joe had difficulty managing her behavior, which often resulted in power struggles. The preschool team worked with both father and daughter—providing developmental guidance and parental skills training to Joe, and reassuring Mariana that her feelings were valid and that she was safe. Gradually, Mariana became comfortable in the classroom. She began to take off her backpack and jacket, and play with her peers. Best of all, her relationship with her father improved, and the two were once again able to enjoy spending time together.

***All names have been changed for privacy.**

Advocacy Day

**PRIORITIZE FUNDING
FOR EARLY CHILDHOOD**



**SO ALL OF CALIFORNIA'S
CHILDREN CAN THRIVE**

Attachment 12.2

#CA4AllKids #CAKidsNow2019



Image from First 5 Association

On April 30, 2019, First 5 San Mateo County joined other First 5 Commissions from across the state at the State Capitol for Advocacy Day in support of Governor Newsom's new budget. The budget will place more than \$2.7 billion into early childhood and will align with First 5's long-held priorities: quality early learning, comprehensive health and development, and family resiliency. We urge you to make a difference by supporting early care and education proposals, too.

For photos of the event click [here](#) and for more information click [here](#).

We'll be bringing you more news on topics like maternal mental health, early learning workforce development, oral health and more in the next edition of the Think Bigger newsletter.

Visit our Website

First 5 San Mateo County | 1700 S. El Camino Real, Suite 405, San Mateo, CA 94402

STAY CONNECTED



First 5 San Mateo County

April 2019


Overview

During the month of April, First 5 San Mateo County (F5SMC) social media platforms continued to show steady growth in platform followers. Due to strong organic posts used in tandem with paid social media, F5SMC's Twitter received over 32.4K impressions, its Facebook page obtained nine more followers, and its Instagram saw steady engagement with 713 total comments and likes.

Analytics showed that F5SMC's website generated a total of 581 California-based users, creating a total of 689 website sessions. Consistent from last month, the top sources of traffic were from Google organic searches, direct searches and from First 5 California. The top cities in California that drove website traffic were San Francisco, San Mateo and Daly City. The top pages that were visited in the site included the Home page, followed by the Families page and About page. Over 55.5% of users accessed the site on a desktop computer. Detailed website analytics can be found on the attached F5SMC April 2019 Analytics Report.

Social Activity by Platform

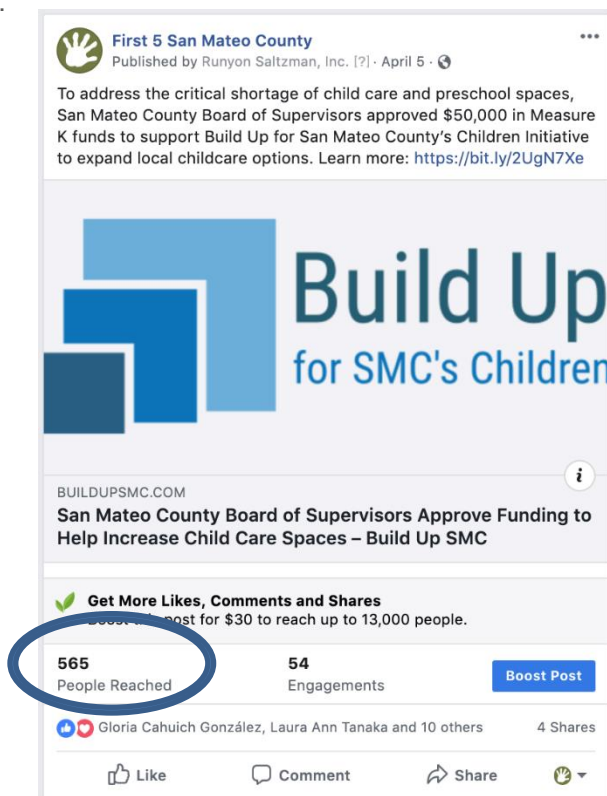
The following report provides engagement statistics by social media platform.

	1,353	Followers
	320	Total Engagement (Likes and Comments)
	7,763	Facebook Post Impressions

Facebook

In April, F5SMC's Facebook page grew with 9 new followers. Over 1,722 impressions and 91 engagements were generated from the two most popular organic posts. A top-performing paid social post, which focused on encouraging mothers in San Mateo County, had 267 engagements, and 13 reactions, comments and shares.

Highlights:



First 5 San Mateo County
Published by Runyon Saltzman, Inc. [?] · April 5 · 🌐

To address the critical shortage of child care and preschool spaces, San Mateo County Board of Supervisors approved \$50,000 in Measure K funds to support Build Up for San Mateo County's Children Initiative to expand local childcare options. Learn more: <https://bit.ly/2UgN7Xe>

Build Up
for SMC's Children

BUILDUPSMC.COM

San Mateo County Board of Supervisors Approve Funding to Help Increase Child Care Spaces – Build Up SMC

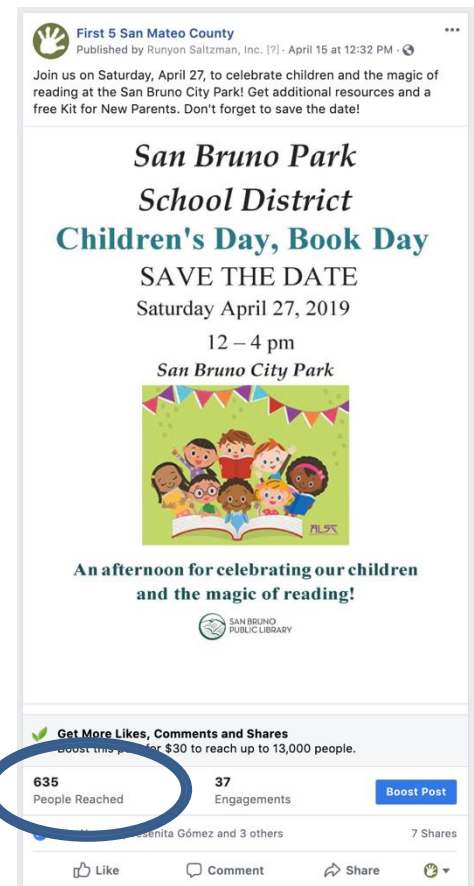
✔ **Get More Likes, Comments and Shares**
Boost this post for \$30 to reach up to 13,000 people.

565 People Reached
54 Engagements

Boost Post

👍👍👍 Gloria Cahuich González, Laura Ann Tanaka and 10 others · 4 Shares

👍 Like 💬 Comment ➦ Share 🌐



First 5 San Mateo County
Published by Runyon Saltzman, Inc. [?] · April 15 at 12:32 PM · 🌐

Join us on Saturday, April 27, to celebrate children and the magic of reading at the San Bruno City Park! Get additional resources and a free Kit for New Parents. Don't forget to save the date!

San Bruno Park
School District
Children's Day, Book Day
SAVE THE DATE
Saturday April 27, 2019
12 – 4 pm
San Bruno City Park

An afternoon for celebrating our children and the magic of reading!

✔ **Get More Likes, Comments and Shares**
Boost this post for \$30 to reach up to 13,000 people.

635 People Reached
37 Engagements

Boost Post

👍👍👍 Presentia Gómez and 3 others · 7 Shares

👍 Like 💬 Comment ➦ Share 🌐

First 5 San Mateo County April 2019



Twitter

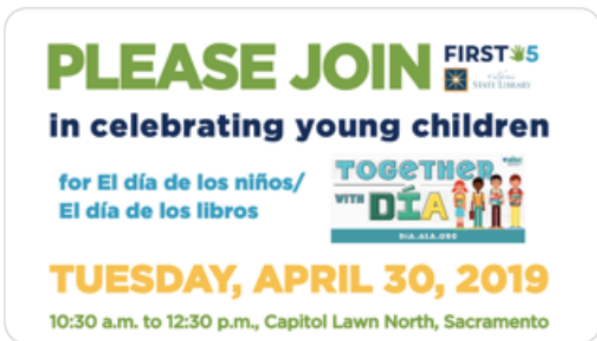
492 Followers
64 Total Engagements- Retweets/Likes/Mentions
32.4K Tweet Impressions

During the month of April, organic and paid Twitter posts generated 1.1K impressions per day. Most visibility came from an organic tweet promoting F5SMC's participation on Advocacy Day, which garnered over 1.4K impressions. The second post that garnered over 573 impressions, highlighted the importance in counting children in the upcoming 2020 Census.

Some highlighted tweets from the month are shown below:



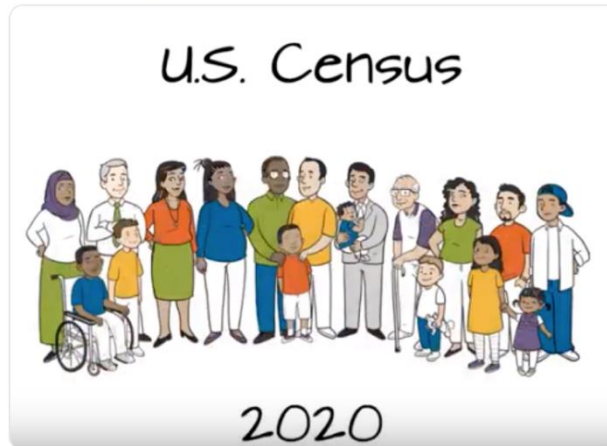
First 5 San Mateo Co @first5sanmateo · Apr 30
 Today's the day! We're celebrating First 5's Advocacy Day and Día de los Niños at 10:30 am on the Capitol Lawn North in Sacramento. Stop by for a fun-filled morning of family activities to promote [#earlyliteracy](#) and [#earlychildhoodeducation!](#) [#CA4AllKids](#) [#DiaTogether](#)



1 comment, 2 retweets, 10 likes



First 5 San Mateo Co @first5sanmateo · Apr 3
 Kids ages 0-5 were the most undercounted age group in the last census. That's why First 5 San Mateo County is working with local partners to [#CountALLKids](#) in the [#2020Census](#). Check the video from Count All Kids to learn more about why it matters: [bit.ly/2HY3QbA#SMCCou...](#) [#CACensus](#)



1 retweet, 2 likes

First 5 San Mateo County April 2019

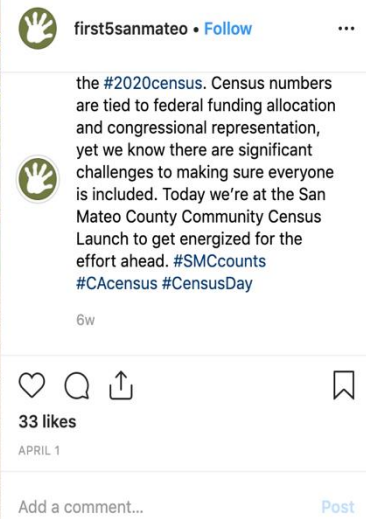


460 Followers (+19 from last month)
713 Total Engagements (Likes and Comments)

Instagram

F5SMC's Instagram account grew by 19 followers during the month of April. Seven posts were published, including a paid social post that increased engagement significantly, with over 553 total engagements. Followers continue to include parents, teachers, early education and health community organizations, other First 5's and public officials.

The two most popular post are shown below:




First 5 San Mateo County April 2019



LinkedIn


RSE continued to post content during the month of April to the F5SMC LinkedIn business page and monitored engagement.


Posted by Carlota Patricia Treviño Duran • 4/24/2019 • ⋮
[Sponsor now](#)

 **First 5 San Mateo County**
43 followers
2w

The first three years of a child's life are uniquely important because this is the most sensitive period for brain development. The experiences a child has during this time will shape the architecture of her brain and I ...see more



 1

 Like  Comment

First 5 San Mateo County - April 2019 Analytics Report



Apr 1, 2019 - Apr 30, 2019

On-Site Performance - April 2019

Website Traffic Overview

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
581	689	61.54%	2.63	00:01:32

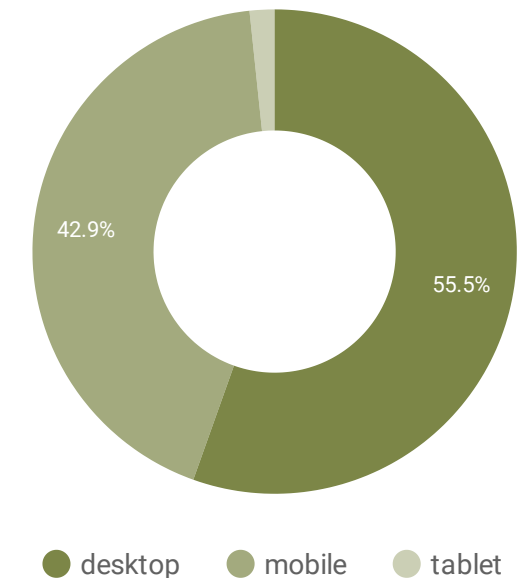
Website Traffic Overview - California

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
329	422	47.16%	3.32	00:02:11

Website Traffic by Source - California

Source	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. google	192	253	47.83%	3.31	00:02:23
2. (direct)	45	62	54.84%	2.5	00:01:02
3. first5california.com	34	34	32.35%	4.85	00:03:46
4. ccfc.ca.gov	10	16	50%	4.13	00:02:09
5. co.sanmateo.ca.us	8	8	0%	4.25	00:02:34

Website Traffic by Device (Sessions)



Website Traffic by City - California

City	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. San Francisco	86	109	44.95%	4.19	00:02:34
2. San Mateo	47	48	60.42%	2.4	00:01:48
3. Daly City	21	31	54.84%	3.1	00:01:17
4. Redwood City	18	31	41.94%	3.16	00:02:14
5. Los Angeles	16	18	27.78%	3.67	00:02:32

Website Traffic by Page - California

Page	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. /	133	164	23.78%	1.33	00:02:40
2. /families/	81	10	90%	15	00:00:18
3. /about/	50	8	62.5%	11.88	00:00:19
4. /about/first-5-staff/	50	21	66.67%	3.1	00:00:31
5. /partners/	39	6	66.67%	10.5	00:00:19

**FIRST 5 SAN MATEO COUNTY (F5SMC)
REPORT OF THE EXECUTIVE DIRECTOR
APRIL AND MAY 2019**

OVERVIEW

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

Early Learning

Build Up Bay Area Regional Facilities Meeting: On April 9th, representatives from six Bay Area counties (Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, and Sonoma) convened to discuss local efforts, policy positions and opportunities for collaboration. Stakeholders attending the meeting represented the following organizations: Build Up for San Mateo County’s Children (SMC Board of Supervisors, 4Cs (R&R), San Mateo County Office of Education, and the Silicon Valley Community Foundation), The Alameda County ECE (Early Childhood Education) Program, Contra Costa County Local Planning and Advisory Council for ECE, The Low-Income Investment Fund and Santa Clara County.

Build Up Funding: Build Up received \$50K from the San Mateo Board of Supervisors (Measure K sales tax). The grant was awarded to the 4C’s for operating costs including funding for a technical assistance coordinator. Build Up has two staff positions funded through public and foundation grants thru June 2020. Click link: <https://buildupsmc.com/259-2/>

Private and corporate donors have committed \$300,000 to help solve the child care facilities shortage. An individual donor contributed \$250,000 through Silicon Valley Community Foundation to start Build Up’s Child Care and Preschool Capital Fund, and Gilead Sciences, Inc. is the first corporate donor with a grant of \$50,000 for this fund. (See *Attachment 13.1*)

Build Up Workshop: On May 7th, Build Up held its first of three series workshop for faith-based communities. Representatives from different congregations received information on how to include and expand on-site child care and preschool facilities for their area. Examples of faith-based organizations that lease space to child care and preschool operators and operate its own child care were featured. Build Up Consultants, Heather Hopkins and Sarah Kinahan and Build Up Director, Christine Padilla, answered questions from the audience.

Child Health and Development

Help Me Grow Pediatric Advisory Team Meeting: On March 25th, the Pediatric Advisory Team met under the leadership of F5SMC Commissioner and pediatrician Dr. Neel Patel. The Team continues to grow in membership at each consecutive meeting and now includes physicians from PAMF, SMC Health, Stanford Children’s Health, Gardner Packard, and Kaiser. This meeting was also attended by the new HMG Child Health Care Provider Liaison Team from Lucile Packard Children’s Hospital- Stanford and offered a great opportunity for all parties to discuss the pediatric provider landscape scan draft, the Site Readiness Assessment, and preferred developmental screening tools. The group will convene again in May.

Help Me Grow (HMG) National Forum: First 5 SMC staff members Michelle Blakely and Emily Roberts, along with four other HMG SMC team members, attended the 10th Annual Help Me

Grow National Forum from May 6th- 8th in Buffalo, NY. The Forum allowed an opportunity to learn from others in the nearly 30 states that are already implementing Help Me Grow systems about the best practices, partnerships, and innovations that they are employing within their jurisdictions and to think together about how best to grow our local systems and to collaborate. All HMG SMC team members plan to present the highlights from the Forum at our next Systems Change for Children with Special Needs meeting in July.

Oral Health Core Team Retreat: The Oral Health Core Team came together on March 26th for a half-day retreat. The Core Team includes representation from the collective funders of the Strategic Plan effort and some of the core implementation partners as well as the staff who have been hired through San Mateo County Health to implement the Strategic Plan and the Local Oral Health Plan (our county's share of the Prop 56 funding dedicated to child-focused oral health efforts). The retreat allowed the members an opportunity to review input from the five workgroups and to fine-tune priorities for the second half of the Strategic Plan implementation period.

Children's Oral Health Workgroup: On May 1st the Children's Oral Health Workgroup convened for their regularly scheduled meeting. The agenda included an update on the San Mateo County Oral Health Strategic Plan revisions and identification of one to two key communications messages to promote children's oral health. Both agenda items will feed into the larger SMC Oral Health Coalition Retreat scheduled for May 21 from 12:30 - 4:30 at Silicon Valley Community Foundation in San Mateo.

Systems Change for Children with Special Needs Meeting: The quarterly meeting of the Systems Change for Children with Special Needs group took place on April 11th. The meeting was facilitated by F5SMC staff member Emily Roberts and featured three speakers. F5SMC's own Michelle Blakely gave an overview of the current policy landscape as it stands and its potential implications for young children and their families. Lizelle Lurio de Luna, Director of Family Health Services for SMC Health, presented on the services offered by FHS with particular attention to some recent shifts in the home visiting service landscape. Mara McGrath, Content Expert for Help Me Grow through Stanford Children's Health, spoke about the goals and scope of the activities that her division will undertake with pediatric clinics in San Mateo County as a recently added member of the Help Me Grow SMC team. The group will meet next in July 2019.

Family Engagement

Upcoming Grantee and Community Training: "It Takes a Village – Supporting LGBTQ+ immigrants and their families." On May 22nd, from 12:00 to 3:00 First 5 San Mateo County will be hosting an event about how best to support LGBTQ+ immigrant families. We are honored to have Annette Pakhchian, ASW, LGBTQ+ Community Outreach Worker for Behavioral Health and Recovery Services, as our guest presenter. Through this training participants will:

- Learn about the unique and complex experiences of LGBTQ+ immigrants and their families
- Understand recent policy changes that impact pathways to citizenship and family dynamics for LGBTQ+ immigrants.
- Examine how we support LGBTQ+ families, including LGBTQ+ parents and parents with LGBTQ+ children.

F5SMC Grantees are encouraged to attend, but others from the community are also welcome.

April's Friday Café:



On April 26th the San Mateo County Office of Education hosted a F5SMC-funded Friday Café on Trauma Informed Community Building. The conversation catalyst was Jessica Wolin, MPH, MCP, Associate Director, Community Engagement, Health Equity Institute. Jessica is also a lecturer at San Francisco State University. The morning was very powerful as participants explored their own experiences of trauma in the context of community trauma. There were many take-aways but one shift in thinking that resonated with the group was changing our systemic lense when thinking about communities and individuals who are exhibiting after effects of trauma from “What is wrong with you” to “what happened to you”, and then ask, “what’s right with you.” Jessica outlined healing-centered engagement practices pointing out that one of the most important things an agency or system can do when engaging traumatized communities is to own the harm that has been done. Without owning the harm there will be no trust, without trust you will not have authentic engagement.

Principles around trauma informed community building dovetail with F5SMC’s TRISI Initiative (Trauma and Resiliency Informed Systems Initiative), and Program Specialist Karen Pisani will help keep community trauma elements present in our TRISI work.

POLICY & ADVOCACY UPDATES

AB 2698, Rubio

On January 1, 2019, a new law creating an adjustment factor for California State Preschool reimbursements came into effect (AB 2698, Rubio). This adjustment factor will be available to state preschool programs offering Early Childhood Mental Health Consultation services, and we are hopeful that many of our local programs will be able to draw down additional dollars. The state is in the process of preparing more detailed guidance regarding how programs will qualify for and access this new funding stream. F5SMC has been holding conversations with local stakeholders to determine how we will be able to maximize these newly available resources.

San Mateo County Census 2020 Community Outreach Strategy Workgroups

On April 11th and 25th, Jenifer Clark attended the San Mateo County Census 2020 Community Outreach Strategy Workgroups. The meetings focused on identifying trusted messengers to the various Hard to Count Populations in our County, as well as strategies that those messengers might use to successfully engage their communities. Representatives from diverse sectors attended the workgroup, including education, health clinics, foundations, county agencies, and non-profits serving those with low-income, the elderly, immigrants, and day laborers.

California Campaign to Counter Child Adversity (4CA) Policymaker Education Day

On May 1st, Mai Le joined over 70 people across the state to speak with policymakers in Sacramento about the long-term health impacts of childhood adversity, and the importance of preventing and healing trauma early on in a child’s life. Policy makers were receptive to the information and interested to learn about which bills address childhood adversity. Mai was featured in an ACEs Connection article about the event:

<https://www.acesconnection.com/g/california-aces-action/blog/more-than-70-4ca-participants-converge-on-sacramento-talk-aces-to-power> or See Attachment 13.2

Rise Together Opportunity Summit 2019

On May 10th, 2019, Jenifer Clark and Kitty Lopez attended the third annual regional Rise Together Opportunity Summit held at San Jose State University. Focusing on affordable housing, family self-sufficiency, and access to quality early learning opportunities, the summit brought together funders, policy-makers, practitioners, and researchers from around the Bay Area and the State. Featured panels included a look at racial and economic equity in the Bay Area with the Policy Link Equity Atlas (<https://nationalequityatlas.org>), and a look at budget and policy priorities from Chris Hoene of the California Budget & Policy Center and Conway Collis of GRACE. At an afternoon session, Kitty Lopez joined Regan Clark Foust of the Children’s Data Network to present on the California Strong Start Index (<https://strongstartindex.org/>) and explore how the data can be used to understand more about the geography of opportunity available to children based on where they are born.

F5SMC sent several support letters for these proposed initiatives and projects:

- **Help Kids in Foster Care and Their Caregivers Access Support Services**
<https://www.tfaforms.com/4721463>
(See Attachment 13.3)
- **Family Urgent Response System**
(See Attachment 13.4)
- **Support for AGI Avant Proposal for Development of PUC Site in South San Francisco**
(See Attachment 13.5)

“Why is Creating More Child Care Centers So Hard” article from May 9, 2019, *KQED.org*. Christina Maluenda Marchiel, Co-Director of Mission Kids shared her experience on building child care facility for their clients. (See Attachment 13.6)

Governor Gavin Newsom May Budget Revision Summary for FY 2019 – 2020 on Early Childhood (See Attachment 13.7)

For complete Budget Revision Summary, go to <http://www.ebudget.ca.gov/budget/2019-20MR/#/BudgetSummary>

First 5 Association Overview of Governor Newsom’s May Budget Revision Summary for FY 2019 – 2020. (See Attachment 13.8)

ACCOUNTABILITY, RESEARCH AND EVALUATION

Oral Health Coalition Data Workgroup

On April 4th, Jenifer Clark attended the Data Workgroup of the Oral Health Coalition. The

meeting focused on the indicators for our local Oral Health Strategic Plan, and mapping those indicators against data requested by State and Federal oral health monitoring efforts. Feedback from the Data Workgroup will be used to refine our local indicators and develop data collection and surveillance strategies.

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

First 5 Association's Bay Area Regional Convening

On April 3rd, Michelle Blakely and Jenifer Clark of F5SMC and David Fleishman of Child Care Coordinating Council, 4Cs, attended the First 5 Association's Bay Area Regional Convening on developing community outreach plans to ensure that children ages 0-5 are counted in Census 2020. Speakers included representatives from the California Complete Count efforts and from the National Association of Latino Elected and Appointed Officials (NALEO). Led by consultants from Partners in Impact, attendees were oriented to a number of online tools that enable the user to develop a detailed outreach plan based on the characteristics of specific census tracts. It was announced during the convening that the F5 Association has received permission to use the Sesame Street Count (Count von Count) in a communications campaign educating the families of children ages 0-5 about the importance of participating in the Census.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

Thrive Action Group Meetings

On March 27th and April 10th, Jenifer Clark attended meetings of the Thrive Action Group (TAG) on Children & Education. The March 27th meeting focused on children and poverty, and the April 10th meeting reviewed the slate of currently proposed State legislation relevant to our target population. Nancy Krup of Click My Cause presented her advocacy app at the April 10th meeting as well. This app allows non-profits to notify their supporters about legislation that is progressing through the California Senate and Assembly, and enables those end users to indicate support or opposition to a bill with two clicks on the app.

San Mateo County Complete Count Kick-Off Event

On April 1st, Michelle Blakely, Jenifer Clark, Myra Cruz, and Mai Le attended the San Mateo County Complete Count kickoff event in Redwood City. The event included speakers from our local Complete Count Committee, a panel on outreach of hard to count populations, and a panel on funding opportunities to support census education and outreach efforts. Commissioner Rosanne Foust attended, and former F5SMC Commissioner Don Horsley and current Commissioner David Canepa also spoke at the event, demonstrating the commitment of our Board of Supervisors to ensuring that all residents of San Mateo County, including the traditionally hard to count population of children ages 0-5, are accurately enumerated in this important Federal process.

First 5 Express Van

The First 5 Express Van came to San Mateo on May 7th and May 8th to promote their campaign "Talk, Read, Sing" to young children. They were hosted by the 25th Avenue Farmers Market and Puente de la Costa Sur.

First 5 San Mateo County participated in several fairs to promote its mission. F5SMC staff distributed Kits for New Parents, Potter the Otter books, sippy cups, toothbrushes and

many more kids' friendly items to families and providers:

- **Family Child Care Preview Fair** - March 23, 2019 hosted by 4C's at San Mateo Adult School. Families had a chance to meet some of County's child care providers directly. More than fifty parents came by at the F5SMC table and twenty three parents signed up to request Kits for New Parents.
- **It Starts with Us!** – April 18, 2019 hosted by San Mateo County Child Abuse Prevention Council (CAPC) at Sobrato Conference Center. F5SMC joined several agencies in supporting the child abuse prevention summit.
- **Children's Day, Book Day** – April 27, 2019 hosted by San Bruno Park School District at San Bruno City Park. Commissioner Canepa read a book to kids at the park.



First 5 Network Association Advocacy Day!

On April 30th, Kitty Lopez and Michelle Blakely attended the First 5 Association Advocacy Day out on the Capitol Lawn in Sacramento. Visits were held with policymakers/legislative staff for State Senators Scott Weiner, and Jerry Hill and Assembly Members Kevin Mullin, Mark Berman and Phil Ting. Assemblyman Mullin personally thanked Build Up and other San Mateo County partners' for their significant contribution to increased advocacy for CA state financial and legislative support for early learning facilities expansion. Lopez and Blakely shared SMC local data, impact stories and the F5 Association's shared policy talking points highlighting 13 proposed bills supporting children and families.



Over 120 First 5 representatives from 30 counties were in attendance comprising 112 legislative visits or 93% of the legislature. For the second year in row, the F5 Association and F5CA hosted local children and parents for a fun day of activities. First Partner Jennifer Siebel Newsom read to children in English and Spanish and led a yoga session for toddlers. See for a sample of press hits and coverage: [Sacramento Bee](#) and [KCRA/NBC](#),

Community Collaboration for Children's Success: East Palo Alto

On May 8th, Jenifer Clark attended the final CCCS East Palo Alto Neighborhood Leadership Group meeting. Facilitated by Shireen Malekafzali of Health Policy & Planning, as well as consultants from Raimi+Associates, the group confirmed the goals for the EPA CCCS project, and finalized ten strategies that the neighborhood will focus on to achieve those goals. One of the strategies selected is access to high quality child care and early learning environments. The final report for East Palo Alto is now in development and will be available within the next several weeks.



FOR IMMEDIATE RELEASE
MAY 14, 2019

PRIVATE AND CORPORATE DONORS COMMIT \$300,000 TO HELP SOLVE THE CHILD CARE SHORTAGE CRISIS

Build Up for San Mateo County's Children receives new contributions of capital funding to help child care and preschool programs expand their facilities.

Redwood City, CA – To address the critical shortage of child care and preschool spaces, corporate and private donors have contributed \$300,000 in capital funding to spur new child care and preschool facilities development in San Mateo County. These funds will help bring approximately 100 new child care spaces to the region.

An individual donor contributed \$250,000 through Silicon Valley Community Foundation (SVCF) to start *Build Up's* Child Care and Preschool Capital Fund. From the fund, SVCF awarded grants to three organizations; the remainder will be used to sustain the fund in future years. Grant recipient organizations include:

- Puente, a nonprofit serving the South Coast, received a capital grant to bring the first licensed infant child care program to this underserved area. Building upon their current parent-led co-op, Puente is renovating space to better serve some of the twenty children currently on their waitlist.
- IHSD, San Mateo County's Head Start provider, received a capital grant to serve infants and toddlers in East Palo Alto, and a planning grant to determine the feasibility of adding an infant program in Half Moon Bay. In East Palo Alto, IHSD is leveraging a new Early Head Start grant to provide the program at no cost to low-income parents. The two new Early Head Start classrooms will be ready to open in August 2019.
- The Redwood City School District received a planning grant to conduct a feasibility study for using vacant District classroom space for infant/toddler child care.

Gilead Sciences, Inc. is *Build Up's* first corporate donor with a grant of \$50,000 to *Build Up's* Child Care and Preschool Capital Fund. As a leading employer in San Mateo County, Gilead is well-positioned to understand the challenges working families face in securing child care in the community, and to model employer-best practices that help alleviate the child care and preschool shortage. "Gilead hopes our funding will be a catalyst for other local businesses to partner with *Build Up* and grow an early childhood facilities fund to increase access to quality care," said Joydeep Ganguly, Senior Vice President of Corporate Operations.

“These generous donations take us one step closer to ensuring that parents in San Mateo County can find affordable, high quality child care for their babies and toddlers,” said Michelle Sioson-Hyman, deputy director at SVCF’s Center for Early Learning. “Investments in child care from businesses and philanthropists are so crucial now given the Bay Area’s extremely pressurized real estate climate. It’s hard enough to find housing – and equally difficult for child care providers to find affordable, safe space to serve local families and children. We are so appreciative of Gilead’s leadership and vision in recognizing the value of child care, not just for their employees but for the overall economy of the community in which their business is located.”

Build Up is seeking additional philanthropic contributions from individual and corporate donors to grow the Child Care and Preschool Capital Fund to meet the full capital needs in the County. Donors can support specific projects or contribute to the general fund. A recent study estimated a need for \$420 million in capital funding to fill the child care and preschool gap and identified roles for both public and private funders.

About Build Up

Build Up for San Mateo County’s Children formed in 2018 to address a critical shortage of affordable, high-quality child care and preschool options. With an ambitious goal to increase the child care supply by 3,000 spaces by 2020, *Build Up* engages local companies to encourage them to create child care facilities for their employees, tracks local real estate projects for child care opportunities, identifies resources to build new child care and preschool facilities, and generates funding to renovate existing facilities. *Build Up* also works with cities and the county to improve policies for child care development and provide technical assistance to child care operators. Leadership is provided by First 5 San Mateo County (F5SMC), the Child Care Coordinating Council (4Cs) of San Mateo County, the County of San Mateo, the San Mateo County Office of Education, and Center for Early Learning at Silicon Valley Community Foundation (SVCF). The initiative is a response to the *2016 Child Care and Preschool Task Force*, commissioned by F5SMC and convened by SVCF, that recommended multi-sector solutions to the child care shortage and identified a need for a coordinated, cross-agency approach, supported by paid staff, to work on closing the gap. For more information visit <https://www.buildupsmc.com>

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Contact: Christine Padilla, Build Up Director
650-517-1436, cpadilla@sanmateo4cs.org

[ACESCONNECTION](#) / [COMMUNITIES](#) / [CALIFORNIA ACES ACTION](#) / [BLOG](#)
/ MORE THAN 70 4CA PARTICIPANTS CONVERGE ON SACRAMENTO, TALK ACES TO POWER

More than 70 4CA participants converge on Sacramento, talk ACEs to power



[LAURIE UDESKY \(ACES CONNECTION STAFF\)](#) ○ 21 HOURS AGO ✨

Mai Le, an ACEs champion and program associate with First 5 San Mateo, wasted no time getting to the point of why she was asking lawmakers to support legislation that would help prevent adverse childhood experiences (ACEs).

“When I was a child, my father had a psychotic break and was eventually diagnosed with schizophrenia,” she said in a conversation with Eric Dietz, a staff member for State Senator John Moorlach (R-Costa Mesa).



L-R: Eric Dietz, Richa Sharma, Mai Le

“I’m a high achiever, work in community health and public health,” she continued. “And I had mental health problems myself,” she said. That there were no supports at the time, explains Le, was “a missed opportunity.”

Le was among 71 people participating in a policy education day in Sacramento organized by the California Campaign to Counter Childhood Adversity (4CA), a statewide coalition of more than 100 organizations. Its mission was to educate lawmakers about adverse childhood experiences (ACEs) and the [17 relevant bills](#) that address preventing and mitigating ACEs and childhood trauma. Participants walked up and down the halls of legislative offices paying visits to more than 70 lawmakers’ offices, according to Afomeia Tesfal, a policy and advocacy manager with the Center for Youth Wellness, one of the organizers of the event.

But before 4CA groups headed to lawmakers’ offices, they heard from Kris Perry, the deputy secretary for early childhood development of the California Health and Human Services Agency and senior advisor to Gov. Gavin Newsom on implementation of early childhood development initiatives.



L- R Kelly Hardy, Children Now, Kris Perry, senior advisor to Gov. Gavin Newsom

Perry told the group that her professional interest in early childhood stemmed from work she did as a child abuse prevention social worker in Alameda County some 25 years ago.

But her interest in the work is also personal. “I grew up in Kern County and I felt really invisible,” said Perry, a lesbian, whose name first rose to prominence in 2009 as a named plaintiff in a [successful lawsuit](#) challenging the ban against same sex marriages in the State of California. In June 2013, the U.S. Supreme Court [ruled against the ban](#), which had been approved by California voters in 2008.

Perry said that when she looks back at her own career and work, she does so with an understanding of how families struggled with experiences beyond their control: “For the most part [they] had all good intentions and were suffering through the weight of poverty and they couldn’t make all the good things happen for their kids that they knew needed to happen. This in some ways continues, but we know so much more about the long-term, lifelong impact on mental and physical health that those experiences have.”

And, explained Perry, we have solid ways of changing those outcomes. She listed a number of ways that Governor Newsom has made preventing and mitigating ACEs a top priority: His appointment of pediatrician and founder of the Center for Youth Wellness, ACEs trailblazer Dr. Nadine Burke Harris, as the state’s first surgeon general; the appointment of pediatrician and public health expert Mark

Ghali to head the California Health and Human Services Agency; designating \$45 million towards screening the children in the state's Medicaid program, Medi-Cal, for adverse childhood experiences; and proposing paid family leave for parents of newborns for up to six months.

While encouraging, Perry also warned: "We're a little bit at risk of taking too much for granted because we have such a champion in the governor, and we have so many of you who are ready to do more work. But the reality is his budget isn't over the finish line."

And a robust budget focused on prevention of ACEs is key, she said. "We have to make big budget decisions to show families across the state that we don't want them to end up in a situation where if they are getting trauma screening they'll get an ACE score of 2 or more. We would really like to prevent that from ever happening."

Back in Senator John Moorlach's office, Mai Le drew attention to [AB8](#), introduced in December 2018, that would require California schools to have mental health professionals available to students in light of a statement in the bill that says "57 percent of California children have experienced trauma."

Le says that in her own case there were mental health professionals at her school, but she wasn't able to access them. That's because "of stigma and that I was high-achieving and nobody was talking about our life outside school," said Le, who is co-leading a county wide ACEs initiative in San Mateo County.

Other bills related to preventing ACEs now making their way through the state legislature include:

- [AB 741](#), which will require that the Department of Health Care Services provide training to the state's health care providers and their staff in screening children for adverse childhood experiences and how to provide support and referrals for families who need it.
- [AB1005](#) would require the Department of Social Services to establish a crisis hotline for both foster youth and foster caregivers.
- [AB656](#) would create an Office of Healthy and Safe Communities under the auspices of the California Surgeon General, and would require the Surgeon General to develop a violence prevention plan. (Here is a [list of other pertinent bills](#) to prevent and mitigate ACEs.)

Wanda Davis, an early intervention program officer at First 5 Contra Costa, said she and her group of 4CA participants emphasized in their visits why AB 741 was an important bill to support so that providers and their staff can help build on a families' strengths. "We talked about the importance of

ACEs as a way for people to understand the impact that trauma and toxic stress can have, but there's also the need for families to know how they can support their children," she said.

About 15 groups of 4CA participants visited the offices of five lawmakers each, a total of 75 lawmaker visits. The question is how did lawmakers respond to requests by participants to support ACEs prevention legislation? CYW's Afomeia Tesfai, who participated in the 4CA policy days the two preceding years, said she noticed a difference: "What we noticed is there's been a huge desire and understanding of issues and policy makers are much more receptive to know how to broaden their understanding and how to take action."



Afomeia Tesfai, Mai Le, Richa Sharma with Assemblymember Kansen Chu's Legislative Director Katelin Van Deynze

When asked if he knew about adverse childhood experiences and trauma, Harrison Bowlby, a legislative assistant to Assemblymember Autumn R. Burke (D-Inglewood), said, "We're all over trauma!" Burke is the co-author of [SB 298](#), Poverty reduction, also known as the End Child Poverty Act.

Lori Turk-Bicakci, senior manager of the Data and Research Programs and Partnerships at the Lucile Packard Foundation for Children's Health, agreed that lawmakers she visited were more receptive than the ones she was assigned to visit two years ago.



Lori Turk-Bacikci and Afomeia Tesfai talking ACEs data and prevention

“The first year we went, at least one of the conversations was challenging,” she recalled. She remembered a staffer saying: “This is a parent’s problem. Why should we be doing something about this?”

“But this time around all five offices seemed much more engaged,” she said. On a few occasions, staffers were unfamiliar with adverse childhood experiences, but once that was explained, she said, “There was recognition: ‘Yes, I understand that, I’m on board with that.’”

Le, too, agrees that staffers responded positively: “I felt like everyone was receptive to hearing about childhood adversity and what we could do to change it. And I do feel it’s truly bipartisan because we met with people on both sides of the aisle.”

Attachments

Hide 

Photos (4)

Help Kids in Foster Care and Their Caregivers Access Support Services

Add your Organization to the Letter Below

If you are new, welcome! Hit the blue button at the bottom of the page to continue and enter your organization's information.

If you are already in The Children's Movement, begin typing your organization's name in the box. Select your organization, then hit the blue button at the bottom of the page.

if applicable, please type out the word "and" rather than using the "&" symbol

Re: Family Urgent Response System – SUPPORT

We are writing in support of the Family Urgent Response System, a \$15 million budget proposal in 2019-20 and \$30 million ongoing, to support children and youth in foster care and their caregivers and help strengthen their relationships. The purpose of this Response System is to provide children and youth in foster care and their caregivers with the immediate trauma-informed support they need when issues arise, in order to preserve the family unit and link youth and families to longer-term, community-based supports and services needed to support them and foster a healing environment. This Response System supports the goals of the Continuum of Care Reform (CCR) to provide timely, in-home supports and services to help families thrive.

Children and youth in the foster care system have been removed from their homes and placed in new environments with caregivers that are often unfamiliar to them. Adapting to a new home can be challenging, especially for youth who are struggling to process their entry into foster care, and can make bonding difficult. As a result of their maltreatment, trauma, and loss, both children and youth in foster care and their caregivers may not be equipped with the skills and knowledge that will allow them to easily adapt to their new living

ATTACHMENT 13.3

situation. Children, youth and caregivers may quickly feel alone, confused and overwhelmed. This threatens the family unit and presents a barrier to providing loving care for traumatized youth. A placement disruption would have profound, negative consequences for the child or youth, resulting in feelings of abandonment and deepening the trauma. Moreover, in critical moments, caregivers may contact law enforcement because they lack other, more appropriate options for immediate help, resulting in the inappropriate criminalization of traumatized youth.

The Family Urgent Response System would provide current and former foster youth and their caregivers with immediate supports, by: (1) establishing a statewide hotline available 24 hours a day, 7 days a week, for caregivers and youth who are experiencing emotional, behavior or other difficulties and need immediate help. The hotline will be staffed with operators who are trained in conflict resolution and de-escalation and can provide immediate assistance to preserve the family unit and determine whether mobile, in-home support is needed; and (2) requiring counties to establish mobile response teams to provide face-to-face, in-home support on a 24/7 basis to help stabilize the living situation, assess the caregiver's and child's needs, and develop a plan of action. Counties will then connect the family to ongoing services through the existing local network of care.

CCR envisions that all children and youth in foster care and their caregivers receive immediate and timely supports and services regardless of the placement setting, to support long-term permanency and improved outcomes. The Family Urgent Response System for current and former foster youth and their caregivers provides these needed services to help keep families together and to promote a healing environment that allows children, youth and families to grow and thrive. Importantly, the Response System will reduce the likelihood of re-traumatization of children and youth, reduce law enforcement calls and needless criminalization of youth, and prevent placement disruption.

For these reasons, we, the undersigned, support the Family Urgent Response System.

Sincerely,

{Organization Names}

Next

[Contact Information](#)

March 27, 2019

The Honorable Richard Pan, Chair
Senate Budget & Fiscal Review Sub. 3
State Capitol, Room 5019
Sacramento, CA 95814

The Honorable Eloise Gómez Reyes, Interim Chair
Assembly Budget Subcommittee 1
State Capitol, Room 2175
Sacramento, CA 95814



Re: Family Urgent Response System – SUPPORT

Dear Senator Pan and Assembly Member Gómez Reyes,

We are writing in support of the Family Urgent Response System, a \$15 million budget proposal in 2019–20 and \$30 million ongoing, to support children and youth in foster care and their caregivers and help strengthen their relationships. The purpose of this Response System is to provide children and youth in foster care and their caregivers with the immediate trauma-informed support they need when issues arise, in order to preserve the family unit and link youth and families to longer-term, community-based supports and services needed to support them and foster a healing environment. This Response System supports the goals of the Continuum of Care Reform (CCR) to provide timely, in-home supports and services to help families thrive.

Children and youth in the foster care system have been removed from their homes and placed in new environments with caregivers that are often unfamiliar to them. Adapting to a new home can be challenging, especially for youth who are struggling to process their entry into foster care, and can make bonding difficult. As a result of their maltreatment, trauma, and loss, both children and youth in foster care and their caregivers may not be equipped with the skills and knowledge that will allow them to easily adapt to their new living situation. Children, youth and caregivers may quickly feel alone, confused and overwhelmed. This threatens the family unit and presents a barrier to providing loving care for traumatized youth. A placement disruption would have profound, negative consequences for the child or youth, resulting in feelings of abandonment and deepening the trauma. Moreover, in critical moments, caregivers may contact law enforcement because they lack other, more appropriate options for immediate help, resulting in the inappropriate criminalization of traumatized youth.

The Family Urgent Response System would provide current and former foster youth and their caregivers with immediate supports, by: (1) establishing a statewide hotline available 24 hours a day, 7 days a week, for caregivers and youth who are experiencing emotional, behavior or other difficulties and need immediate help. The hotline will be staffed with operators who are trained in conflict resolution and de-escalation and can provide immediate assistance to preserve the family unit and determine whether mobile, in-home support is needed; and (2) requiring counties to establish mobile response teams to provide face-to-face, in-home support on a 24/7 basis to help stabilize the living situation, assess the caregiver's and child's needs, and develop a plan of action. Counties will then connect the family to ongoing services through the existing local network of care.

CCR envisions that all children and youth in foster care and their caregivers receive immediate and timely supports and services regardless of the placement setting, to support long-term permanency and improved outcomes. The Family Urgent Response System for current and former foster youth and their caregivers provides these needed services to help keep families together and to promote a healing environment that allows children, youth and families to grow and thrive. Importantly, the Response System will reduce the likelihood of re-traumatization of children and youth, reduce law enforcement calls and needless criminalization of youth, and prevent placement disruption.

For these reasons, we, the undersigned, support the Family Urgent Response System.

Sincerely,
The Undersigned Organizations

cc: Members and Staff of the Senate Budget Subcommittee No. 3 on Health and Human Services

Members and Staff of the Assembly Budget Subcommittee No.1 on Health and Human Services



Fathers & Families of San Joaquin



Fidelity EHR



Fight Crime: Invest in Kids California



FIRM, Inc (Fresno Interdenominational Refugee Ministries)



First 5 Association of California



First 5 San Benito County



First 5 San Mateo County



First 5 Yolo County



First Congregational Church of Palo Alto, UCC



First Place for Youth



First Star, Inc.



Footsteps Child Care, Inc.



Foster Youth Services - Monterey County Office of Education



Fowler Unified School District



Fremont Family Resource Center



Fresh Approach



Fresh Lifelines for Youth



Fresher Sacramento



Fresno Council on Child Abuse Prevention



May 7, 2019

The Honorable Karyl Matsumoto, Mayor
City of South San Francisco
400 Grand Avenue
South San Francisco, California 94080

RE: Support for AGI Avant Proposal for development of PUC Site

Dear Mayor Matsumoto and Councilmembers,

We are writing to support the AGI Avant Proposal for the development of the PUC site. AGI has reached out to our initiative, Build Up for San Mateo County's Children, for advice on including a quality, sustainable child care center in the development that would meet pressing community needs. Our understanding is that they are able to provide this amazing community benefit within their current proposal that conforms to the City's current zoning/density requirements. We are pleased the proposed project makes it economically feasible for them to provide space for child care and affordable housing units. Housing and child care costs combined can make up more than half of the average family's household budget in San Mateo County.

The issue of child care intersects with community development and the needs of South San Francisco's residents in several ways. High-quality affordable child care and preschool, conducted in appropriate facilities, is a critical support to working families. Furthermore, high quality early childhood education has been shown to improve the school readiness of children, allowing them to do better in school and potentially close achievement gaps. Lastly, child care and early learning are a steady source of employment for workers in our community and early learning programs contribute to the economic vitality of the area.

Prioritization for the development of an affordable, high-quality child care facility as a public benefit to be included in the PUC site development would be a critical support to address the community needs.

If you would like further information on Build Up or the need for child care and preschool facilities, please contact Christine Padilla, Director, Build Up for San Mateo County's Children, at 650.517.1436 or cpadilla@sanmateo4cs.org.

A handwritten signature in blue ink that reads 'Kitty Lopez'.

Kitty Lopez
Executive Director, First 5 San Mateo County

A handwritten signature in blue ink that reads 'David Fleishman'.

David Fleishman
Executive Director, 4Cs of San Mateo County

Attachments: Build Up's Child Care Facilities Brief for Cities
 Build Up's Child Care Facilities One-pager

Why is Creating More Child Care Centers So Hard?

Katie Orr

May 9



Children from the Mission Kids Co-op play at a park near their child care center. (Katie Orr/KQED)

In California, it's estimated there are about 4 million kids who need child care, but there are fewer than a million total licensed child care slots. That leaves many parents depending on family or friends to watch their kids. The need for more capacity is clear. But the challenges of building more facilities can be overwhelming.

A nonprofit child care center in San Francisco's Mission District has been facing the challenges head-on. The Mission Kids Co-op currently rents space from a local church. Co-director Christina Maluenda Marchiel said the space is pretty limited.

"And because it's a shared space we can't install permanent fixtures for children to play on," she said. "You know, things that they need to climb and swing and slide."

The students and teachers make daily trips to a nearby park to give the kids some space to run around and be active.

A couple of years ago Mission Kids learned the church didn't want to renew its lease. What followed was an exhaustive process of trying to negotiate with their landlords, then looking into other rental spaces and, finally, looking for something to buy, which is not easy in San Francisco, said Maluenda Marchiel.

"We looked at many properties that we were like, oh, this would be a good fit for us," she said. "And they would just be like snatched up like immediately. You know, maybe a 30-day escrow, for cash, or things that we could just not compete with."



Mission Kids co-director Christina Maluenda Marchiel stands on the site of the school's future location.

(Katie Orr/KQED)

Mission Kids was lucky in that it has a lot of financial support from the city and [other organizations](#) that [support nonprofits](#). They need all the help they can get. Between finally buying a plot of land and building a new center from scratch, the project is costing more than \$9 million. Of that, Mission Kids will have to come up with about \$1 million.

"It's a lot of money and, for us, we again primarily serve low- and moderate-income families. So it's a huge lift," Maluenda Marchiel said.

They expect to break ground this summer and open in the fall of 2020. When it's all said and done, they'll serve 100 families, double their current capacity.

Property is expensive in lots of places. It's more so in San Francisco. But it's not just cost that holds people back from building more child care centers. The California Department of Education's Ristyn Woolley said providers must meet specific requirements.

"Not only are providers wrestling with all of the permits, and is the building in good shape and is the land-use proper," she said. "You're also adding on the quality-of-care component, which is the mini-toilets, the specialized flooring, the quality of the carpet, the paint, is the lighting proper for high-quality care."

All that adds to the budget and timeline. Woolley said there is also a lack of contractors and architects that specialize in these facilities.

And while it may be expensive to build new centers in urban areas, in some rural areas they're just not built at all.

Sarah Neville-Morgan is the state Department of Education's early learning and care director.

"In a community there might be nothing available to them, and they're putting their children on buses for multiple hours to get access to care.," she said.

Child care centers aren't the only option for families. In fact, of the 38,394 licensed facilities in the state, nearly three-quarters are home-based providers. But licensed care in general has decreased over the last decade. Home-based programs have been hit particularly hard, and Neville-Morgan said that's hard on parents.

"Family child care tends to be in somebody's community or neighborhood," she said. "They might offer more evening care, weekend care as the sort of that flexibility that a lot of our working families need."

Bottom line, Neville-Morgan said, is that it's difficult to make money providing child care. In addition to building challenges, wages are low and employee turnover is high.

In the upcoming budget, Gov. Gavin Newsom is proposing \$500 million to expand care facilities and train the child care workforce.

EARLY CHILDHOOD

The May Revision builds on the framework adopted in the Governor's Budget to promote a healthy start for all young children to improve their life outcomes and immediately reduce the impacts of poverty. It also recognizes the need for California to create a Master Plan for Early Learning and Care by investing in the building blocks needed to expand the state's existing system and plan for an integrated and comprehensive early learning system that will provide opportunities for the youngest Californians for years to come.

MASTER PLAN FOR EARLY LEARNING AND CARE

The Governor's Budget included \$10 million for a long-term strategic plan that will provide a road map for a more well-aligned comprehensive early learning and care system. The Master Plan for Early Learning and Care will build on recent work by the Legislature and the California Department of Education. The Master Plan will recommend next steps to achieve universal preschool, as well as improved access to and quality of subsidized child care. It will include strategies to address facility capacity, a trained workforce, and revenue options to support the Plan. The Plan will reflect the principle of shared responsibility and outline the appropriate role for parents, government, and business in meeting child care needs to ensure California has a comprehensive plan from birth through elementary school.

EARLY CHILDHOOD

INCREASING ACCESS TO CHILD CARE

The May Revision includes several new investments to increase access to subsidized child care for low-income families. These proposals expand the number of child care vouchers funded by the state, provide families receiving CalWORKs subsidies with additional continuity and stability in their access to subsidized child care, and provide options for emergency child care for families in crisis. Specifically the May Revision includes:

- \$80.5 million Cannabis Fund to subsidize child care for school-age children from income-eligible families. These funds are continuously appropriated.
- \$40.7 million General Fund in 2019-20 and \$54.2 million ongoing General Fund to allow CalWORKs recipients to receive Stage 1 child care for up to 12 months. This will provide CalWORKs clients consistent child care access while their work activities stabilize.
- \$12.8 million federal funds to pilot a program to allow alternative payment agencies to offer emergency child care vouchers to families on the waiting list who are in crisis and in need of temporary assistance.
- \$2.2 million ongoing federal funds to improve child care quality through Quality Counts California.

Additionally, the May Revision increases funding for CalWORKs Stages 2 and 3 child care by \$38.2 million ongoing General Fund, for a total of \$157.5 million in additional funding in 2019-20, reflecting an increase of almost 14,000 children in these programs (a 13.4 percent increase). This large increase in caseload is likely associated with recent policy changes increasing the income ceilings for program eligibility and allowing for 12-month eligibility.

UNIVERSAL PRESCHOOL

It is a priority of the Administration that all children have access to a high-quality preschool program before they begin kindergarten. Consistent with this priority, the Governor's Budget proposed increasing access to the existing State Preschool program by providing 30,000 full-day, full-year State Preschool slots for all eligible low-income four-year-olds.

EARLY CHILDHOOD

To align the release of the proposed slots with the application process required to identify providers and to enter into contracts, the May Revision moves the release date for the first 10,000 slots to April 1, 2020. Given lower projected revenues over the forecast period, the May Revision postpones the release of the final 20,000 slots. Providing universal access to preschool for all four-year-olds remains a top priority for the Governor, and the Administration looks forward to recommendations from the proposed Master Plan for Early Learning and Care on how to balance the costs of increasing access to State Preschool with available state resources.

FULL-DAY KINDERGARTEN EXPANSION

The Governor's Budget included \$750 million in one-time non-Proposition 98 General Fund to assist schools in constructing or retrofitting facilities to expand access to full-day kindergarten programs. The May Revision adjusts the proposal to \$600 million one-time non-Proposition 98 General Fund.

The May Revision proposes several revisions to the program so funding is better targeted at expanding access to full-day kindergarten programs. First, the May Revision makes funding available over a three-year period, but with eligibility limited during the first two years to schools that will convert from part-day to full-day kindergarten programs.

Additionally, to provide a greater fiscal incentive and support for districts to participate in the program, the May Revision also increases the state share of the facility grant from 50 percent to 75 percent for schools converting from part-day to full-day kindergarten. The program will continue to prioritize available grants toward school districts with high rates of students receiving free and reduced price meals and enable eligible school districts to qualify for financial hardship funding similar to the traditional K-12 facilities program.

REDUCING CHILDHOOD POVERTY

TRAUMA AND DEVELOPMENTAL SCREENINGS

The Governor's Budget included funding for developmental screenings and screenings for trauma for Medi-Cal beneficiaries. The May Revision recognizes the need to train providers who will be administering screenings for trauma for children and adults, and proposes \$25 million in 2019-20, \$20 million in 2020-21, and \$15 million in 2021-22 (all Proposition 56 funds) for this purpose.

EARLY CHILDHOOD

The Trauma Screening Advisory Workgroup, as required by Chapter 700, Statutes of 2017 (AB 340), has provided recommendations to the Department of Health Care Services on the screening tools that should be offered to Medi-Cal providers for screening children.

The May Revision also includes technical adjustments to the Governor's Budget proposals on trauma and developmental screenings to reflect cash-based accounting in Medi-Cal.

HOME VISITING

The May Revision includes an additional \$10.7 million General Fund and federal Temporary Assistance for Needy Families block grant funds to reflect updated projections of CalWORKs cases eligible for home visiting services. This increase brings total funding in 2019-20 for the program to \$89.6 million, which is expected to serve approximately 18,500 CalWORKs cases.

The May Revision also includes \$34.8 million to reflect reimbursements from the Department of Health Care Services for Medicaid-eligible activities previously not reflected in the Governor's Budget. Of this amount, \$22.9 million will support the California Home Visiting Program and \$12 million will support the Black Infant Health Program, including the Perinatal Equity Initiative. These funds will allow the Department of Public Health to increase and improve participation in both programs. The reimbursements leverage \$30.5 million General Fund proposed in the Governor's Budget to expand the California Home Visiting and Black Infant Health Programs.

PAID FAMILY LEAVE

California's Paid Family Leave program, a component of the State's Disability Insurance program, currently allows workers to take up to six weeks of paid leave annually to care for a seriously ill family member or to bond with a newborn or newly adopted child, with wage replacement of up to 70 percent of salary based on income level. The Paid Family Leave program is funded through state-required employee payroll deductions. The contribution rate is adjusted each year based on a statutory formula designed to collect revenues sufficient to fund benefits and program administration, as well as to maintain a reserve to accommodate fluctuations in fund revenue or disbursements.

EARLY CHILDHOOD

The Governor's Budget committed to expanding California's Paid Family Leave program with the goal that all newborns and newly adopted babies could be cared for by a parent or close family member for the first six months. Research has shown a strong connection between providing this duration of care with positive health and educational outcomes for children and enhanced economic security for parents. Further, given the high cost of infant child care, making it possible for children to be with their parents during this period of time is cost-effective for both families and taxpayers.

As a down payment on this commitment, the Administration proposes to expand the maximum duration of a Paid Family Leave benefit claim from six weeks to eight weeks for all bonding and care-giving claims, effective July 1, 2020. This expansion adds an additional month of paid leave for two-parent families—allowing up to a combined four months of leave after the birth or adoption of their child. The proposal will also allow claimants to take a full eight weeks to assist a family member for military deployment, pursuant to Chapter 849, Statutes of 2018 (SB 1123), when that bill takes effect on January 1, 2021.

To deliver this expanded benefit, the minimum reserve in the Disability Insurance Fund will be reduced by 15 percent, which still maintains an adequate reserve. This new reserve amount will be sufficient to absorb fluctuations in revenues due to future economic downturns as well as increased use of benefits. The reserve rate change is effective beginning July 1, 2019.

The Administration will soon convene a task force to consider different options to phase-in and expand Paid Family Leave to meet the Administration's goal that all babies can be cared for by a parent or a close relative for up to six months. The task force will also evaluate important policy considerations such as alignment of existing worker protections and non-retaliation protections for employees' use of the program, as well as adjustments to the wage replacement rate. By November, the task force will issue recommendations for consideration in the 2020-21 Governor's Budget.

CHILD SAVINGS ACCOUNTS

The Governor's Budget proposed \$50 million one-time General Fund for Child Savings Account pilot programs to support and encourage families to build assets for their children's post-secondary education. As referenced in the Higher Education Chapter, the May Revision identifies the California Student Aid Commission, in consultation with First 5 California, as the administrator of the pilot programs.

First 5 Association Overview of May Revise
Updated: 5/10/19

ATTACHMENT 13.8

January Budget	May Revise	Current Analysis
Family Strengthening		
<p>\$1 B EITC and converting tax credit to a monthly \$500 benefit</p>	<p>Monthly benefit expanded to \$1,000</p>	<p>Awaiting final budget figures. EITC is one of the most effective anti-poverty tools and will help low-income and working families who struggle to pay bills. The EITC expansion connects to the Ending Child Poverty Taskforce.</p>
<p>Commitment to expanded Paid Family Leave (PFL) and convene taskforce with vision of getting up to 6 months of PFL</p>	<p>Expand current PFL from 6 to 8 weeks starting July 1, 2020 by reducing down reserves required in the fund.</p> <p>Will still convene taskforce with goal of getting to 6 months for parents and close relatives who care for babies.</p>	<p>First 5 supported this effort during our Advocacy Day. We are also supporting SB 135 (Jackson) to expand job-protected leave for families who are currently exempt from this benefit.</p>
<p>Home Visiting Expansion: \$78.9 M towards CalWORKs HVI; \$22.9 M for CA Home Visiting Program (MIECHV); \$7.5 M for Black Infant Health</p>	<p>\$10.7 M for CalWORKs HVI (total \$89.6 M) to serve ~18,500 CalWORKs cases</p> <p>Additional funding to connect programs to Medicaid eligible services: \$22.9 M for CA Home Visiting Program (MIECHV) and \$12 M for Black Infant Health.</p>	<p>CalWORKs HVI funding increase to reflect CalWORKs caseloads; this allocating out year funding.</p> <p>Additional funding to allow CDPH to draw down federal Title 19 dollars.</p> <p>In total, the May Revise proposes to spend an additional \$154.9 M towards Home Visiting in FY 19-20.</p>
<p>Child Saving Accounts (CSAs): \$50 M in on-time funding to pilot CSAs.</p>	<p>Identifies the California Student Aid Commission, in consultation with First 5 CA, as the implementing agencies.</p>	<p>We are awaiting additional details in the trailer bill on how these programs will be structured and see how/if commissions can be an implementation partner.</p>
	<p>\$45 M to remove Diaper & Menstrual Product tax expansion.</p>	<p>Currently low-income families spend approximately 12% of their income on diapers. This will put money back in the pockets of families and help address affordability in CA.</p>
Comprehensive Health & Develop		
<p>\$45 M to ensure all Medi-Cal families receive Adverse Childhood Experiences (ACEs) screens, and \$60 M for developmental screenings</p>	<p>Recognizing the importance of training for providers to administer trauma screenings for children and adults, adds \$25 M in FY 19-20 (total of \$60 M total through 2021-22) for training (all from Prop 56)</p>	<p>The new funding towards training will be essential to ensure screenings are conducted effectively and intentionally. We are awaiting additional detail to</p>

**First 5 Association Overview of May Revise
Updated: 5/10/19**

		better understand the goals of training.
	\$330 M towards increasing developmental provider reimbursement rates (Prop 56)	Unfortunately, these reimbursement rate increases do not apply to the Early Start system.
Quality Early Learning		
\$10 M for the State Board of Education, Dept of Finance, and Dept of Social Services to create a roadmap toward universal and quality, affordable subsidized child care in CA.	\$10 M to create a Master Plan for Early Learning and Care to provide a road map for a more well-aligned comprehensive early learn and care system.	The Blue Ribbon Commission also released their final report on April 29. We are awaiting information on how these efforts may align and how the administration envisions the process to create a Master Plan.
\$750 M for LEA to remove barriers to full school-day, full school-year kindergarten.	Revised down to \$600 M over three years. Priority is for LEAs wanting to expand part-day to full-day Kindergarten. Increases state’s share of the financial obligation from 50 to 75%. Clarifies that funding is not for facility improvement, but only for new facilities. Priority will be given to school districts serving low-income students.	Revision reflects that many low-income school districts already offer full-day Kindergarten. We are interested in how your LEAs are reacting and whether they are planning to participate in the program. The state onus in covering 75% of facilities cost will be helpful, however the narrow scope towards building new facilities may have mixed reactions.
Universal Preschool: \$125 M for 30,000 full-day, full-year CSPP slots for income eligible four-year olds	Scheduled implementation of 10,000 CSPP slots for April 2020, and delayed implementation of the 20,000 additional slots.	The Gov emphasized the realization of universal PreK remains a priority. However, lower fiscal revenues are resulting in the delay of 20,000 slots.
\$245 M one-time for professional development	No change	First 5 supported this effort during our Advocacy Day. We are also supporting AB 324 (Augiar-Curry) to reform AB 212 professional development stipends and align PD efforts, including QCC.
\$245 M for one-time facilities expansion	No change	First 5 supported this effort during our Advocacy Day. We are also supporting AB 452 (Mullin) to convert the revolving facilities loan fund into a grant program.

**First 5 Association Overview of May Revise
Updated: 5/10/19**

	<p>Child Care Expansion: \$40.7 M for CalWORKs Stage 1 to receive up to 12 months of continuous care.</p> <p>CalWORKs Stage 2 and Stage 3 child care funding increased by \$38.2 M to reflect higher caseloads.</p> <p>\$12.8 M federal funds to allow AP agencies to offer emergency child care to help families in crisis.</p> <p>\$80.5 M from cannabis funds to “subsidized child care school-age children”</p>	<p>Stage 1 reforms will implement part of SB 321 (Mitchell) around realizing 12 month eligibility.</p> <p><i>See analysis below of Prop 64</i></p>
	<p>\$2.2 M ongoing federal funds to improve child care through Quality Counts CA</p>	<p>Part of CCDBG federal funding. This funding was allocated last year out of the Quality Improvement(QI) funds. This effort is annualizing this investment.</p>
	<p>Special Education: \$119.2 M additional funding towards special education (a 21% ongoing increase). \$500 M in one-time funding draw down federal funding for medically related special needs.</p>	<p>We are excited to see the funding increases to special education as SELPAs serve children starting at age 3. Also, the budget specially calls out the goal to better transition three-year olds from Regional Centers to. We will continue to monitor these efforts and encourage commission engagement, especially those with critical early intervention investments including HMG.</p>

Prop 64 Funding:

Additionally, the Governor has announced a plan on how to **spend Prop 64 Education, Prevention, Early Intervention, and Treatment dollars** (60% fund). There is currently \$119.3 M available in the fund. The May Revise proposes ongoing funding allocation is as follows:

- **\$12 M** to the **Department of Public Health** for cannabis surveillance and education activities.
- Remaining 75% (\$80.5 M) to the Department of Education to **subsidize child care for school-aged children of income-eligible families.**
- Remaining 20% (\$21.5 M) to the **Department of Health Care Services** for **competitive grants** to develop and implement new youth programs in the areas of education, prevention and treatment of substance use disorders along with preventing harm from substance use.

First 5 Association Overview of May Revise**Updated: 5/10/19**

Current Analysis: Overall, we are pleased to see prevention highlighted in Prop 64 conversations of the budget. We are now learning that the child care programs will be applied to General Child Care with funding going to school-aged children in FY 19-20. We are engaging with the administration on this, as we had received conflicting information after Tuesday's press conference with the Women's Caucus. We are learning more frequently about this area of the budget and will communicate any new developments.

Additionally, are initially optimistic about the CDPH education activities. The public awareness campaign conducted by CDPH was done with one-time funding from Prop 64. These efforts will build off conversations held last August between Frist 5s and health departments around ongoing education and awareness campaigns to help communicate the public health impacts of cannabis.

Lastly, details were not provided about the competitive grant program under DHCS. We will encourage the department to continue to use a prevention and early intervention lens and will communicate details of the programs as they become available.

DATE: May 20, 2019
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance & Administration Committee, Meeting May 13, 2019

Commissioners Present: Pam Frisella, Alexis Becerra, Rosanne Foust

Committee Member : Michael Garb

Staff: Kitty Lopez, Khanh Chau

1. Select Committee Chair

Commissioner Rosanne Foust was elected as the Committee Chair for the Finance and Administration Committee.

2. Budget Monitoring Report as of April 30, 2019 (Attachment 15, Attachment 15A)

Kitty Lopez briefed key highlights of the Budget Monitoring Report as of April 30, 2019. Revenues produce net projections with 5% higher than YTD benchmark due to higher Interest Revenue and the Prop 56 Revenue disbursement. Total Appropriations produce net projections with 19% lower than YTD benchmark due to pending contracting of SPIP 18-20 as the new funding cycle begins, pending billing from various grants, and underspending in various Administrative areas. Ending Fund Balance projection produces 27% higher than the planned budget.

Committee members reviewed the Budget Monitoring Report and had no further questions.

3. Review and Recommend Approval of F5SMC FY 19-20 Policies and ByLaws

Committee members reviewed, discussed, and endorsed the amended Administrative Cost Policy with the inclusion of the Admin Cost Allocation provision. Committee members suggested the reduction of Admin Cost Rate from 15% to 12% for FY 19-20 giving Admin Cost Allocation application.

Committee members also reviewed and endorsed other Policies and ByLaws.

4. Review of Proposed Shared Operating Cost Allocation to Program

Committee members reviewed, discussed, and endorsed the Proposed Shared Operating Cost Allocation to Program for consistent practices and comparable Admin Cost Rate with other F5 Commissions with similar revenue size to F5SMC; said Admin Cost Allocation to Program does not change the bottom line.

5. Review and Recommend Approval of FY 19-20 Draft Budget

Committee members reviewed, discussed, and asked questions about staff salaries and benefits and the Reserves. Kitty Lopez responded that staff salaries and benefits increases are set by the County as the result of recent union negotiated changes; the Reserves terminology refers to the Fund Balance held in the Trust account of F5.

Committee members endorsed the recommendation and approval of the FY 19-20 Draft Budget

6. Verbal Update:

Staff updated that the Net Pension Liability (NPL) was overstated in last year audit report 6.30.2018 which requires a restatement in the upcoming audit report 6.30.2019 to reduce NPL reported in previous year; said error relates to GASB 68 financial reporting only and it does not have fiscal impact to F5SMC's financial records.

Staff reported the procurement process with Request for Quotation for the audit services to various CPA firms and final selection of the R.J.Ricciardi, Inc (our current auditor) for the upcoming audit services for the year ending 6.30.2019. We only received the quote from R.J. Ricciardi, Inc. firm.

The next Finance and Administration Committee Meeting is scheduled on Monday, June 17, 2019.

DATE: May 20, 2019
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of April 30, 2019

BUDGET MONITORING REPORT as of April 30, 2019 HIGHLIGHTS

County's Budget Terminologies

Since March 2018, as County Manager's Office and County Controller's Office requests and F5SMC Commission approval, F5SMC added budget terminologies used by the County to F5SMC Budget for a comparable reading with County internal budget system.

**Total Sources, Net Appropriations, Reserves, Total Requirements are budget terminologies used by the County of San Mateo.*

Budget Monitoring Report as of April 30, 2019 Highlights

The Budget Monitoring Report as of April 30, 2019 is presented in **Attachment 15A**. Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 83.3%

REVENUES

- YTD Interest Revenue projection is \$227K or 98%, that represents a positive variance or 15% higher than YTD Benchmark due to higher interest earning rate in the County investment pool.
- YTD Tobacco Tax Revenue projections are \$4.901 million or 92%, that represents 9% positive variance higher than YTD Benchmark.
- YTD F5CA IMPACT Grant Revenue estimate is \$334K or 64% which is below YTD Benchmark by 19% due to slow grant execution of one executing partner in the Communication activities.
- YTD F5 San Francisco IMPACT HUB TA FY18-19 Revenue estimate is \$59K or 83% in line with YTD Benchmark.
- YTD David Lucile Packard Foundation - Help Me Grow Grant Revenue estimate is \$203K or 71% or 12% lower than YTD Benchmark.
- YTD San Bruno Community Foundation - Build Up Kids Grant Revenue estimate is \$12K or 83% in line with YTD Benchmark.
- YTD Peninsula Healthcare District – Help Me Grow Call Center Grant Revenue estimate is \$21K or 83% in line with YTD Benchmark.
- YTD San Mateo County Health System – Watch Me Grow Clinic Based Services Revenue estimate is \$151K or 83% in line with YTD Benchmark.
- YTD Total Revenues projections are \$6.025 million or 88%, that represents a positive variance or 5% higher than YTD Benchmark. Major attributable factors to this positive variance are associated with higher Interest Revenue and the inclusion of Prop 56 Revenue disbursement.

APPROPRIATIONS

- YTD Program Expenditures projections are \$5.184 million or 62%, that represents a positive variance or 21% below YTD Benchmark. Major contributions to this positive variance are attributable to

pending planning and contracting of various Strategic Plan Implementation Plan SPIP 18-20 budget lines (Evaluation, Emerging Project), underspending in F5CA IMPACT Grant and Help Me Grow grant, combined with pending billings of various grants.

- YTD Administrative Expenditures projections of \$816K or 74% that represents a positive variance or 9% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various administrative areas.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$6.000 million or 64%, that represents a positive variance or 19% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and contracting of SPIP18-20 as the new funding cycle begins, pending billing from various grants, and under spending in various Administrative areas.

ENDING FUND BALANCE (RESERVES*)

- At this time, we are projecting Ending Fund balance (Reserves*) of \$12.290 million or 127%, that represents a positive variance of 27% or \$2.610 million higher than the planned budget.

Major contributions to this positive variance are attributable to the Beginning Fund Balance Adjustment as the result of the FY17-18 audit report, higher Interest Revenue, inclusion of the Prop 56 disbursement, and under spending in both Program and Administrative Appropriations as the new funding cycle begins.

CHALLENGES:

- None at this time.

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF APRIL 30 2019

Attachment 15A

SUMMARY

YTD Benchmark: 83.3%

	FY18-19 Revised Budget	YTD April 30, 2019	Accruals*	YTD Combined	% YTD Combined	Note
REVENUE						
FUND BALANCE BEGINNING (BEGINNING RESERVES*)	12,265,268	12,265,268	-	12,265,268		
Interest	231,958	207,549	19,330	226,879	98%	\$19K is April'19 Interest Revenue estimate.
Tobacco Tax Revenue (Prop 10 and Prop 56)	5,344,804	3,565,723	1,336,201	4,901,924	92%	\$1.336 Mio are Feb/Mar/April' 19 Tobacco Tax Revenue estimates
F5CA IMPACT Grant	524,000	-	334,308	334,308	64%	\$159K are Q1'19 & Q2'19 revenue accrual and \$174K is Q3' 19 revenue estimate
F5SF IMPACT HUB TA FY18-19	70,903	-	59,086	59,086		\$59K are Q1, Q2, and Q3'19 revenue estimates.
David Lucile Packard Foundation - Help Me Grow Grant	285,000	-	202,730	202,730	71%	\$107K are Q1'19 & Q2'19 revenue accruals & \$96K Q3'19 revenue estimates. Pending request of grant no cost extension.
San Bruno Community Foundation - Build-Up Kids Grant	14,709	-	12,258	12,258	83%	\$12K are Q1'19 & Q2'19 & Q3'19 revenue estimates. Received full grant award amount.
Peninsula Healthcare District - Help Me Grow Call Center Grant	25,000	-	20,833	20,833	83%	\$21K are Q1'19 & Q2'19 & Q3'19 revenue estimates. Received full grant award amount.
San Mateo County Health System - WMG Clinic Based Services Grant	181,383		151,153	151,153	83%	\$151K are Q1'19 & Q2'19 & Q3'19 revenue estimates.
GILEAD - Build Up Kids Facilities Grant	50,000		50,000	50,000	100%	Received full grant award amount.
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	130,000		65,000	65,000	50%	\$65K is FY18-19 revenue accrual
F5SMC Wellness Grant	777	777	-	777	100%	-
Miscellaneous Reimbursements	-	-	-	-		-
TOTAL REVENUES	6,858,534	3,774,049	2,250,898	6,024,947	88%	Positive variances due to higher Interest Revenue and Prop 56 revenue disbursement
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)	19,123,802	16,039,317	2,250,898	18,290,215	96%	
APPROPRIATIONS						
1. PROGRAMS						
Family Engagement	1,775,541	847,655	615,327	1,462,982	82%	\$615K are Q3'19 and April'19 expenditure estimates
Child Health & Development	1,563,670	466,651	362,441	829,092	53%	\$69K is expenditure accrual and \$293K are Q3'19 and April'19 expenditure estimates; 2 leverage funding contracts are paid out first from the David Lucile Packard Foundation fund.
SPIP 15-18 Carry Over	100,000	0	0	0	0%	0
Early Learning	1,628,259	683,320	457,999	1,141,319	70%	\$458K are Q3'19 and April'19 expenditure estimates
Policy Advocacy, Communications & Systems Change	559,905	211,040	35,417	246,457	44%	\$35K are Q3'19 and April'19 expenditure estimates
SPIP 15-18 Carry Over	40,000	0	0	0	0%	Pending SPIP15-18 carry-over contracting
Other Communications - Sponsorship	10,000	6,500	0	6,500	65%	0
Emerging Projects	200,000	7,625	26,350	33,975	17%	Emerging project contract executes in February 2019.
Kit for New Parent KNP (KNP)	62,000	51,754	0	51,754	83%	FY17-18 KNP kit components are received and paid in FY18-19

	FY18-19 Revised Budget	YTD April 30, 2019	Accruals*	YTD Combined	% YTD Combined	Note
Regional Cost Sharing	45,000	0	0	0	0%	No activities at this time.
Program Salary & Benefits	591,149	439,627	0	439,627	74%	
Grant Management and Big Data	100,000	72,672	8,333	81,005	81%	\$8.3K is April'19 expenditure estimate.
Other Evaluation Projects	145,000	0	0	0	0%	Pending planning and SPIP18-20 contracting
Evaluation - Salaries & Benefits	161,632	127,493	0	127,493	79%	
David Lucile Packard Foundation grant - Help Me Grow Grant	255,000	87,635	8,000	95,635	38%	\$8K is April'19 expenditure estimates.
San Bruno Community Foundation grant - Build-Up Kids	14,709	8,709	1,226	9,935	68%	\$1K is April'19 expenditure estimate.
Peninsula Healthcare District - Help Me Grow Call Center Grant	25,000	0	0	0	0%	Pending contracting
San Mateo County Health System - WMG Clinic Based Services Grant	181,383	15,605	86,461	102,066	56%	\$86K are Q1, Q2 expenditure accruals due to delayed billing from one subcontractor; 60K are Q3 expenditure estimates
Help Me Grow Centralized Access Point and Family & Community Outreach Providers	181,625	15,570	63,154	78,724	43%	\$63K are Q3'19 and April'19 expenditure estimates
GILEAD - Build Up Kids Facilities Grant	50,000	0	50,000	50,000	100%	\$50K is expenditure estimate. Pending MOU development for the Build Up Capital Fund
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	130,000	0	65,000	65,000	50%	\$65K is expenditure estimate. Pending MOU development for the Build Up Capital Fund
F5SF IMPACT HUB TA FY18-19	65,231	0	48,923	48,923	75%	\$48.9K is Q1, Q2, and Q3'19 expenditure estimates.
F5CA IMPACT Grant	461,266	159,624	153,755	313,379	68%	\$153K are Q3'19 and April'19 expenditure estimates. It is anticipated full year spending in grant Communication activities.
TOTAL PROGRAM APPROPRIATIONS	8,346,370	3,201,479	1,982,387	5,183,866	62%	Positive variances due to pending planning and contracting of various SPIP budget lines and pending billing from various contractors
2. ADMINISTRATIVE						
Salaries and Benefits	672,719	522,377	0	522,377	78%	
Sub Total - Services & Supplies	149,277	83,122	6,955	90,078	60%	0
Sub Total - Other Charges	275,300	191,112	12,443	203,556	74%	-
TOTAL ADMINISTRATIVE APPROPRIATIONS	1,097,296	796,612	19,399	816,010	74%	Positive variances due to under spending in various Administrative budget lines.
Administrative Cost %	12%	20%	1%	14%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)	9,443,666	3,998,091	2,001,786	5,999,877	64%	Positive variances due to pending planning and contracting of various SPIP budget lines and pending billing from various contractors
ENDING FUND BALANCE (ENDING RESERVES*)	9,680,136	12,041,226	249,112	12,290,338	127%	Positive variances due to higher interest revenue and Prop 56 disbursement and under spending in both Program and Administrative Appropriations
Total Salaries and Benefits	1,425,500	1,089,497	0	1,089,497	76%	Positive variance due to County delayed posting of various payroll costs