

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

DATE: Monday, January 27, 2020
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 January 27, 2020 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 Ken Cole	
Action Items		
6	Approval of First 5 San Mateo County Program, Operations, and Planning Committee Member: Commissioner Ken Cole for 2020 Calendar Year	4:15 PM
Discussion Items		
7	Medical-Dental Integration Pilot Project Presentation by Pat Curran, Deputy Chief Executive Officer, Health Plan of San Mateo	4:20 PM
Informational Items		
8	Communications Update <i>(See Attachment 8)</i>	4:50 PM
9	Report of the Executive Director <i>(See Attachment 9)</i>	
10	Committee Updates <i>(See Attachment 10)</i>	
Other		
11	CLOSED SESSION <i>(The Commission will adjourn to closed session to consider the following item at this time during the meeting. At the conclusion of closed session, the Commission will reconvene in open session to report on any actions taken for which a report is required by law.)</i> <ul style="list-style-type: none"> ○ Public Employee Performance Evaluation (California Government Code Section 54957(b)) Title: Executive Director, F5SMC 	5:05 PM

12	Adjournment	5:45 PM
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*** 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

January 27, 2020

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 December 16, 2019 Commission Meeting Minutes
(See Attachment 3.1)

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**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
December 16, 2019
San Mateo County Office of Education**

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

Commission Members: Alexis Becerra, Rosanne Foust, Pam Frisella, Nancy Magee,
Sandra Phillips-Sved, Neel Patel, Louise Rogers

Absent: Ken Cole, David Canepa

Staff: Kitty Lopez, Michelle Blakely, Mai Le, Myra Cruz

County Counsel: Monali Sheth

A quorum was present. Commissioner Frisella called the meeting to order at 4:04 PM; roll call was taken.

2. Public Comments: None**3. Action to Set Agenda for December 16, 2019 Meeting and Approve Consent Agenda Items**

Executive Director, Kitty Lopez, requested to remove Item #6, Medical-Dental Integration Pilot Project Presentation by Pat Curran, Deputy Chief Executive Officer, Health Plan of San Mateo. Lopez informed everyone that Mr. Curran was not able to attend the meeting due to an emergency.

Motioned to accept the amended agenda

MOTION: MAGEE/ SECOND: ROGERS

AYES: BECERRA, FOUST, FRISELLA, MAGEE, PHILLIPS-SVED

NOES: NONE

ABSTAIN: NONE

Motion approved.

4. Commission Announcement:

Commissioner Rogers announced that San Mateo County Health would hold a public study session on January 28, 2020, regarding the proposed budget for the next fiscal year. It is an opportunity for members of the public to weigh in on the proposed plan to close the budget gap. The Board will not make any decisions that day.

5. Storytelling: First 5 Work/Impact

Commissioners Magee and Becerra shared their comments on the Culture of Care event hosted by F5SMC on November 18, 2019. Commissioner Becerra shared that the event was well organized, the speakers were amazing, and she was very appreciative of the content. Commissioner Magee shared that she participated as one of the panel speakers and was very inspired by the responses of her fellow speakers.

6. Approval of First 5 San Mateo County 2020 Meetings Calendar

Kitty Lopez asked for approval of this agenda item.

MOTION: FOUST/ SECOND: PHILLIPS-SVED

AYES: BECERRA, FRISELLA, MAGEE, PATEL, ROGERS

NOES: NONE

ABSTAIN: NONE

Motion approved.

7. **Approval of 2020 Committee Members for Finance and Administration Committee, Program, Operations, and Planning Committee, and Early Childhood Evaluation Advisory Committee**

Kitty Lopez asked for an approval of this agenda item.

MOTION: ROGERS/ SECOND: PHILLIPS-SVED
AYES: BECERRA, FOUST, FRISELLA, MAGEE, PATEL
NOES: NONE
ABSTAIN: NONE

Motion approved.

8. **Nomination and Election of Chairperson and Vice-Chairperson to Commission for 2020**

Commissioner Frisella nominated Commissioner Rogers for 2020 Commission Chair.

MOTION: FRISELLA/ SECOND: PHILLIPS-SVED
AYES: BECERRA, FOUST, MAGEE, PATEL, ROGERS
NOES: NONE
ABSTAIN: NONE

Motion approved.

Commissioner Rogers nominated Commissioner Phillips-Sved for 2020 Commission Vice-Chair.

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

Motion approved.

9. **Presentation of the First 5 San Mateo County Procurement Process: Funding Mechanisms for the Strategic Plan Implementation Plan 2025**

F5SMC's Program and Planning Director, Michelle Blakely, presented this agenda item, and Blakely highlighted the following:

- Considerations for 2020 – 2025 Strategic Plan
- Funding Mechanisms
- Strategic Plan Implementation Plan (SPIP) Timeline
- Strategies and 3-Year Funding Allocations for Resilient Families, Healthy Children, Quality Care and Education
- Key Components and Review Panel Process

Commission asked questions and made comments.

The PowerPoint Presentation can be found on the F5SMC's website, [December 16, 2019 Commission Meeting Presentations](#).

10. **First 5 San Mateo County Future Commission Topics**

Kitty Lopez asked for the Commission's ideas for future topics and presentations Commissioners would like to hear and discuss at future Commission Meetings. Lopez shared that F5SMC will be rolling out RFPs in the

coming few months, and we want to avoid topics that may relate to programs that we are currently funding. She shared that a list of topics presented in the past two years was included in the packet

The Commission provided topic ideas such as

- More information on Governor Newsom's Blue-Ribbon Commission
- Update on Cannabis Funding
- Is there anything coming out from Surgeon General regarding early childhood interest in trauma that we are not aware of?
- What are other folks doing, what are other national programs that impact young children, and what could we be doing better?
- What are evidence based-practices that we don't have access to at this point in this County for early childhood?
- Provide effective outcomes in terms of engaging and supporting providers towards more equitable outcomes.

11. Communications Update

Kitty Lopez informed the Commission that the Communication's written report was included in the [December 19, 2019 Commission Meeting Packet](#). She highlighted the following:

- *Think Bigger* Online Newsletter will go out in January 2020
- Marijuana/Cannabis Education Brochure
- Help Me Grow website will launch in January 2020

12. Report of the Executive Director

The Executive Director's written report was included in the [December 19, 2019 Commission Meeting Packet](#). Kitty Lopez, highlighted the following:

- Build Up San Mateo County's Children Director, Christine Padilla, was quoted in the Daily Journal.
- David and Lucile Packard Foundation's \$150,00 grant for the Help Me Grow System has been approved.
- F5SMC's RFP for Resilient Families will be released in January 2020.
- California launched Adverse Childhood Experiences (ACEs) Aware Initiative.
- A Culture of Care Convening was a success. Lopez acknowledged the F5SMC staff for all their work and preparation.

Kitty Lopez added that Commissioner Ken Cole, new Human Services Agency Director, was unable to attend today's Commission Meeting, but he will be at the next Commission Meeting.

The meeting was adjourned at 5:23 PM followed by F5SMC's Holiday Reception.

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Date: January 27, 2020
To: First 5 San Mateo County Commission
From: Kitty Lopez
Re: Approval of First 5 San Mateo County Program, Operations, and Planning Committee Member: Commissioner Ken Cole for 2020 Calendar Year

ACTION REQUESTED

Approval of First 5 San Mateo County Program, Operations, and Planning Committee Member: Commissioner Ken Cole for 2020 Calendar Year

BACKGROUND

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the First 5 San Mateo County 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.

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.

RECOMMENDATION

Approval of First 5 San Mateo County Program, Operations, and Planning Committee Member: Commissioner Ken Cole for 2020 Calendar Year

FISCAL IMPACT

None.

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DATE: January 27, 2020
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

First 5 San Mateo County (F5SMC) and its communication firm, RSE, are developing the following informational materials:

- **Think Bigger Newsletter** – The F5SMC online newsletter will go out in the last week of January 2020. Highlights include Culture of Care Convening recap, Census 2020, Governor Newsom’s Budget, and Help Me Grow website launch.
- **Marijuana/Cannabis Brochure** –F5SMC approved the concept of this educational brochure, and the next steps would include having providers review the content of the brochure and finalizing the resource information section by the end of March 2020.
- **Living!LOCAL** – the Build Up for San Mateo County’s Children Initiative will be featured in the January 2020 digital version of 3rd Edition of *Living!LOCAL* Foster City Area Guide. You can find the article on pages 38 – 39 of this link: <http://fc-livinglocal.com/2020-guide/>. Foster City Chamber will disseminate printed copies next month.
- **Help Me Grow Website** – The English version of Help Me Grow website was launched in early January. Check out <https://helpmegrowsmc.org/>. The Spanish version is still being developed and will be launching it on the week of February 17.
- **Don’t forget to check out some of community initiatives that we support:**
 - Quality Counts, San Mateo County: <https://smcqualitycounts.org/>
 - Build Up for San Mateo County’s Children: <https://buildupsmc.com/>
 - ACEs Connections, San Mateo: <https://www.acesconnection.com/g/san-mateo-county-ca>
 - Census 2020, San Mateo County: <https://cmo.smcgov.org/census-2020-san-mateo-county>
 - Watch Me Grow, San Mateo: <https://watchmegrowsanmateo.org/>

SOCIAL MEDIA

- See December 2019 Social Media Report and Website Analytics Report (*Attachment 8.1*)



First 5 San Mateo County December 2019

Overview

During the month of December, all of First 5 San Mateo County's (F5SMC) social media platforms gained following. As with previous months, strategic and relevant organic posts allowed us to generate solid engagement, with more than 4.2K Facebook impressions, 6.3K Twitter impressions, and 25 new followers on Instagram.

When looking at F5SMC's on-site analytics for the month, the website had a total of 288 users from within California, creating a total of 356 website sessions. The top sources of traffic were Google organic search, direct search, and the First 5 San Mateo Facebook page. The top cities in California that drove website traffic were San Francisco, Redwood City, San Mateo, Los Angeles and Irvine. The top pages that were visited in December were the Home page, About page and Families page. 68.8% of users accessed the site from a desktop computer, 28% did so from a mobile device, and the remaining 2.8% of visitors used a tablet device. Detailed website analytics can be found on the attached F5SMC December 2019 Analytics Report.

Social Activity by Platform

The following report provides engagement statistics by social media platform.

	1,479 Followers
	333 Total Engagement (Likes and Comments)
	4.2K Facebook Post Impressions

Facebook

Throughout the month of December, First 5 San Mateo's Facebook page acquired 7 new followers and generated 333 engagements. 16 organic posts generated more than 4.2K impressions. The team will continue to incorporate more provider-oriented posts because they tend to achieve higher engagement rates. Moving forward we will be incorporating paid social efforts. This will allow us to dramatically increase our overall performance. Below you can see some of the stand out posts from December.

Highlights:

The image displays two screenshots of Facebook posts from the First 5 San Mateo County page. In the first screenshot, a post about the book 'No Such Thing as a Bad Kid' is shown, with the '1,066 People Reached' metric circled in green. The second screenshot shows a post for 'Build Up for SMC's Children' with the '316 People Reached' metric circled in green. Both posts include engagement statistics such as reactions, comments, shares, and post clicks.



First 5 San Mateo County December 2019



563 Followers
36 Total Engagements- Retweets/Likes/Mentions
6.3K Tweet Impressions

Twitter

During the month of December, the account gained 10 new followers, bringing total followers to 563. 20 organic Twitter posts produced more than 6.3K impressions. To continue achieving high engagement, we suggest participating in more twitter chats, tweeting about events in real time, or joining conversations involving trending topics. This is similar to how we engaged and led the Culture of Care live twitter chat in November.

See some of the month's stand out tweets below:



First 5 San Mateo Co @first5sanmateo
 Happy Holidays from our First 5 family to yours! As you enjoy this time with your family, check out these tips to make the holidays better for kids. <https://bit.ly/33NbfRj>
<pic.twitter.com/rdnjaeuHjl>



Promote your Tweet
 Your Tweet has **1,128** total impressions so far. Get more impressions on this Tweet!

Impressions	1,128
Total engagements	7
Link clicks	2
Profile clicks	2
Retweets	1
Media engagements	1
Likes	1



First 5 San Mateo Co @first5sanmateo
 CA's ACEs Aware training is live! Medi-Cal providers, help fight this public health crisis & reduce toxic stress by half in a generation. Visit <https://bit.ly/34SteHi> to learn more, take the training, & begin to [#ScreenTreatHeal](#) [#ACEsAware](#) @DrBurkeHarris @DHCS_CA
<pic.twitter.com/IBoKLOvZ7O>

Impressions	975
Total engagements	2
Likes	2

First 5 San Mateo County December 2019



622 Followers
151 Total Engagements (Likes and Comments)

Instagram

During the month of December, the Instagram account continued to increase its following with the addition of 25 new followers. The 13 organic posts that were published generated a total of 122 engagements. We find that posts involving images regarding First 5 San Mateo events or meetups have higher engagement rates. New followers are comprised primarily of local residents and parents, early education and health community organizations, and government agencies.

The two most popular posts are shown below:



First 5 San Mateo County December 2019



LinkedIn

RSE continued to post content during the month of December to the F5SMC LinkedIn business page. F5SMC's LinkedIn business page added 3 new followers, bringing its total number of followers up to 61. We believe that having a timely, provider-oriented post contributed to the increase in followers. The December post generated 36 organic impressions. The content on LinkedIn continues to be aimed at funded and unfunded partners, business leaders, and professional organizations.



First 5 San Mateo County

61 followers

2w • 🌍

Help Me Grow will be the first stop for all information and resources regarding a child's early years of development. Providers will be able to have easy access to information on community based services and have one centralized r ...see more




1

 Like
 Comment

Organic stats ⓘ			
Targeted to: All followers			
36	1	2.78%	0
Impressions	Reaction	Click-through rate	Comments
0	1	5.56%	
Shares	Click	Engagement rate	

First 5 San Mateo County December 2019



Spanish Website:

During the month of December, F5SMC's Spanish site had a total of 21 sessions with 12 of those sessions coming from within California. The top sources of traffic were from Google search and direct search. The top cities that drove traffic to the site were San Mateo, Sacramento, San Marcos, San Francisco and South San Francisco. The most visited pages were the <https://espanol.first5sanmateo.org/> (Home), Familias (Families) page, Aprendizaje Temprano (Early Learning) page, Nuestras Inversiones (Our Investments) page, and the Acerca-de(About) page. 66.7% of site traffic was accessed by users from a desktop device, while the remaining 33.3% came from mobile users. Detailed website analytics can be found on the attached F5SMC December 2019 Analytics Report.



En 1998, los votantes aprobaron la Propuesta 10, que agregó un impuesto de 50 centavos en los productos de tabaco para crear una fuente de ingresos garantizados para los niños. Los fondos de la Propuesta 10 establecieron Los Primeros 5 de California (comisión estatal) y 58 comisiones independientes de Los Primeros 5 a nivel de condados, que proporcionan programas aprobados localmente. Por mandato de los votantes, estamos comprometidos a mejorar la salud de los niños, la preparación para la escuela y el funcionamiento de la familia.



First 5 San Mateo County - December 2019 - English Analytics Report

ATTACHMENT 8.1



Dec 1, 2019 - Dec 31, 2019

On-Site Performance - December 2019

Website Traffic Overview

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
560	640	72.03%	2.23	00:01:15

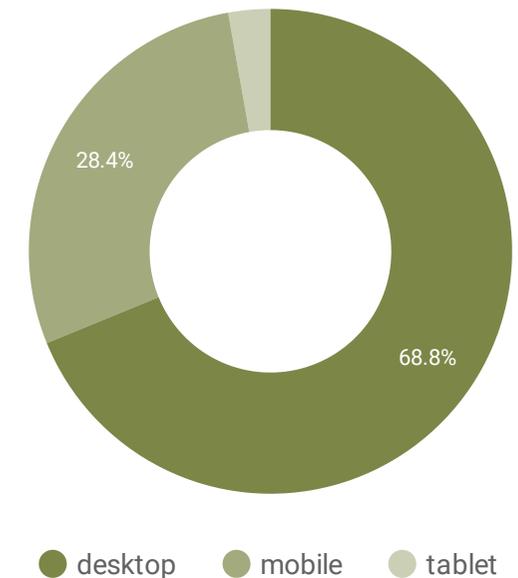
Website Traffic Overview - California

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
288	356	56.18%	3	00:02:00

Website Traffic by Source - California

Source	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. google	185	225	56%	2.7	00:01:29
2. (direct)	40	48	60.42%	4.56	00:04:23
3. m.facebook.com	14	15	73.33%	1.73	00:00:18
4. bing	12	12	25%	5	00:04:16
5. first5california.com	11	12	33.33%	4.25	00:02:54

Website Traffic by Device (Sessions)



Website Traffic by City - California

City	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. San Francisco	47	54	51.85%	3.83	00:02:10
2. Redwood City	31	41	53.66%	3.78	00:02:20
3. San Mateo	20	23	39.13%	3.52	00:03:12
4. Los Angeles	14	17	64.71%	2.41	00:00:51
5. Irvine	12	12	100%	1	00:00:00

Website Traffic by Page - California

Page	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. /	103	116	31.9%	1.45	00:03:09
2. /about/	57	18	55.56%	5	00:01:22
3. /families/	35	3	66.67%	28.67	00:07:49
4. /about/first-5-staff/	34	15	66.67%	3.13	00:01:21
5. /help-me-grow/	34	32	84.38%	1.38	00:00:15

First 5 San Mateo County - December 2019 - Spanish Analytics Report



Dec 1, 2019 - Dec 31, 2019

On-Site Performance - December 2019

Website Traffic Overview

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
19	21	76.19%	2.43	00:00:48

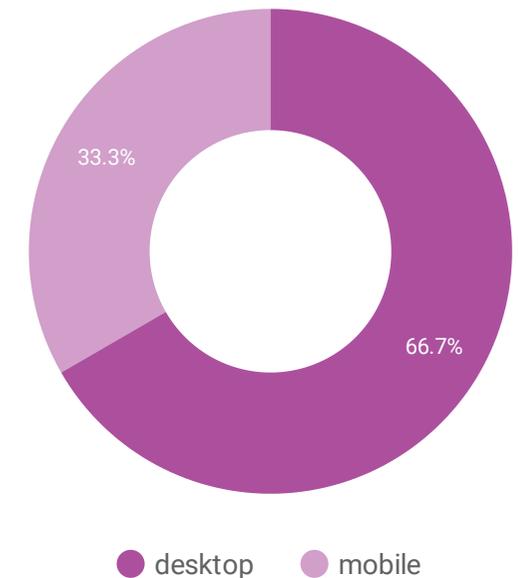
Website Traffic Overview - California

Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
10	12	58.33%	3.5	00:01:24

Website Traffic by Source - California

Source	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. google	5	6	66.67%	2.67	00:00:45
2. (direct)	2	3	33.33%	7	00:03:50
3. first5california.com	1	1	100%	1	00:00:00
4. acesconnection.com	1	1	0%	3	00:00:46
5. bing	1	1	100%	1	00:00:00

Website Traffic by Device (Sessions)



Website Traffic by City - California

City	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. San Mateo	4	6	50%	2.83	00:02:26
2. Sacramento	2	2	50%	2	00:00:23
3. San Marcos	1	1	100%	1	00:00:00
4. San Francisco	1	1	0%	18	00:01:23
5. South San Francisco	1	1	100%	1	00:00:00

Website Traffic by Page - California

Page	Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
1. /	5	5	40%	1.2	00:01:14
2. /familias/	3	0	null	null	null
3. /familias/aprendizaje-temprano/	3	0	null	null	null
4. /acerca-de/nuestras-inversiones/apre...	3	4	50%	1	00:02:39
5. /acerca-de/	3	0	null	null	null



**FIRST 5 SAN MATEO COUNTY (F5SMC)
REPORT OF THE EXECUTIVE DIRECTOR
JANUARY 2020**

OVERVIEW

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

EARLY LEARNING

Early Childhood Education (ECE) Candidate Forum

A forum on early childhood education with the candidates for the California District 13 Senate race will be held on Sunday, February 9th from 3-5PM at the Performing Arts Center at Hillview Middle School. Moderated by Ted Lempert, President of Children Now, we hope to learn more about their platforms and plans for elevating early learning issues and leading our state to greater equity in education, especially for young children and preschool teachers. Candidates for State Senate are: Josh Becker, Michael Brownrigg, Sally Lieber, Shelly Masur, Annie Oliva, Alexander Glew and John H. Webster. The forum will include special guest speaker Dr. Deborah Stipek. Co-Sponsors of the event are: Community Equity Collaborative, League of Women Voters, Good2Know Network, Congregation Beth-Am, Foothill College, Peninsula Family Service, Footsteps Child Care, Silicon Valley Community Foundation and First 5 San Mateo County. **RSVP:** bit.ly/ECE_Candidates

Build Up for San Mateo County’s Children: Lead Testing in Schools and Child Care Facilities

Build Up signed on in support of the Bipartisan Policy Center’s (BPC) advocacy letter to the US Environmental Protection Agency (EPA). BPC commends the EPA’s proposal to require community water systems to test for lead in the drinking water of child care facilities (See *Attachment 9.1*). Build Up was directly approached to support advocacy. In California, funding for lead testing is available through Local Education Area’s for state contracted infant -toddler and preschool center-based sites.

CHILD HEALTH AND DEVELOPMENT

TRISI Implementation Team Meeting: The Trauma- and Resiliency-Informed Systems Initiative (TRISI) Implementation Team met in mid-December to debrief the Culture of Care event hosted by F5SMC and partners in November. The Implementation Team provided helpful feedback on future direction and next steps. The TRISI Implementation Team will meet again by March to continue progress.

Pediatric Advisory Team Meeting: On December 16th, F5SMC Commissioner and Help Me Grow (HMG) Physician Champion Neel Patel convened the Pediatric Advisory Team. The agenda prioritized discussion of light-touch HMG outreach to pediatricians and a special presentation from Health Plan of San Mateo (HPSM) staff on the mechanics of developmental screening reimbursement as of January 1, 2020. The group will meet again in February.



Children’s Oral Health Workgroup: The Children’s Oral Health (COH) Workgroup met on January 8th with a focus on Women, Infants, and Children (WIC) partnership and strategies targeted to pregnant women. A subcommittee of the COH met as a follow up to this meeting to explore the first targeted communications campaign for children’s oral health in preparation for February, which National Children’s Dental Health Month. Keep on the look-out for the launch of this campaign!

Systems Change for Children with Special Needs Meeting: First 5 SMC staff member Emily Roberts and Help Me Grow consultant Cheryl Oku co-convened the quarterly meeting for the Systems Change for Children with Special Health Care Needs and their Families. The meeting was largely focused on the review of preliminary findings from a recent survey conducted by F5SMC focused on the Systems of Care. The participants then spent time reflecting on the findings and sharing insights and questions. The results of the survey and topics raised in discussion will be used to inform our upcoming procurement process for the Integrated Systems for Children with Special Needs strategy.

Peninsula Health Care District Community Grant: First 5 SMC received notification of a one-year grant in the amount of \$35,000 to support our Help Me Grow system for 2020. The work of the grant will allow us to focus some targeted efforts on early identification and linkage to residents and providers within the Peninsula Health Care District boundaries.

FAMILY ENGAGEMENT

Resilient Families Funding Roll Out:

On January 7th the Resilient Families RFP (RF RFP) was released, officially beginning the procurement process for all three strategies in the Resilient Families Focus Area. The RFP covers the first three years of the five-year Strategic plan, releasing a maximum of \$3,180,000. In accordance with the Strategic Plan, the RFP calls for proposals that incorporate a systems-improvement/change element in addition to direct service strategies. The Resilient Families Focus Area strategies are:

- Intensive Supports for Families with Multiple Risk Factors
- Parent Connectivity
- Family Engagement Capacity Building

On January 21st the Resilient Families Proposers’ Conference was held with 35 participants in attendance. Attendees represented current grantees, past grantees, and organizations new to F5SMC funding. With such good attendance and variety of participants, we anticipate a good response with a variety of proposed projects. Proposals are due February 18th and we plan to bring funding recommendations to the March 23rd Commission meeting for approval.

POLICY & ADVOCACY UPDATES

“**Why the census matters more than ever**” article authored by Supervisors Don Horsley and David J. Canepa (January 13, 2020). *The Daily Journal*. Supervisors Horsley and Canepa emphasized the importance of every residents being counted especially the hard-to-count populations including young children. (See Attachment 9.2)

ACCOUNTABILITY, RESEARCH AND EVALUATION

Parent Conversations on School Readiness

F5SMC has contracted with Silicon Valley Community Foundation to host a series of parent conversations on how families support their children's school readiness during and the resources that are helpful to them in this effort. Conversations will include discussions of the ways in which health, early learning, and family support programs can be more responsive to the school readiness needs of parents and children. This project will be geared towards communications and advocacy, involving journalists to document the work.

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

“First 5 Association, First 5 LA: Governor’s Budget Shows Little Kids – And Their Families- Are A Continuing Priority” press released by First 5 Association and First 5 LA (January 10, 2020) applauding Governor Newsom’s for his continued support of young children and their families in his 2020-2021 budget proposal. (See *Attachment 9.3*)

First 5 Association Executive Director Recruitment

After nearly 15 years of service as Statewide Program Director and Executive Director of the First 5 Association Network, Moira Kenney resigned from her position on January 10, 2020. Moira has presented to the F5SMC Commission on several occasions in the past. She will be exploring other professional opportunities as well as spending more time with her family. The State Association Network is grateful for her long tenure and dedication to supporting young children and their families. The Association’s Executive Committee, of which Kitty Lopez is a member, has engaged a recruiting firm to assist in the recruitment of a new Executive Director. John Sims, former Executive Director of First 5 Stanislaus County, is the Interim Director at the present time.

First 5 Association New Vice Chair

Annual Elections were held at the First 5 Association in December, 2019. Kitty Lopez was nominated for the Vice Chair position; this is a two-year position and begins January, 2020.

First 5 California Annual Summit

First 5 California will be holding its Annual Child Health, Education, and Care Summit in Irvine, CA February 3 – 5, 2020; several F5 Staff Members are attending.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

Community Collaboration for Children & Youth Success (CCCS), Redwood City (RWC)/North Fair Oaks (NFO)

On January 14th, Jenifer Clark attended the Implementation Group meeting for CCCS RWC/NFO. Attendees provided updates on their existing efforts to support children and families in the North Fair Oaks neighborhoods. Ideas for elevating the youth voice in policy and governance were a particular focus of conversation. Due to staff transitions at the Health System, Implementation Group members are being asked to provide more leadership for the workgroups, particularly those on youth engagement and on mental health.

**Latinx Complete Count Committee of San Mateo County**

On December 17th, Jenifer Clark attended the inaugural meeting of our local Complete Count Committee focused on outreach to the Latinx community. Attendees discussed the populations they serve, the resources available for census outreach, and their fears and concerns about successfully engaging the Latinx community.

Census 2020 Training

Supervisor Carole Groom is inviting all Commissioners and Elected Officials to join her for a special Census 2020 Training on January 30, 2020 at 5:30 pm at 264 Harbor Blvd, Bldg A (Jupiter Room), Belmont. You will learn key aspects of Census 2020 and how to encourage fellow residents to participate and address common questions and barriers. (See Attachment 9.4)

Census 2020 California All

January 8, 2020 Census 2020 California All online newsletter featured First 5 Association of California for launching its toolkit in English and Spanish to encourage parents, and caregivers of children ages 0-5 to count young kids in the upcoming Census. (See Attachment 9.5)



January 13, 2020

The Honorable Andrew Wheeler
Administrator
Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Re: Docket ID No. EPA-HQ-OW-2017-0300: National Primary Drinking Water Regulations: Proposed Lead and Copper Rule Revisions

Dear Administrator Wheeler:

The Bipartisan Policy Center is appreciative of the opportunity to comment on the proposed Lead and Copper Rule Revisions under the Safe Drinking Water Act. We commend the Environmental Protection Agency for taking steps to ensure the absence of lead in drinking water. We also appreciate the EPA's commitment to highlighting the importance of lead testing in child care facilities, which helps keep young children safe and healthy in these settings.

BPC is a non-profit organization that combines the best ideas from both parties to promote health, security, and opportunity for all Americans. As a Washington, DC.-based think tank that actively promotes bipartisanship, BPC works to address the key challenges facing the nation. Our policy solutions are the product of informed deliberations by former elected and appointed officials, business and labor leaders, and academics and advocates who represent both ends of the political spectrum. BPC's Early Childhood Initiative, launched in 2017, addresses issues related to child care and early learning, including a focus on creating and financing high-quality child care facilities. In 2018, the initiative released the [Early Learning Facilities Policy Framework](#), in collaboration with a 42-member working group, that highlights the importance of child care settings in children's development, and includes the challenges many communities face around meeting the most basic health and safety standards—such as ensuring the absence of lead exposure in drinking water.ⁱ

BPC is responding to several components on the proposed revision, below:

Trigger Level

The proposed revision to the Lead and Copper Rule establishes a lead trigger level of 10 parts per billion, or ppb. This requires community water systems with a 90th percentile lead value that exceeds 10 ppb to develop a plan for reducing lead in drinking water. As stated in the proposed revisions, the suggested trigger level is not a health-based standard, rather is intended to make meaningful reductions in drinking water lead exposure.

BPC commends the EPA's proposal of establishing a lead trigger level in an effort to actively reduce lead exposure. However, we recommend that the proposed trigger level be set at 1 ppb, at which point action steps are implemented to reduce lead exposure. No amount of lead exposure is safe, especially for young children. In a 2016 policy statement, the American Academy of Pediatrics, or AAP, stated that problems—such as lower IQ scores, poor academic performance, inattention, impulsivity, aggression, and hyperactivity—begin at blood lead levels of 5 micrograms per deciliter in young children. The AAP

also urged “legal requirements that lead be removed from contaminated housing and child care facilities and to ensure water fountains in schools do not exceed water lead concentrations of more than 1 part per billion.”ⁱⁱ Accordingly, BPC recommends a stricter trigger level to not only reduce lead exposure, but to prevent it.

Public Education and Outreach

BPC agrees that public education and outreach about the risk, health effects, and options for reducing lead exposure will help ensure drinking water is safe for consumers. In addition to conducting line service inventories and lead line service replacements, we believe community water systems have a responsibility to educate consumers on the materials of their service lines and opportunities for reducing exposure to lead. Further, we believe that community water systems are responsible for providing public education to consumers served by a service line of unknown materials that may include lead, and informing them of actions they can take to reduce their exposure to lead. This public education can create consumer awareness that can also mitigate potential risk.

In addition, we encourage the prioritization of lead service line replacements and public education efforts in facilities and settings where young children are—including homes, child care facilities, and schools. We also urge the EPA to promote different options for funding assistance that helps cover costs of lead service line replacements and public education.

Testing in Schools and Child Care Facilities

BPC commends the EPA’s proposal to require community water systems to test for lead in the drinking water of child care facilities. Because these are settings in which many children spend their time, there needs to be assurances that they meet the basic health and safety standards, which include the absence of lead. We also appreciate the EPA’s effort to reduce lead in child care facilities through the voluntary 3Ts for Reducing Lead in Drinking Water program, which was designed to assist states and child care facilities in conducting their own testing and outreach.ⁱⁱⁱ

We agree that there is great opportunity for community water systems to assist with sampling and testing for lead in child care facilities, and that it should be required to determine the risk of lead exposure and develop action plans. With regard to the process through which water samples in child care facilities are collected and tested, we agree with the proposed requirement that all community water systems be required “to conduct targeted sampling and public education at school and child care facilities that they serve,” rather than having it done upon request. We also believe this should apply to both center-based and home-based child care facilities.

Existing studies has found the presence of lead in communities throughout the nation. For example, the state of Vermont conducted a pilot study, in which 900 taps across 16 schools—including child care facilities—were tested. Lead was detected at greater than 1 ppb in all schools, and lead levels exceeding 14 ppb were detected in 5 schools. Given this data, it is important to know the prevalence of lead exposure in child care facilities, schools, and other facilities that serve young children. Furthermore, at present, 11 states require lead testing in licensed child care facilities.^{iv} With the EPA’s proposed requirement to test child care facilities, these efforts can become better aligned to prevent and reduce lead exposure and guarantee children’s optimal development across all states.

BPC’s Early Childhood Initiative is eager to see progress in ensuring the safety of drinking water in communities across the country and for young children who are susceptible to the effects of lead exposure. Thank you for the opportunity to provide these comments. If you would like to discuss

further, please contact Linda K. Smith, Director of the Bipartisan Policy Center’s Early Childhood Initiative at lsmith@bipartisanpolicy.org.

Sincerely,

Linda K. Smith
Director, Early Childhood Initiative
Bipartisan Policy Center

Signatories

Build Up for San Mateo County's Children
Children’s Investment Fund
Early Learning Policy Group
Early Learning Property Management
First Children’s Finance
First Five Years Fund
Local Initiatives Support Corporation
Low Income Investment Fund
MyVillage
Reinvestment Fund
Save the Children Action Network

ⁱ Bipartisan Policy Center, “Early Learning Facilities Policy Framework,” 2018. Available at: <https://bipartisanpolicy.org/wp-content/uploads/2019/06/Early-Childhood-Early-Learning-Facilities-Policy-Framework.pdf>.

ⁱⁱ American Academy of Pediatrics, “With No Amount of Lead Exposure Safe for Children, American Academy of Pediatrics Calls For Stricter Regulations,” 2016. Available at: <https://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/With-No-Amount-of-Lead-Exposure-Safe-for-Children,-American-Academy-of-Pediatrics-Calls-For-Stricter-Regulations.aspx>.

ⁱⁱⁱ U.S. Environmental Protection Agency, “3Ts for Reducing Lead in Drinking Water Toolkit,” 2019. Available at: <https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>.

^{iv} Eleven states (California, Connecticut, Illinois, Maine, New Hampshire, New Jersey, North Carolina, Oregon, Rhode Island, Vermont, and Washington) and New York City require licensed child care facilities to test their drinking water for lead. Environmental Defense Fund, “Child care lead in water requirements,” 2019. Available at: <https://www.edf.org/health/child-care-lead-water-requirements>.

THE DAILY JOURNAL

Why the census matters more than ever

- By Don Horsley and David J. Canepa

Jan 13, 2020 Updated 59 min ago

The 2020 Census gets underway soon and it's critical that every person living in the county is counted to secure federal funding for medical services, including clinics and children's health insurance, housing, emergency preparedness, nutrition programs, infrastructure and a host of other services.

However, there are some hard-to-count neighborhoods in the county that could jeopardize the amount of federal dollars San Mateo County receives. African Americans, Hispanics and renters are commonly the most undercounted. A 1 percent undercount, for example, could cost San Mateo County coffers up to \$75 million in lost revenue a year, or about \$750 million over the next 10 years.

We cannot afford to lose this money as it is an incredible job creator and helps keep our communities safe and healthy.

As co-chairs of the county's census efforts this year, we can tell you that our Office of Community Affairs is starting to conduct extensive outreach to highlight the importance of the census and why each resident needs to be counted.

https://www.smdailyjournal.com/opinion/guest_perspectives/why-the-census-matters-more-than-ever/article_29f7fa42-35ad-11ea-97ca-1381f3773cfa.html?fbclid=IwAR3gclbiNK9xUS-l_n8mozaZT9qlyFlf2qeyFt_ZLeh2WC2mB5jJhMjzZpc

If your community is undercounted, low-income areas would lose federal funding for textbooks, school supplies and food for students, which aid children in meeting academic standards, according to the OCA.

The county would also lose federal Section 8 housing vouchers, a critical tool used to boost the production of affordable housing and to provide rental assistance for low-income residents.

Most residents will get an invitation to respond online to the 2020 census starting March 12. Some households will also receive paper questionnaires and reminder letters will be sent out March 16. If you haven't responded by March 26, you will receive a reminder postcard. If you haven't responded by April 8, you will get a reminder letter and paper questionnaire in the mail. Starting April 20, a final reminder postcard will be sent before census workers start to follow up in person.

It is critical at this time to let everyone know, citizen or not, that the data collected is completely confidential. There is no citizenship question on the census and no individual who participates in the census will be put at risk in any way.

For 2020, the Census Bureau will use a new privacy protection system designed specifically to protect against emerging threats in today's digital world, according to the OCA.

The Census Bureau does not share information about a specific business, household or individual. It combines information to share overall trends in a community, according to the OCA.

https://www.smdailyjournal.com/opinion/guest_perspectives/why-the-census-matters-more-than-ever/article_29f7fa42-35ad-11ea-97ca-1381f3773cfa.html?fbclid=IwAR3gclbiNK9xUS-l_n8mozaZT9qlyFlf2qeyFt_ZLeh2WC2mB5jJhMjzZpc

Since there may be some fear in our immigrant communities that participating in the census will compromise their privacy, it is especially important this year that faith leaders and churches play a key role in this effort. After all, about a third or 250,000 individuals living in the county are foreign born.

Also, about 1 million young children in the United States were not counted in the last census — the highest of any age group, according to the bureau.

We can all make a difference in the places we live, work and worship.

Why? Because everyone counts.

San Mateo County supervisors Don Horsley and David J. Canepa are co-chairs of the county's Census 2020 subcommittee.

https://www.smdailyjournal.com/opinion/guest_perspectives/why-the-census-matters-more-than-ever/article_29f7fa42-35ad-11ea-97ca-1381f3773cfa.html?fbclid=IwAR3gclbiNK9xUS-l_n8mozaZT9qlyFlf2qeyFt_ZLeh2WC2mB5jJhMjzZpc



First 5 Association, First 5 LA: Governor’s Budget Shows Little Kids– And Their Families–Are A Continuing Priority

Posted on [January 10, 2020](#) by [Jessica Berthold](#)

[0](#)

First 5 Association of California and First 5 LA today hailed Governor’s Newsom’s continuing support of young children and their families in his 2020-21 budget proposal.

“We appreciate the governor’s evident and ongoing commitment to supporting California’s young children, their families, and others who care for them,” said Kim Goll, president of the First 5 Association board and executive director of First 5 Orange County. “In proposing additional investments in childcare, preschool, paid family leave, and prevention of child poverty and adverse childhood experiences, it is clear Governor Newsom understands that strong families are the key to a strong state. We look forward to continuing to work with the administration and legislators to ensure our children thrive in their schools, communities, and lives.”

In his first year in office, Governor Newsom proved he is committed to making significant steps to help our littlest Californians have the best start in life, said Kim Belshé, executive director of First 5 LA.

“This year’s budget, like last year’s budget, acknowledges that children thrive when they have access to comprehensive services like health, early education, economic, and family strengthening, at the same time,” Belshé added. “We see him continuing to take steps to make our state systems and programs better understand and serve the needs of families with young children. Much work still needs to be done in creating greater cohesiveness and ease of navigation for families to access the services they need. The Governor has started to lay the groundwork for this to happen.”

Early childhood aspects included in the governor’s budget include the following:

- Universal job protection to all workers who take paid family leave and disability leave regardless of employee size; and \$1 million to help small businesses mitigate associated expenses
- \$10 million in one-time funding to develop a cross-sector training program for Adverse Childhood Experiences (ACES), and for a public awareness program,

around trauma-informed and trauma-sensitive responses, for specific sectors including early childhood, education, government, and law enforcement

- An additional \$53.8 million for CalWORKS Stages 2 and 3 Child Care
- \$50 million in ongoing funding from the Cannabis Fund (Prop 64) to support over 3,000 general child care slots, and an additional \$10.3 million to add 621 general child care spaces
- An additional \$31.9 million in 2021, and \$127 million ongoing, for 10,000 additional state preschool slots (full-day, full-year), effective April 1, 2021

By investing \$1 billion to fight homelessness around the state, the proposed budget would also profoundly affect many families with young children, who account for one third of the state's homeless population.

John Sims
Interim Executive Director
510-227-8504
john@first5association.org

Margot Grant Gould
Policy Director
510-227-6968
margot@first5association.org

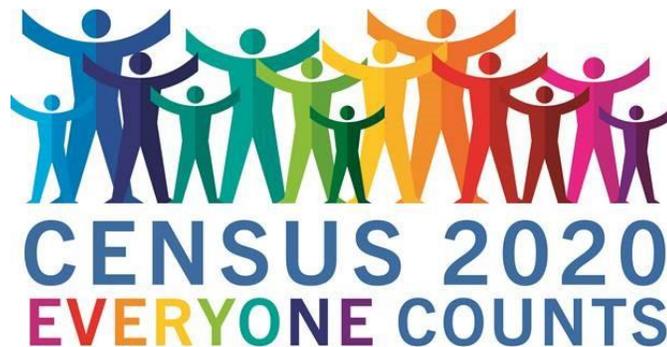
Heather Little, M.Ed
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Jess Berthold
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Kendra Rogers
Census Project Director
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Shelby Hill
Operations Coordinator
510-227-6988
shelby@first5association.org

**Commissioners + Elected Officials
are invited to join
Supervisor Carole Groom for a special
Census 2020 training!**



You will learn:

- Key aspects of Census 2020
- How to encourage fellow residents to participate
- How to address common questions and barriers

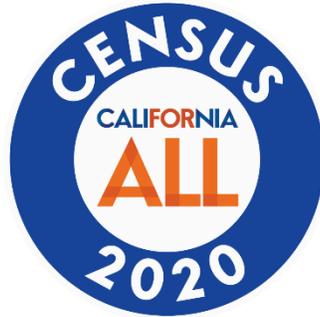
Thursday, January 30, 2020

- 264 Harbor Blvd, Bldg A,
(Jupiter Room) Belmont,
Ca 94002
- 5:30 p.m. Dinner
- 6:15-8:00 p.m. Program

Please RSVP by January 10, 2020 at gguiney@smcgov.org

 **EVERYONE COUNTS** 
www.smccensus.org

Vol. 5 | January 8, 2020



California Census Latest News and Updates

Welcome to the California Census E-Newsletter Vol. 5. We are thrilled to provide you with latest news and updates from the [California Complete Count - Census 2020 Office \(Census Office\)](#)! Our goal is to keep partners informed and up-to-date on all the latest happenings.

Implementation Plan Review Progress

Thank you for submitting your Implementation Plans (IP)!

Reminder: If your plan has been approved, please submit your invoices to our Administrative Office. They can be reached at administration@census.ca.gov. Please reach out to your RPM if you have any questions.

Below is a chart that provides a quick snapshot of Implementation Plan progress (as of 1/6/2020):

California Complete Count Partner Call
Date: January 21, 2020
Time: 1:00 pm -2:00 pm
Access Information: +1-415-655-0001 Meeting number: 802639806 Meeting password: Census
Agenda: Agenda will be released in next week's E-Newsletter

Partner	Contracted	Received	Approved IP	Need to Approve	Need Subm
County	48	44 (92% of contracted)	40 (83% of received)	4 (8% of received)	4 (8% of contracted)
ACBO	10	10 (100% of contracted)	9 (90% of received)	1 (10% of received)	0 (0% of contracted)
Statewide CBO	13	13 (100% of contracted)	12 (92% of received)	1 (8% of received)	0 (0% of contracted)
Sectors	8	3 (100% of contracted)	3 (100% of received)	0 (0% of received)	0 (0% of contracted)
TOTAL	74	70 (95% of contracted)	64 (86% of received)	6 (8% of received)	4 (5% of contracted)

Public Benefit Income Exemption

In 2019 Governor Newsom signed Assembly Bill 807 (Bauer-Kahan), related to public benefit eligibility income exemptions for work on the federal decennial Census. Specifically, the new law maintains a person's CalWORKS and CalFresh eligibility even if they receive income or stipend for temporary work related to improving participation in the Census, if the income or stipend is paid by a government entity such as a county or city, a non-profit organization or the United States Census Bureau.

To find more information about the AB 807 Public Benefit Income Exemption, please [click here](#).

Statewide Media Buy Update

Thank you for participating in our Partner Call covering the Statewide Media Buy Update! During this call, the Census Communications Team provided information about the paid media update, in detail media coverage, the updated media list and how the U.S. Census Bureau and California media buy work together.

Please make sure to visit the [Campaign Updates](#) section of the [Partner Portal](#) to find the Media Buy Presentation, Evaluation Presentation, Media Buy Glossary of Terms, Media Buy Flowchart and Media Buy Outlet list.

Should you have any questions regarding the Statewide Media Buy Update, please reach out to communications@census.ca.gov.



Counting our
kids is smart,
safe, and
secure.

A Webinar covering the materials in the toolkit and key messaging will take place on February 11, 2020 at 11am.

To register for the Webinar, [click here!](#)

First 5 Toolkit

First 5 Association of California has launched their toolkit in English and Spanish!

First 5 Association of California invites partners to use its new digital toolkit to encourage parents and caregivers of children ages 0-5 to count young kids in the upcoming Census.

The toolkit includes downloadable resources for parents/caregivers, as well as those who come in frequent contact with them, such as healthcare providers and early educators. The kit comprises social media, fact sheets, posters, bookmarks, palm cards, radio readers, earned media materials, newsletter blurbs, a message guide, and a style guide.

Take a look at the toolkit [here!](#)

Should you have any questions about the toolkit, please contact Communications Director Jess Berthold at jess@first5association.org.

January Social Media Toolkit

Our January [Social Media Toolkit](#) is now available for download on the [Partner Portal!](#)

Use this toolkit as a guide to provide partners with strategies for social media, encourage conversation and spread key messages about the Census!

Partner Highlights



RESOURCES

*New translated resources are being added monthly.
Webinars are hosted monthly.*

Asian American Advancing Justice (AAAJ)

Asian Americans Advancing Justice - Los Angeles, together with its affiliates, its partner organizations, and its subcontractors have developed fact sheets and outreach materials. These materials have been developed with input from community members to encourage people to seek assistance and more information regarding the Census. The materials are available in 15 different Asian languages!

We encourage you to visit www.countusin2020.org/resources for customizable outreach materials and videos, publications, social media tools, translated materials, and partner resources to help us Get on the Count (GOTC) in our communities!

Save the Date

January 21, 2020

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DATE: January 27, 2020
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Program, Operations and Planning (POP) Committee Meeting – January 6, 2020

Commission Members: Nancy Magee, Sandra Phillips-Sved
 Public Member: Harvey Kaplan
 Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

1. **Elect Committee Chair for 2020:** Committee Public Member Kaplan nominated Commissioner Phillips-Sved to continue as Committee Chair. Seconded by Commissioner Magee. Motion approved.

2. **Strategic Plan 2020 – 2025 Strategic Plan Implementation Plan (SPIP) Updates**
 F5SMC's Program & Planning Director, Michelle Blakely, distributed the Strategic Plan Implementation Plan (SPIP) FY 2020 – 2025 that was approved by the Commission in October 2018. Blakely provided updates on the focus areas and explained its strategies:
 - Resilient Families – RFP will be released soon in January 2020.
 - Intensive Support for Families with Multiple Risk Factors
 - Parent Connectivity
 - Family Engagement Capacity Building
 - Healthy Children
 - Oral Health Access & Utilization
 - Integrated Systems for Children with Special Needs and their Families
 - Early Mental Health Systems & Infrastructure Enhancements
 - Quality Care and Education
 - Quality Improvement
 - Expand Access to Early Learning Settings for Children with Special Needs.
 - Evaluation and Communication

Blakely shared that organizations can apply for funding for one or more strategies. The Review Panel consists of experts within designated fields and are affiliated within and outside San Mateo County. The Review Panel reviews the applications based on evaluation criteria and will make recommendations. Recommendations are presented to the Commission for approval. An update on the procurement process will be provided to the POP Committee.

Committee asked questions and made comments.

3. **Trauma and Resiliency-Informed Systems Initiative (TRISI) Update**
 Michelle Blakely shared that F5SMC has sent out a survey to community-based organizations about willingness to complete an online assessment survey to gauge their agency's healing centered policies and practices. One goal will be to have a more in-depth conversation, convening and professional development in this area based on the outcomes of the survey. Blakely mentioned that we will be using an assessment tool kit that was developed from the University of Michigan. It is not copyrighted, and we can adapt it to

meet our needs. Areas can be assessed, such as HR policies & practices, staff training on reducing trauma and physical environments.

Committee asked questions and made comments.

4. **Other** - Kitty Lopez shared that Ken Cole will be attending the next Commission Meeting. She will discuss with him about joining the POP Committee.

Finance and Administration Committee Meeting – January 13, 2020 Meeting was canceled

Budget Monitoring Report as of December 31, 2020 is presented in Attachments 10A and 10B; Shared Operating Budget Monitoring is presented in Schedule 1.

DATE: January 27, 2020
TO: First 5 San Mateo County Finance and Administration Committee
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of December 31, 2019

BUDGET MONITORING REPORT as of December 31, 2019 HIGHLIGHTS

Budget Monitoring Report as of December 31, 2019 Highlights

The Budget Monitoring Report as of December 31, 2019 is presented in **Attachment 10B**. Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 50%

REVENUES

- YTD Interest Revenue projection is \$101K or 65%, 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 \$2.552 million or 49%, that represents 1% negative variance lower than YTD Benchmark.
- YTD F5CA IMPACT Grant Revenue estimate is \$287K or 50%, which is in line of YTD Benchmark.
- YTD F5 San Francisco IMPACT HUB TA FY19-20 Revenue estimate is \$16K or 50%, which is in line with YTD Benchmark.
- YTD David Lucile Packard Foundation - Help Me Grow Grant Revenue estimate is \$50K or 50%, which is in line with YTD Benchmark.
- YTD San Mateo County Health System – Watch Me Grow Clinic Based Services Revenue estimate is \$181K or 50%, which is in line with YTD Benchmark.
- YTD Total Revenues projections are \$3.266 million or 50%, which are in line with YTD Benchmark. Major attributable factors to this neutral variance are associated with 50% Revenue estimates across all grants and Prop 10 Tax Revenues.

APPROPRIATIONS

- YTD Program Expenditures projections are \$3.883 million or 43%, that represents a positive variance or 7% 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 (PAC, Evaluation, and Emerging Project) and pending new grant execution.
- YTD Admin Expenditures projections of \$327K or 45% that represents a positive variance or 5% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various administrative areas at the beginning of the fiscal year.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$4.210 million or 43%, that represents a positive variance or 7% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and contracting of SPIP18-20, pending new grant executions, and under spending in various Shared Operating Budget Lines.

ENDING FUND BALANCE (RESERVES*)

- At this time, we are projecting Ending Fund balance (Reserves*) of \$ 9.487 million or 131%, that represents a positive variance of 31% or \$2.258 million higher than the planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue and under spending in both Program and Administrative Appropriations at the beginning of the new fiscal year.

CHALLENGES:

- There is 5-month delay in Prop 10 Tax Revenue disbursements versus 2.5 month gap of normal disbursement schedule, which could potentially cause cash flow problems in a year or two, when the F5SMC's Reserves are exhausted. Kitty Lopez, F5SMC Executive Director, is in weekly communication with First 5 Association and F5CA regarding rectifying this situation for all First 5's in the State.

First 5 Association of California has established a Fiscal Committee Task Force to work closely with First 5 California and the State aiming to resolve the Tobacco Tax Revenue delayed disbursement immediately.

	FY19-20 Adopted Budget	YTD December 31 2019	Accruals*	YTD Combined	% YTD Combined	Notes
REVENUE						
FUND BALANCE BEGINNING (BEGINNING RESERVES*)	10,430,525	10,430,525		10,430,525		
Interest	156,458	62,445	39,114	101,559	65%	Q2 Interest Revenue estimate
Tobacco Tax Revenue	5,254,000	362,436	2,189,167	2,551,603	49%	Aug, Sept, Oct, Nov, Dec ' 2019 Tobacco Tax estimates. There are delayed Prop 10 Tax Revenue disbursements for 5 months.
F5CA IMPACT Grant	575,000		287,500	287,500	50%	Q1 and Q2 F5CA grant revenue estimate
F5SF IMPACT HUB TA FY19-20			16,500	16,500		Q1 and Q2 IMPACT HUB grant revenue estimate
David Lucile Packard Foundation - Help Me Grow Grant	100,000		50,000	50,000	50%	Q1 and Q2 HMG grant revenue estimate
San Mateo County Health System - WMG Clinic Based Services Grant	362,765		181,383	181,383	50%	Q1 and Q2 WMG-Clinic Based Services grant revenue estimate
GILEAD - Build Up Kids Facilities Grant				0		
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	65,000		65,000	65,000	100%	FY19-20 Pending Revenue disbursement
Miscellaneous Revenue		13,361		13,361		Compensation Insurance Refund - Worker Comp Insurance
TOTAL REVENUES	6,513,223	438,242	2,828,664	3,266,906	50%	Neutral variance due to Tobacco Tax Revenue and most grants are 50% estimates
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)	16,943,748	10,868,767	2,828,664	13,697,431	81%	

APPROPRIATIONS						
1. Program						
Family Engagement	1,712,067	412,727	428,017	840,744	49%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Child Health & Development	1,744,041	304,583	436,010	740,593	42%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Early Learning	1,665,000	315,805	416,250	732,055	44%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Policy Advocacy, Communications & Systems Change	800,502	56,741	200,126	256,867	32%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Other Communications - Sponsorship		5,000	0	5,000		
Emerging Projects	334,600	29,662	83,650	113,312	34%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Kit for New Parent KNP (KNP)	42,000	2,997		2,997	7%	
Regional Cost Sharing	45,000			0	0%	No Regional Cost Sharing Activities at this time

	FY19-20 Adopted Budget	YTD December 31 2019	Accruals*	YTD Combined	% YTD Combined	Notes
Program Salary & Benefits	607,381	368,980	0	368,980	61%	See Schedule 2
Grant Management and Big Data	194,896	24,224	48,724	72,948	37%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Other Evaluation Projects	290,000			0	0%	Pending contracting
Evaluation - Salaries & Benefits	173,784	82,469	0	82,469	47%	See Schedule 2
David Lucile Packard Foundation grant - Help Me Grow Grant	100,000		50,000	50,000	50%	Q1 & Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Watch Me Grow Clinic Based Services Grant	362,765	89,376	90,691	180,067	50%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	65,000		65,000	65,000	100%	Pending contracting
F5CA IMPACT Grant	461,269	86,207	115,317	201,524	44%	Q2 expenditure estimates. Q2 invoices are due on Jan 31 2020
Program Operating Expenditures	197,800	72,124	12,725	84,848	43%	See Schedule 1
Shared Admin Staff Time	194,712	85,728		85,728	44%	See Schedule 1
Subtotal Program Appropriations	8,990,817	1,936,623	1,946,510	3,883,132	43%	Positive variances due to pending SPIP contracting and pending new grant execution.
2. Administrative						
Admin Salaries and Benefits	526,442	242,339	-	242,339	46%	See Schedule 2
Admin Operating Expenditures	197,800	72,124	12,725	84,848	43%	See Schedule 1
Subtotal Administrative Appropriations	724,242	314,462	12,725	327,187	45%	
Administrative Cost Rate %	7%	14%	1%	8%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)	9,715,059	2,251,085	1,959,234	4,210,319	43%	Positive variances due to pending SPIP contracting and pending new grant execution and underspending in Shared Operating Budget.
ENDING FUND BALANCE (ENDING RESERVES*)	7,228,689	8,617,682	887,930	9,487,111.67	131%	Positive variance due to higher Interest Revenues, pending SPIP Contracting and new grant execution, and underspending in shared operating budget

Color code

Shared Budget/Shared Cost



Revenue ; Fund Balance



Appropriations



Salaries & Benefits



	FY19-20 Adopted Budget	YTD December 31 2019	Accruals*	YTD Combined	% YTD Combined	Notes
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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.

Note 2:

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

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

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

Technical Terms

1. Modified Accrual

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

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

2. Internal Reporting

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

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

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

References

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

Shared Operating Budget Monitoring as of December 31, 2019

Schedule 1

	ORG / ACCT#	FY19-20 Adopted Budget	YTD December 30 2019	Accruals*	YTD Combined	% YTD Combined	Notes
I. Services and Supplies							
Outside Printing & Copy Svc	19510-5191	2,000	0	1,500	1,500	75%	MC/KL outside printing
General Office Supplies	19510-5193	7,500	1,439		1,439	19%	
Photocopy Lease & Usage	19510-5196	4,000	1,287	200	1,487	37%	
Computer Supplies	19510-5211	18,000	1,773	5,000	6,773	38%	3 new laptops purchase in replacement of 3 retired equipments
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	13,645		13,645	91%	
Auto Allowance	19510-5712	11,000	5,838		5,838	53%	
Meetings & Conference Expense	19510-5721	12,000	4,911	5,000	9,911	83%	Staff conferences expenses estimates
Commissioners Meetings & Conference Exp	19510-5723	5,000	394		394	8%	
Other Business Travel Expense	19510-5724	5,000		5,000	5,000	100%	Staff travel expenses estimates
Dept. Employee Training Expense	19510-5731	5,000			0	0%	
Wellness grant	19510-5856				0		
Other Professional Services	19510-5858	60,000			0	0%	
Sub Total - Services & Supplies		144,500	29,287	16,700	45,987	32%	
II. Other Charges							
Telephone Service Charges	19510-6712	3,500	1,476		1,476	42%	
Automation Services - ISD	19510-6713	45,000	21,981		21,981	49%	
Annual Facilities Lease	19510-6716	95,000	37,334	7,989	45,323	48%	
General Liability Insurance	19510-6725	7,500	3,682	737	4,419	59%	County liability Insurance increase
Official Bond Insurance	19510-6727	600	111	23	134	22%	

Shared Operating Budget Monitoring as of December 31, 2019

Schedule 1

	ORG / ACCT#	FY19-20 Adopted Budget	YTD December 30 2019	Accruals*	YTD Combined	% YTD Combined	Notes
Human Resources Services	19510-6733	2,000	303		303	15%	
Countywide Security Services	19510-6738	500	496		496	99%	
All Other Service Charges	19510-6739	50,000	26,793		26,793	54%	
A-87 Expense	19510-6821	47,000	22,784		22,784	48%	
Sub Total - Other Charges		251,100	114,960	8,749	123,709	49%	
Total Operating Expenditures		395,600	144,247	25,449	169,696	43%	
Program Operating Expenditures		197,800	72,124	12,725	84,848		
Admin Operating Expenditures		197,800	72,124	12,725	84,848		

Salaries & Benefits as of December 31 2019

Schedule 2

Program Staff & Shared Admin Staff		802,093	368,980		368,980	46%	
Evaluation Staff		173,784	82,469		82,469	47%	
Admin Staff		526,442	242,339		242,339	46%	
Total Salaries and Benefits		\$ 1,502,319	\$ 693,788	\$ -	693,788	46%	

Color code

Shared Budget/Shared Cost



Revenue ; Fund Balance



Appropriations



Shared Operating Budget Monitoring as of December 31, 2019

Schedule 1

	ORG / ACCT#		FY19-20 Adopted Budget	YTD December 30 2019	Accruals*	YTD Combined	% YTD Combined	Notes
Salaries & Benefits								