

## FIRST 5 SAN MATEO COMMISSION MEETING

### HOW TO PARTICIPATE

- Commission and others, please be on the call Monday at 3:40 PM so we can test prior to the 4 PM meeting start time and ensure that you have connection.
- Please note that public is attending this meeting and they may join early so please keep that in mind
- Be sure to mute your microphone during the meeting until called upon to speak; and
- If you plan to join by phone, please let Myra Cruz, Emily Roberts, or Jenifer Clark know the phone number in advance so we can identify you to the Commission, and we will rename your masked phone number to show your name instead. We highly encourage that you join early so we can make this change, OR you can email us your phone # ahead of time to [ecruz@smcgov.org](mailto:ecruz@smcgov.org) or [eroberts@smcgov.org](mailto:eroberts@smcgov.org) or [jdclark@smcgov.org](mailto:jdclark@smcgov.org).

- **JOINING VIA ONLINE:**

For those attending the meeting on the Zoom videoconference, (click the link listed on the agenda), we will use the “raise hand” feature in order to organize any public comments. During the general public comment period, and for each item on the Regular Agenda, F5SMC Staff, Jenifer Clark, will ask those members of the public who wish to comment to click the “raise hand” feature to raise your hand to speak on that agenda item.

- **JOINING BY PHONE:**

The phone number is listed on the agenda.

Press \*6 to mute and unmute your phone

Press \*9 if would like to speak. This would notify the staff that you would like to speak.

Please note that members of the public must wait for the prompt in connection with each Agenda item before using the raise hand function. For example, you cannot raise your hand at the beginning of the meeting for an Agenda item that is later in the meeting.

When you hear your name called, Jennifer, will unmute your mic to begin speaking. You may only speak once per agenda item.

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

As authorized by Governor Newsom’s Executive Orders N-25-20 and N-29-20, dated March 12, 2020 and March 17, 2020 respectively, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be held and live cast from the following location where members of the public shall have the right to observe and offer public comment:

**DATE: Monday, May 18, 2020**

**TIME: 4:00 PM – 6:00 PM**

**Join Zoom Meeting**

**Online:**

<https://smcgov.zoom.us/j/98973276320?pwd=Q2pBanJ0ZldqcHBqbGVwSzl1MjdEQT09>

Password: 616669

**Telephone:** +1.669.900.6833

Webinar ID: 989 7327 6320

This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

<b>AGENDA</b>		
<b>Call to Order and Preliminary Business</b>		
<b>1</b>	<b>Roll Call</b>	<b>4:00 PM</b>
<b>2</b>	<b>Public Comment</b>	
<b>3</b>	<b>Action to Set Agenda for May 18, 2020 Meeting and Approve Consent Agenda Items</b> <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>	
<b>Presentation</b>		
<b>4</b>	<b>Open Public Hearing</b>	<b>4:05 PM</b>
	<b>Presentation: First 5 California Annual Report Review</b> by Jenifer Clark, First 5 SMC Evaluation Program Specialist	
	<b>Close Public Hearing</b>	
<b>ACTION ITEMS</b>		
<b>5</b>	<b>Approval of First 5 San Mateo County Policies and Bylaws for FY 2020 - 2021</b> <i>(See Attachment 5)</i>	<b>4:25 PM</b>

6	<b>Approval of F5SMC's FY 2020-21 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC's FY 2020-21 Adopted Budget</b> <i>(See Attachment 6)</i>	4:30 PM
7	<b>Overview: Strategic Plan Implementation Plan (SPIP) Recommendations for FY2020 – 2023 Round 2, Healthy Children Focus Area: Integrated Systems for Children with Special Needs and Policy, Advocacy &amp; Communications Focus Area: Communications Consultation Services</b> by Michelle Blakely, Program and Planning Director, and Emily Roberts, Health Program Specialist, First 5 San Mateo County <i>(See Attachment 7)</i>	4:35 PM
	<b>7A) Approval of Award to Gatepath for the Integrated Systems for Children with Special Needs Initiative Agreement in the Amount of \$3,421,000, Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same</b> <i>(See Attachment 7A)</i>	
	<b>7B) Communications Consultation Services Approval of Award to Be Announced in the Amount of \$300,000, Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same</b> <i>(See Attachment 7B)</i>	
8	<b>8A) Approval of Puente de la Costa Sur - Sueños Unidos Project Agreement in the Amount of \$300,000, Contract Term Effective July 1, 2020 through June 30, 2023</b> <i>(See Attachment 8A)</i>	5:10 PM
	<b>8B) Approval of Family Connections-Thriving Families Program Agreement in the Amount of \$600,000, Contract Term Effective July 1, 2020 through June 30, 2023</b> <i>(See Attachment 8B)</i>	
<b>Informational Item</b>		
9	<b>Committee Updates</b>	

**\* 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. 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

[www.first5sanmateo.org](http://www.first5sanmateo.org)

members, or a majority of the members of the Commission. The documents are also available on the First 5 Internet Web site at [www.first5.smcgov.org](http://www.first5.smcgov.org).

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Myra Cruz, by 12 Noon on Friday, May 15, 2020 at 650.372.9500 x232 and/or [ecruz@smcgov.org](mailto:ecruz@smcgov.org). Notification in advance of the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

First 5 San Mateo County Commission Meeting

**CONSENT AGENDA**

May 18, 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.

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- 3.1 Approval of the April 27, 2020 Commission Meeting Minutes  
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)  
COMMISSION MEETING MINUTES  
April 27, 2020  
Virtual Meeting Via Zoom**

**Call to Order & Roll Call**

**1. Roll Call**

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

Youth Commission: Ryan Teh

Staff: Kitty Lopez, Michelle Blakely, Khanh Chau, Myra Cruz, Emily Roberts, Karen Pisani, Jenifer Clark, Mai Le, Mey Winata

County Counsel: Monali Sheth

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

F5SMC Kitty Lopez and Jenifer Clark read the instructions on how the public can participate in the Commission Meeting.

**2. Public Comments: None**

**3. Action to Set Agenda for April 27, 2020 Meeting and Approve Consent Agenda Items**

MOTION: CANEPA/ SECOND: BECERRA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FOST, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**4. COVID-19 and First 5 San Mateo County Updates**

F5SMC's Executive Director, Kitty Lopez, acknowledged all Commissioners for their dedicated work at this time of the pandemic, in particular, Commissioner Rogers and San Mateo Medical Center Staff for addressing community health needs during COVID-19, F5SMC staff for getting the contracts in-place starting July 1, 2020, and community organizations for working with children and families during this health crisis. Lopez highlighted the following:

- F5SMC has been in coordination with SMCOE and 4Cs regarding emergency child care planning and have formed a child care response team

- F5SMC staff have been working on no-cost extensions and scope of work/budget adjustments tailored to each program. No cost extensions could be granted up to December 2020.
- Regional and State child care efforts, such as Tri-County Child Care Partnership, Bay Area Regional Quality Hub, First 5 California Commission Funding, CA Resource & Referral Network, First 5 California and Supply Bank, and First 5 Association Network, are responding to the needs of children and their families during this pandemic.

The PowerPoint presentation is included in the [April 27, 2020 Commission Meeting Packet](#).

Public Comments: None

5. **Approval of Child Care Coordinating Council of San Mateo County (4Cs) and First 5 San Mateo County Build Up for San Mateo County's Policy and Technical Assistance Agreement in the Amount of \$230,000, Contract Term effective April 2, 2020 through June 30, 2021.**

F5SMC's Program and Planning Director, Michelle Blakely, shared that the detailed information regarding this agreement are included in the packet and highlighted the following:

- Components of quality care and education, include facilities, access to quality care, affordability and qualified workforce
- Build Up's Goals focus on increasing and preserving/maintaining facilities
- Activities and Budget: technical assistance, outreach to employers, cities and the County municipalities to implement supportive practices and policies, connecting child care programs to funding, raising visibility; Budget \$230,000 for personnel and operations.
- Lopez added that these dollars have been held by F5SMC; there are no additional costs.

Public Comments:

- 4Cs' Executive Director, David Fleishman, thanked the Commission for considering the request, and he appreciated the leadership, support, and collaboration towards this effort especially during this difficult time.
- Build Up Director, Christine Padilla, thanked F5SMC for the partnership and leadership. There has been a lot of progress on this initiative and she is looking forward to working more with the F5SMC Staff and Commission.

Commissioner Rogers asked for a roll call vote for this agenda item.

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FOUST, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion Approved.

The PowerPoint presentation is included in the [April 27, 2020 Commission Meeting Packet](#).

**6. Overview: Approval of Strategic Plan Implementation Plan (SPIP) Recommendations for FY2020 – 2023 Round 1, Resilient Families Focus Area**

Michelle Blakely and Karen Pisani, F5SMC's Family Support Program Specialist provided an overview presentation of the Resilient Families Funding Recommendations, and they highlighted the following:

- Round 1 Funding Recommendation Chart – Resilient Families, SPIP, Procurement Strategies and Appeals Process Language are included in the packet
- SPIP timeline and funding mechanisms
- Investment scope and strategies
- Areas of special interest related to service recipients and strategies
- Resilient Families funding allocations of \$3,180,000 total over 3 years. F5SMC received eight proposals requesting a total of \$8,164,947.
- Resilient Families Recommended Portfolio effective July 1, 2020 – June 30, 2023, and descriptions of each of these items in this portfolio:
  - Puente de la Costa Sur: Early Childhood Education and Family Engagement Project
  - CORA: The Family Resilience Project
  - Peninsula Family Service: Therapeutic Child Development Centers
  - StarVista: Early Childhood Services Program
  - IHSD: Family Engagement Unity Project
  - Family Connections: Thriving Families Project
  - SMCOE: Family Engagement and Dual Language Learning Institute Project
- Agreements will be presented in May and June Commission Meeting.

Commission asked questions and provided comments.

The PowerPoint presentation is included in the [April 27, 2020 Commission Meeting Packet](#).

Public Comment: None

**OPEN THE PUBLIC HEARING**

**6A) Approval of Award to Puente de la Costa Sur-Early Childhood Education and Family Engagement Project in the Amount of \$300,000, Contractual Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment: None

MOTION: FRISELLA/ SECOND: BECERRA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE



Motion approved.

**6B) Approval of Award to Community Overcoming Relationship Abuse (CORA) -The Family Resilience Project in the amount \$850,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel to Commission; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment: None

MOTION: COLE/ SECOND: MAGEE

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**6C) Approval of Award to Peninsula Family Service - Therapeutic Child Development Centers in the amount of \$480,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel to Commission; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment:

- Peninsula Family Service's CEO, Heather Cleary, thanked F5SMC Staff and Commission for the partnership and support.

MOTION: CANEPA/ SECOND: FRISELLA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**6D) Approval of Award to StarVista – Healthy Homes Program in the amount of \$600,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment:

- StarVista's CEO, Sarah Larios Mitchell, expressed gratitude to F5SMC Staff and Commission for their support and investment, and she provided a brief background about StarVista and its accomplishments because of F5SMC's support.

- StarVista - Healthy Homes Mental Health Clinician, Amy Shoheit, shared a letter from Dr. Bruce Perry, Senior Fellow from Child Trauma Academy, about the need and importance of the Healthy Homes Program to the children and families they serve.
- StarVista's Department Director, Eric Valladares, expressed gratitude for the support of Healthy Homes and shared examples of the impact of the significant reduction of the funding.
- StarVista's - Healthy Homes, Maria Elena, shared a patient story and the impact of the Program. She also thanked F5SMC for the support of the Program.
- Commissioner Canepa acknowledged Sarah Larios Mitchell for her work and efforts to the Daly City area.

MOTION: COLE/ SECOND: MAGEE

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**6E) Approval of Award to The Institute for Human and Social Development, Inc. (IHSD) – Family Engagement Unity Project in the amount of \$125,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment:

- IHSD's Education Manager and Interim Program Operations Director, Jennifer Pifeleti is excited to enter a contract negotiation with F5SMC.

MOTION: FRISELLA/ SECOND: BECERRA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**6F) Approval of Award to Family Connections – Thriving Families Program in the amount of \$600,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comment:

- Family Connections Executive Director, Sarah Poulain, on behalf of their board and staff, thanked F5SMC for ongoing support and partnership in beyond.

MOTION: MAGEE/ SECOND: CANEPA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

RECUSED: FRISELLA

Motion approved.

**6G) Approval of Award to San Mateo County Office of Education (SMCOE) – Family Engagement and Dual Language Learning Institute Project (FEDLLI) in the amount of \$225,000, Contractual Term effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding Same**

Public Comments:

- o SMCOE’s Dual Learning Coordinator, Soodie Ansari, thanked F5SMC for the recommendation and said they are looking forward to continuing to build infrastructure for system work.
- o SMCOE’s Administrator for Early Learning, Alyson Suzuki, thanked F5SMC for recognizing and supporting the whole child and for putting that in F5SMC Strategic Plan.

MOTION: COLE/ SECOND: BECERRA

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

RECUSED : MAGEE

Motion approved.

**CLOSED THE PUBLIC HEARING**

MOTION: FRISELLA/ SECOND: PATEL

AYES (ROLL CALL VOTE): BECERRA, CANEPA, COLE, FRISELLA, MAGEE, PATEL, PHILLIPS-SVED, ROGERS

Youth Commissioner Teh concurred with the Commission

NOES: NONE

ABSTAIN: NONE

Motion approved.

**7. Executive Director’s Report**

The Executive Director’s written report was included in the [April 27, 2020 Commission Meeting Packet](#). Lopez highlighted the following:

- o Integrated Systems for Children with Special Need Intent to Negotiate recommendation will be presented in May Commission Meeting.

- Census Update – San Mateo County has the highest response rate (62.9%) in the State as of date.
- Michelle Blakey and Kitty Lopez had Virtual Advocacy Day with Legislators such as Assembly Members Kevin Mullin and Mark Berman, and Senator Jerry Hill.

Discussion ensued about strategies from Sacramento to make up for the losses that have occurred during the pandemic.

The meeting adjourned at 5:40 pm.



# First 5 California

Annual Report for 2018-19

## Review of the 2018-19 F5 California Annual Report

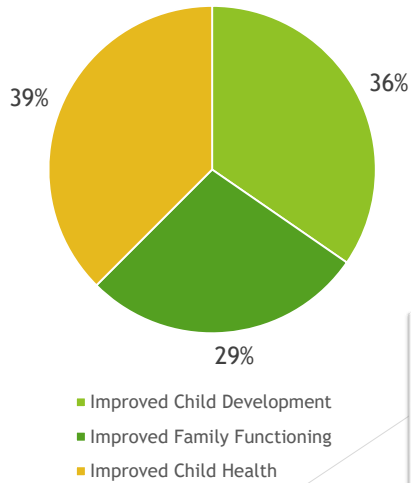
- ▶ It is a requirement of Prop 10 that each year's First 5 California Annual Report is reviewed in a public hearing by each First 5 County Commission
- ▶ The full F5CA 2018-19 report can be accessed online at:  
[http://www.ccfc.ca.gov/pdf/about/budget\\_perform/annual\\_report\\_pdfs/Annual-Report-18-19.pdf](http://www.ccfc.ca.gov/pdf/about/budget_perform/annual_report_pdfs/Annual-Report-18-19.pdf)



# Investments

In FY 2018-19, First 5 County Commissions invested **\$322 million** in Services and **\$83 million** in Systems Change

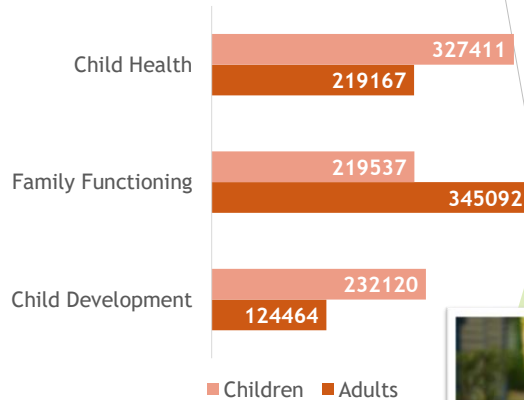
Total Expenditures by Result Area



# Clients Served

In FY 2018-19, First 5 County Commissions provided **779,068** child services, **688,723** adult services, and distributed over **177,000** Kits for New Parents

Services by Result Area & Recipient





## Communications

- ▶ More than 216,317 unique users visited the F5CA parents' website at [first5california.com](http://first5california.com), generating over 536,000 page views
- ▶ As of June 30, 2019, F5CA had a Facebook audience of 214,507, an Instagram following of 6,433, and a Pinterest following of 1,404
- ▶ The First 5 Express mobile outreach van traveled to 188 schools, libraries, resource centers, community festivals, county fairs, and other events, reaching at least 45,518 people

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## First 5 Impact & Quality Counts California

- ▶ In July 2019, F5 California approved an additional \$103 million to fund IMPACT 2020 from FY 20-21 through 22-23
  - This funding prioritizes settings that do not receive other quality supports, including: family child care homes; family, friend, and neighbor care; and programs serving families who receive child care vouchers
- ▶ Quality Rating & Improvement Systems
  - Over 7,500 sites participate across the state, an increase of 11% from the prior fiscal year
  - 54% of participating sites are centers, 36% are family child care homes, and 10% are alternative sites such as libraries, home visiting programs, or family resource centers





## Dual Language Learner Pilot Study

Conducted in 16 counties selected to be representative of the State of California as a whole

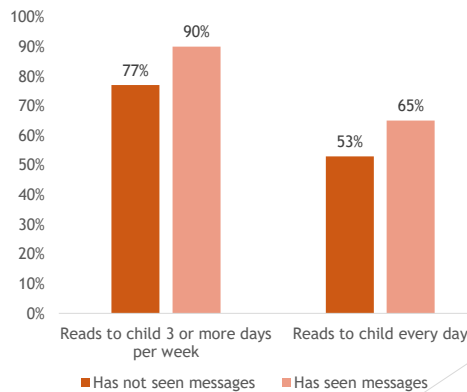
- ▶ Phase 1 included key informant interviews, surveys of site directors, policy & practice review, and site observations
- ▶ Phase 2 examines the relationship between specific instructional and family engagement strategies and child outcomes, with attention to differences in age, language groups, and child care settings



## Research & Evaluation

As part of a \$1.7 million grant supporting the **California Health Interview Survey**, the UCLA Center for Health Policy released a policy brief on *Parental Reading and Singing to California’s Young Children—Trends, Predictors, and Association with the Talk. Read. Sing Campaign*.

Reading & Talk. Read. Sing. Campaign Awareness



<http://healthpolicy.ucla.edu/publications/Documents/PDF/2019/talkreading-policybrief-jun2019.pdf>





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## Questions & Comments

Check out the full report at:

[http://www.cafc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/Annual-Report-18-19.pdf](http://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-18-19.pdf)

**DATE:** May 18, 2020  
**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 2020-21

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**ACTION REQUESTED**

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2020-21

**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 May 20, 2019.

All policies were reviewed and recommended for approval at the May 11, 2020 Finance & Administration Committee Meeting

**Bylaws:** On May 19, 2019, the Commission reviewed and approved First 5 San Mateo County’s Amended Bylaws.

**UNCHANGED POLICIES**

The following policies remain unchanged:

- Contracting and Procurement Policy (Attachment 5A)
- Conflict of Interest Policy (Attachment 5B)
- Salary and Benefits Policy (Attachment 5C)
- Amended Administrative Costs Policy (Attachment 5D)
- Supplantation Policy (Attachment 5E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 5F)
- Bylaws (Attachment 5H)

**CHANGED POLICIES**

The following policies are amended:

- Amended Event Sponsorship Policy (Attachment 5G)

**FISCAL IMPACT**

No fiscal impact to the F5SMC’s annual budget.

**RECOMMENDATION**

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2020-21.



**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: 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*<sup>1</sup> of First 5 Association of California; its *Cost Allocation and Administrative Cost*<sup>2</sup> provide guidelines in categorizing and allocating costs.

III. **ADMINISTRATIVE COST DEFINITION**

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<sup>1</sup> 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.

<sup>2</sup> 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.



**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.<sup>1</sup>

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

*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.<sup>3</sup>

*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.

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<sup>1</sup> See Gov. Code § 16300.

<sup>2</sup> See Gov. Code § 29301

<sup>3</sup> 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:

- Healthy Children
- Resilient Families
- Quality Care and Education

**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 up the amount of \$5,000 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](http://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](mailto:ecruz@smcgov.org)

**FIRST 5 SAN MATEO COUNTY COMMISSION  
BYLAWS  
Adopted May 2019**

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 2020 -2025 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 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.

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

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of F5SMC's FY 2020-21 Draft Budget and the Use of Ending Fund Balance (Reserves\*) to Fund F5SMC's FY 2020-21 Adopted Budget

## ACTION REQUESTED

### Approval of F5SMC's FY 2020-21 Draft Budget and the Use of Ending Fund Balance (Reserves\*) to Fund F5SMC's FY 2020-21 Adopted Budget

The Finance & Administration Committee reviewed all documents at its May 11, 2020 Committee Meeting and recommend approval.

## FY 2020-21 DRAFT BUDGET SUMMARY AND TABLE

FY 2020-21 Draft Budget is proposed for the executions of:

- (1) The new Strategic Plan Implementation SPIP FY 2020-23;
- (2) Implementation of the SPIP FY 2018-20 under spending funding;
- (3) The continuation implementation of the SPIP FY 2018-20 contracts with no-cost extensions through December 31, 2020 due to COVID-19;
- (4) \$1.2 M Other Grants (Non-Tobacco Tax Grants)

	FY 20-21 Draft Budget	Variances vs. FY 19-20 Revised Budget (%)
<b>BEGINNING FUND BALANCE, FY 2020-21</b> (Beginning Reserves*)	8,546,699	-27%
<b>REVENUE</b>		
Tobacco Tax Revenue & Interest Revenue (Include SPIP FY 2018-20 Carry-Over)	5,999,467	10%
Other Grants	1,203,000	1%
<b>TOTAL REVENUE</b>	<b>7,202,467</b>	<b>8%</b>
<b>TOTAL AVAILABLE FUNDS (Total Sources*)</b>	<b>15,749,166</b>	<b>-14%</b>
<b>APPROPRIATIONS</b>		
Strategic Plan Investment SPIP FY 2020-23	3,780,000	-44%
SPIP FY 2018-20 Carry-Over	850,000	
Other Grants	1,003,000	-16%
Program Operations (include Staff S&B)	1,217,033	4%
Admin Operations (include Staff S&B)	773,489	7%
<b>TOTAL APPROPRIATIONS (Net Appropriations*)</b>	<b>7,623,522</b>	<b>-22%</b>
<b>SURPLUS / (DEFICIT)</b> (Total Revenues – Net Appropriations*)	(421,055)	-87%
	<b>8,125,644</b>	<b>-5%</b>

<b>ENDING FUND BALANCE</b> FY2020-21 (Reserves*)		
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*\*Please read the Budget Memo in conjunction with the Budget Spreadsheets (Attachments 6A, 6B, 6C, and 6D).*

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

## **I. ISSUES TO CONSIDER**

- We anticipate having FY 2020-21 Revised Budget in February 2021 after:
  - ✓ (1) The official Tobacco Tax Revenue Projections will be released end of May 2020;
  - ✓ (2) FY 2019-20 Budget Close-Out become available after FY 2019-20 financial audit completion;
  - ✓ (3) SPIP FY 2018-20's contracts with no-cost extension ended December 31, 2020.

## **II. FISCAL IMPACT**

- Admin cost rate of 10% is within the current approved Admin Cost Rate Policy.
- F5SMC draws down \$421,055 from Ending Fund Balance (Reserves\*) to fund its FY 2020-21 Adopted Budget.

## **ACTION**

**Approval of F5SMC's FY 2020-21 Draft Budget and the Use of Ending Fund Balance (Reserves\*) to Fund F5SMC's FY 2020-21 Adopted Budget.**

## FY 2020-21 DRAFT BUDGET NARRATIVE

### I. FY 2020-21 DRAFT BUDGET ASSUMPTIONS

- Projected Interest earning rate is 1.0% on the projected Ending Fund Balance of FY 2019-20 Revised Budget;
- New Tobacco Tax Revenue Projections from the California Department of Finance will be released at the end of May 2020;
- Implement at the new strategic plan SPIP FY 2020-23 with increase efforts in Policy, Advocacy, Communication, and System Changes (PAC).
- Continue SPIP FY 2018-20 implementation with:
  - ✓ Contracting SPIP FY 2018-20 under spending fund carry over.
  - ✓ Extending grant terms through December 31, 2020 with no-cost extension, due to COVID-19.
- Continue seeking new revenue sources.
- Execute \$1.203 M Other Grants.
- Continue shared cost allocation to Program Appropriations
  - ✓ 100% Program and Evaluation Staff's Salaries and Benefits;
  - ✓ 27% Shared Admin Staff time; and
  - ✓ 50% of Shared Operating Budget
- Include 3% COLA and 6% increases in healthcare cost projections.

### II. FY 2020-21 DRAFT BUDGET NARRATIVE

FY 2020-21 Draft Budget are presented in Summary (Attachment 6B), in Details (Attachment 6C) and accompanied with the Draft Operating Budget (Attachment 6D). Increases and decreases in the Proposed Budget reflect all approved contracts and SPIP funding allocations and executions.

*\*Please read the Budget Memo (Attachment 6) and Budget Narrative (Attachment 6A) in conjunction with the Budget Spreadsheets (Attachments 6B, 6C, and 6D).*

#### A. **Revenues Budget is \$7.202 M** or a net increase of \$555K or 8% increase.

Major contributions to the net increase in Revenue Budget are associated with the inclusion of \$850K SPIP FY 2018-20 under spend dollars and \$1.203 M Other Grant Revenues:

- ✓ \$400K new F5CA IMPACT Grant;
- ✓ \$200K County of San Mateo Behavioral Health & Recovery Services (BHRS) Mental Health MHSA Grant;
- ✓ \$35K Peninsula Healthcare District Help Me Grow Call Centers Grant;
- ✓ \$75K David Lucile Packard Foundation Help Me Grow Grant,
- ✓ \$407K Sequoia Healthcare District Special Needs Grant; and
- ✓ \$86K Sequoia Healthcare District Mental Health Grant.

\$1.203 M Other Grant Revenues equals to 23% of \$5.064 M Tobacco Tax Revenue Fiscal Allocations as staff has increased efforts in seeking additional revenue sources.



- B. Program Appropriations Budget is \$6.850 M** or a net decrease of \$2.250 M or 25% decrease.

Major contributions to the net decrease in Program Appropriations are associated with:

- ✓ funding reductions of the new strategic plan implementation SPIP FY 2020-23;
- ✓ the continuing execution of SPIP FY 2018-20 fund carry over;
- ✓ the Other Grants execution;
- ✓ 4% increase in Program Operations

- C. Administrative Appropriations Budget is \$773K** or \$49K net increase or 7% increase.

Major contributions to the net increase in Administrative Appropriations are associated with 3% COLA and 6% increases in healthcare cost projections.

- D. Operating Budget is \$388K** or \$7K net decrease or 2% decrease

**Services & Supplies Budget is \$119K** or \$26K net decrease or 18% decrease.

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

**Other Charges Budget is \$270K** or \$19K net increase or 8% increase.

Major contributions to the net increases in Other Charges Budget are associated with the increases in various County Services Charges.

**50% of Operating Budget or 194K is allocated to Program Appropriations.**

**50% of Operating Budget or 194K is allocated to Administrative Appropriations.**

- E. Salaries and Benefits Budget is \$1.602 M** or \$99K increase or 7% increase.

Major contributions to net increases in Salaries and Benefits are associated a combined 7% increases in Salaries and Benefits (4% union negotiated salaries and benefits increases and 6% increases in healthcare cost projections).

Inclusion of \$1.602 M Salaries and Benefits Budget is \$200K or 1.3 FTE equivalents that are funded from the new F5CA IMPACT Grant FY 2020-23 and from Other Grants.

- F. Total Appropriations is \$7.623 M** or \$2.200 M net decrease or 22% decrease

Major contributions to net decreases in Total Appropriations are associated with the new strategic plan implementation SPIP FY 2020-23 and Other Grants execution.

- G. FY 2020-21 Ending Fund Balance (Reserves\*) is \$8.125 M** or \$421K decrease or 5% decrease.

- Major contributions to the net decreases in Ending Fund Balance (Reserves\*) are associated with supporting First 5 San Mateo County's strategic plan.

## FIRST 5 SAN MATEO COUNTY

## FY 2020-21 DRAFT BUDGET SUMMARY

	FY 19-20 Revised Budget	FY 20-21 Draft Budget	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (\$)	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (%)
<b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>	<b>11,723,535</b>	<b>8,546,699</b>	<b>(3,176,836)</b>	<b>-27%</b>
<b>A. Interest Revenue</b>	<b>201,458</b>	<b>85,467</b>	(115,991)	-58%
<b>B. Tobacco Tax Revenue</b>	<b>5,254,000</b>	<b>5,914,000</b>	660,000	13%
Tobacco Tax Revenue Fiscal Year Allocations	5,254,000	5,064,000	(190,000)	-4%
SPIP FY18-20 Carry Over to FY 20-21		850,000	850,000	
			-	
<b>C. Other Grant Revenues</b>	<b>1,191,765</b>	<b>1,203,000</b>	11,235	1%
F5CA Other Grants / IMPACT Grant	575,000	400,000	(175,000)	-30%
Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)	616,765	803,000	186,235	30%
<b>TOTAL REVENUES</b>	<b>6,647,223</b>	<b>7,202,467</b>	<b>555,244</b>	<b>8%</b>
<b>TOTAL AVAILABLE FUND (Total Sources*)</b>	<b>18,370,758</b>	<b>15,749,166</b>	<b>(2,621,592)</b>	<b>-14%</b>
<b>PROGRAM APPROPRIATIONS</b>				
<b>D1. Strategic Plan Investment - SPIP FY 20-23</b>	<b>6,737,106</b>	<b>3,780,000</b>	<b>(2,957,106)</b>	<b>-44%</b>
Community Investments (FE, CH&D, EL)	5,241,108	3,180,000	(2,061,108)	-39%
Evaluation	273,896	113,000	(160,896)	-59%
Policy, Advocacy, & Communications (PAC)	1,222,102	487,000	(735,102)	-60%
<b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b>		<b>850,000</b>	<b>850,000</b>	
Community Investments (FE, CH&D, EL)	-	300,000	300,000	
Evaluation	-	300,000	300,000	
Policy, Advocacy, & Communications (PAC)	-	250,000	250,000	
<b>E. Other Grants</b>	<b>1,189,034</b>	<b>1,003,000</b>	<b>(186,034)</b>	<b>-16%</b>
F5CA Other Grants / IMPACT Grant	461,269	350,000	(111,269)	-24%
Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)	727,765	653,000	(74,765)	-10%
			-	
<b>F. Program Operations</b>	<b>1,173,677</b>	<b>1,217,033</b>	<b>43,356</b>	<b>4%</b>
Program Shared Operating Budget	197,800	194,250	(3,550)	-2%
Program Staff S&B & Shared Admin Staff Time	802,093	844,055	41,962	5%
Evaluation Staff S&B	173,784	178,728	4,944	3%
			-	
<b>Total Program Appropriations (D1+D2+E+F)</b>	<b>9,099,817</b>	<b>6,850,033</b>	<b>(2,249,784)</b>	<b>-25%</b>
<b>ADMIN APPROPRIATIONS</b>				
<b>G. Admin Shared Operating Budget</b>	197,800	194,250	(3,550)	-2%
<b>H. Admin Staff S&amp;B</b>	526,442	579,239	52,797	10%
<b>Total Admin Appropriations (G+H)</b>	<b>724,242</b>	<b>773,489</b>	<b>49,247</b>	<b>7%</b>
<b>TOTAL APPROPRIATIONS (Net Appropriations*)</b>	<b>9,824,059</b>	<b>7,623,522</b>	<b>(2,200,537)</b>	<b>-22%</b>
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(3,176,836)	(421,055)	2,755,781	-87%
<b>ENDING FUND BALANCE</b>	<b>8,546,699</b>	<b>8,125,644</b>	<b>(421,055)</b>	<b>-5%</b>
<b>Total S&amp;B</b>	<b>1,502,319</b>	<b>1,602,022</b>	<b>99,703</b>	<b>7%</b>

FIRST 5 SAN MATEO COUNTY

FY 2020-21 DRAFT BUDGET DETAILS

	ORG/ACCT#	FY19-20 Revised Budget	FY20-21 Draft Budget	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (\$)	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (%)	Notes to FY 2020-21 Draft Budget
<b>BEGINNING FUND BALANCE (BEGINNING RESERVES*)</b>		11,723,535	8,546,699	(3,176,836)	-27%	Ending Fund Balance of FY19-20 Revised Budget is used as the Beginning Fund Balance of FY 20-21.
<b>REVENUE</b>						
A. Interest	19510-1521	201,458	85,467	(115,991)	-58%	
B. Tobacco Tax Revenue	19510-1861	5,254,000	5,064,000	(190,000)	-4%	May 2019 Tobacco Tax Revenue projections
SPIP FY18-20 Carry Over			850,000	850,000		Timing execution of SPIP FY 18-20 contracts.
C. Other Grant Revenues						
F5CA IMPACT Grant	19510-1861	575,000	400,000	(175,000)	-30%	\$1.2 M new F5CA IMPACT Grant FY20-23 with pending grant application.
F5SF IMPACT HUB TA FY19-20	19510-2643	39,000	0	(39,000)	-100%	Grant ended; New grant award is expected in new fiscal year.
County of San Mateo BHRS - Mental Health Services MHSA Prop 63	19510-2643	50,000	200,000	150,000		\$300K MHSA 2-year grant
Peninsula Healthcare District - HMG Call Center Grant	19510-2643		35,000	35,000		New grant award to be executed in FY 20-21
David Lucile Packard- Help Me Grow	19510-2643	100,000	75,000	(25,000)		\$150K New Help Me Grow - 2 year grant; Delayed grant execution to FY20-21
Sequoia Healthcare District - Special Needs Grant	19510-2643		407,000	407,000		Need finalize MOU
Sequoia Healthcare District - Mental Health Grant	19510-2643		86,000	86,000		Need finalize MOU
San Mateo County Health System - WMG Clinic Based Services Grant	19510-2643	362,765	0	(362,765)	-100%	Grant ended
GILEAD - Build Up Kids Facilities Grant	19510-2643	0	0	0		Pass-through fund to executing partner
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19510-2643	65,000	0	(65,000)	-100%	Pass-through fund to executing partner
F5SMC Wellness Grant	19510-2658	0		0		
Miscellaneous Reimbursements	19510-2647	0		0		
<b>TOTAL REVENUES</b>		6,647,223	7,202,467	555,244	8%	Major contributions to 8% net increases in Total Revenues are associated with SPIP FY18-20 carry over and Other Grants acquisition.
<b>TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)</b>		18,370,758	15,749,166	(2,621,592)	-14%	

	ORG/ACCT#	FY19-20 Revised Budget	FY20-21 Draft Budget	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (\$)	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (%)	Notes to FY 2020-21 Draft Budget
<b>APPROPRIATIONS</b>						
<b>PROGRAM APPROPRIATIONS</b>						
<b>D1. Strategic Plan Investment - SPIP FY 20-23</b>						
						SPIP FY 20-23 approved funding allocations
Family Engagement	19540-6125	1,712,067	1,060,000	(652,067)	-38%	
Children Health & Development	19540-6156	1,808,041	1,060,000	(748,041)	-41%	
Early Learning	19540-6263	1,721,000	1,060,000	(661,000)	-38%	
Grant Management and Other Evaluation Projects	19540-6265	194,896	113,000	(81,896)	-42%	Include Persimmony Grant Management System
Other Evaluation Projects	19540-6265	79,000		(79,000)	-100%	
Policy Advocacy, Communications & Systems Change	19540-6814	800,502	380,000	(420,502)	-53%	
Emerging Projects	19540-6814	334,600	107,000	(227,600)	-68%	
Kit for New Parent KNP (KNP)	19540-6814	42,000		(42,000)	-100%	Combined in Emerging Projects line
Regional Cost Sharing	19540-6814	45,000		(45,000)	-100%	Combined in Emerging Projects line
<b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b>						
Children Health & Development - Carry Over	19540-6156		200,000	200,000		Line 11 (150K) & Line 14 (50K)
Early Learning - Carry Over	19540-6263		100,000	100,000		Line 17 (100K)
Other Evaluation Projects - Carry Over	19540-6265		300,000	300,000		Line 18 (90K) & Line 20 (210K)
PAC - Carry Over	19540-6814		100,000	100,000		Line 22 (50K), Line 27 (40K), Line 31 (10K)
Emerging Projects - Carry Over	19540-6814		150,000	150,000		Line 35 (70K), line 37 (80K)
<b>E. Other Grants</b>						
F5CA IMPACT Grant	19540-6126	461,269	350,000	(111,269)	-24%	Pending grant application of a new F5CA IMPACT Grant FY20-23
F5SF IMPACT HUB TA FY19-20	19540-6126	35,000		(35,000)	-100%	Grant ended; New grant award is expected in new fiscal year.
County of San Mateo BHRS - Mental Health Services MHA Prop 63	19540-6131	50,000	120,000	70,000	140%	Second year grant execution
Peninsula Healthcare District - HMG Call Center Grant	19540-6131		27,000	27,000		New grant execution
David Lucile Packard- Help Me Grow	19540-6131	100,000	58,000	(42,000)	-42%	Delayed grant execution to FY20-21

	ORG/ACCT#	FY19-20 Revised Budget	FY20-21 Draft Budget	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (\$)	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (%)	Notes to FY 2020-21 Draft Budget
Sequoia Healthcare District - Special Needs Grant	19540-6131		385,000	385,000		First year grant execution
Sequoia Healthcare District - Mental Health Grant	19540-6131		63,000	63,000		First year grant execution
Watch Me Grow Clinic Based Services Grant	19540-6131	362,765		(362,765)	-100%	Grant ended
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19540-6131	130,000		(130,000)	-100%	Pass-through fund to executing partner
GILEAD - Build Up Kids Facilities Grant	19540-6131	50,000		(50,000)	-100%	Pass-through fund to executing partner
<b>F. Program Operations</b>						
Program Shared Operating Budget		197,800	194,250	-3,550	-2%	See Schedule 1.1
Program Staff S&B & Shared Admin Staff Time		802,093	844,055	41,962	5%	Schedule 2 - 27% Admin Staff Time allocated to Program
Evaluation Staff S&B		173,784	178,728	4,944	3%	Schedule 2
<b>Subtotal Program Appropriations</b>		<b>9,099,817</b>	<b>6,850,033</b>	<b>(2,249,784)</b>	<b>-25%</b>	Major contributions to 25% net decreases in Program Appropriations are attributed to the new strategic plan implementation SPIP FY 20-23 and Other Grants execution.
<b>ADMIN APPROPRIATIONS</b>						
G. Admin Shared Operating Budget		197,800	194,250	(3,550)	-2%	See Schedule 1
H. Admin Staff S&B		526,442	579,239	52,797	10%	Schedule 2
<b>Subtotal Administrative Appropriations</b>		<b>724,242</b>	<b>773,489</b>	<b>49,247</b>	<b>7%</b>	3% COLA and 6% increase in healthcare cost projections
<b>Administrative Cost Rate %</b>		<b>7%</b>	<b>10%</b>			
<b>TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)</b>						
		<b>9,824,059</b>	<b>7,623,522</b>	<b>(2,200,537)</b>	<b>-22%</b>	Major contributions to 22% net decreases in Total Appropriations are attributed to the new strategic plan implementation SPIP FY 20-23 and Other Grants execution.
<b>ENDING FUND BALANCE (ENDING RESERVES*)</b>						
		<b>8,546,699</b>	<b>8,125,644</b>	<b>(421,055)</b>	<b>-5%</b>	Major contributions to 5% net decreases in Ending Fund Balance are associated with supporting F5SMC's strategic plan.

**Color Coding**

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


Schedule 1- FY 2020 -21 DRAFT OPERATING BUDGET

Attachment 6D

	ORG / ACCT#	Revised Operating Budget FY19-20	FY20-21 Draft Budget	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (\$)	FY20-21 Draft Budget (+/-) vs. FY19-20 Revised Budget (%)	Notes to FY 2020-21 Draft Budget
<b>I. Services and Supplies</b>						
Outside Printing & Copy Svc	19510-5191	2,000	2,000	0	0%	
General Office Supplies	19510-5193	10,000	10,000	0	0%	
Photocopy Lease & Usage	19510-5196	4,000	5,000	1,000	25%	
Computer Supplies	19510-5211	18,000	10,000	(8,000)	-44%	Software licenses and Place holder for emergency IT equipment
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	16,000	15,000	(1,000)	-6%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	5,000	0	0%	
Other Business Travel Expense	19510-5724	9,000	9,000	0	0%	
Dept. Employee Training Expense	19510-5731	7,000	7,000	0	0%	
Wellness grant	19510-5856	0		0		
Other Professional Services	19510-5858	48,000	30,000	(18,000)	-38%	Place holder
<b>Sub Total - Services &amp; Supplies</b>		<b>145,000</b>	<b>119,000</b>	<b>(26,000)</b>	<b>-18%</b>	
<b>II. Other Charges</b>						
Telephone Service Charges	19510-6712	3,500	4,500	1,000	29%	Include direct Communication Services
Automation Services - ISD	19510-6713	45,000	48,000	3,000	7%	
Annual Facilities Lease	19510-6716	95,000	97,000	2,000	2%	
General Liability Insurance	19510-6725	9,000	9,800	800	9%	Liability Insurance increase
Official Bond Insurance	19510-6727	600	600	0	0%	
Human Resources Services	19510-6733	0	2,000	2,000		County Human Resources training
Countywide Security Services	19510-6738	500	600	100	20%	
All Other Service Charges	19510-6739	50,000	60,000	10,000	20%	\$8K Controller Office Accounting Services + \$20K Audit Services + \$1K Staff Cardkey + \$20K County Counsel Services + \$10K Place Holder
A-87 Expense	19510-6821	47,000	47,000	0	0%	
<b>Sub Total - Other Charges</b>		<b>250,600</b>	<b>269,500</b>	<b>18,900</b>	<b>8%</b>	
<b>Total Operating Budget</b>		<b>395,600</b>	<b>388,500</b>	<b>(7,100)</b>	<b>-2%</b>	
<b>Program Shared Operating Budget</b>		<b>197,800</b>	<b>194,250</b>	<b>(3,550)</b>	<b>-2%</b>	Allocation rate 50%
<b>Admin Shared Operating Budget</b>		<b>197,800</b>	<b>194,250</b>	<b>(3,550)</b>	<b>-2%</b>	Allocation rate 50%

Schedule 2 - FY 2020-21 DRAFT SALARIES & BENEFITS BUDGET

Program Staff & Shared Admin Staff		802,093	844,055	41,962	5%	27% Admin staff time allocated to Program
Evaluation Staff		173,784	178,728	4,944	3%	
Admin Staff		526,442	579,239	52,797	10%	estimated increase in healthcare premium
<b>Total Salaries and Benefits</b>		<b>\$ 1,502,319</b>	<b>\$ 1,602,022</b>	<b>99,703</b>	<b>7%</b>	3% COLA and 6% increase in healthcare cost projections

Color Coding

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

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Overview: Strategic Plan Implementation Plan (SPIP) Recommendations for FY2020 – 2023 Round 2, Healthy Children Focus Area: Integrated Systems for Children with Special Needs and Policy, Advocacy & Communications Focus Area: Communications Consultation Services

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### **ACTION REQUESTED**

No action required for this presentation.

### **BACKGROUND**

The purpose of this presentation is to provide an overview and context for the Strategic Plan Implementation Plan (SPIP) funding recommendations for FY2020-2023 related to the Integrated Systems for Children with Special Needs and Policy, Advocacy, & Communications Focus areas that are being presented to the Commission for approval at today's meeting.

The PowerPoint presentation at today's Commission Meeting provides a review of the procurement process and an overview of the Integrated Systems for Children with Special Needs recommendation. A detailed description of the Initiative is provided below. The PowerPoint presentation today will also provide an overview of the Communication Consultation Services Request for Qualifications (RFQ).

SPIP Phase One (FY 2020-2023) funding is being rolled out in "Rounds" in order to strategically prioritize funding of certain investment strategies sooner than others. Today's recommendations are being referred to as "Round 1." This staggered approach allows the Commission to achieve better timing and alignment with other county-wide and statewide initiatives, provide as much advance notice as possible to current grantees transitioning off our funding, and manage the F5SMC staffing demands involved with multiple, simultaneous procurement processes.

Additional, upcoming funding rounds include: Quality Care & Education, Evaluation & Grants Management Database and Policy and Advocacy.

The attached supporting documents correlate with each of the funding recommendations (Agenda Items 7A and 7B and are referenced in each memo for clarity, recusals, recommendation and approvals.

- Attachment (7.1) Strategic Plan Implementation Plan (SPIP) FY 2020-2023
- Attachment (7.2) Procurement Strategies/Funding Mechanisms
- Attachment (7.3) Appeals Process Language

## **HEALTHY CHILDREN FOCUS AREA**

### **INTEGRATED SYSTEMS FOR CHILDREN WITH SPECIAL NEEDS**

The table below reflects the funding recommendation for the Integrated Systems for Children with Special Needs strategy. In accordance with the SPIP, First 5 SMC has allocated \$2,580,000 over the three-year term. With additional leveraged funding secured by First 5 SMC from Sequoia Health Care District, the David and Lucile Packard Foundation, and Peninsula Health Care District, the total combined allocation for this strategy comes to \$3,421,000.

The purpose of this Initiative is to bolster the continuum of care to identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and quality of these services. To achieve this, F5SMC sought lead and partner applicants to build on the rich foundation of Watch Me Grow and Help Me Grow, the two F5SMC-funded initiatives that are currently being implemented, to create an enhanced continuum of care to link children from early identification to the services and supports they need to thrive. This continuum will include implementation of the local Help Me Grow system with fidelity to national standards, including all four core components, and also offers targeted opportunities to address barriers and fill critical gaps within the system of care for children with or at risk of special needs.

The recommended proposal carries forward the core elements of the work of both previously funded initiatives that have shown positive or promising outcomes. It also leverages new opportunities and resources and institutes a continuous quality improvement strategy to learn from current approaches through continued innovation. As a part of this work, the system will support the vision that every family and child-serving provider in San Mateo County has access to high-quality child development information and the resources necessary to support the positive development of the children in their care.

In order to achieve this, proposers address the following service strategies in their proposal:

1. **Advocacy for policies and legislation** (e.g. to improve access to services, increase reimbursement rates, and reduce barriers for families related to socioeconomic status)
2. **Centralized Access Point and care coordination** services to support timely access to information, resources, linkages, and services for children requiring additional assistance
3. **Multidisciplinary case conferencing** to promote a deeper understanding of the needs of individual children and families across disciplines, to coordinate services among agencies who may share clients, and to document barriers to services
4. **Systems-building, integration, and improvement** (e.g. data sharing agreements and practices, cross-sector collaboration, aligning referral protocols, other systemic issues that impact access to and quality of services for children with special needs and their families)
5. **Strategic services to fill gaps and reduce barriers** (e.g. mental/behavioral health services, parent-child groups for children with mild-to-moderate concerns, legal services, access to inclusive child care settings, language access)
6. **Provider capacity building** (e.g. technical assistance, training, and/or consultation for primary care providers, early educators, and other key providers)
7. **Developmental screenings** (e.g. facilitate access to tools via primary care providers, connect families to online screening tools)
8. **Outreach** to promote the HMG system with pediatric medical providers, general community-providers, and families

As noted above, a key component of this Initiative is the targeted engagement of all partners in systems-level activities to address persistent barriers and develop collective priorities in addition to the agency-specific activities outlined below.



Role	Agency	Approximate Year 1 Funding Amount	Proposed Initiative Elements
Lead	Gatepath	\$627,000	<ul style="list-style-type: none"> <li>• Initiative Administration</li> <li>• Help Me Grow (HMG) Centralized Access Point/ Care Coordination</li> <li>• HMG Community/ Family Outreach</li> <li>• HMG Marketing and Communications</li> <li>• Parent/ Child Groups</li> <li>• Data Collection/ Continuous Quality Improvement Process</li> </ul>
Partner	Legal Aid Society of San Mateo County	\$70,000	<ul style="list-style-type: none"> <li>• Legal Services for Families Encountering Barriers to Access</li> <li>• Provider Education and Technical Assistance</li> </ul>
Partner	Life Steps Foundation	\$27,000	<ul style="list-style-type: none"> <li>• Culturally Responsive Playgroups</li> <li>• Parent Support Groups</li> </ul>
Partner	Silicon Valley Community Foundation – Center for Early Learning	\$32,000	<ul style="list-style-type: none"> <li>• System Alignment Taskforce</li> <li>• Developmental Screening</li> </ul>
Partner	Stanford Children’s Health – Developmental Behavioral Pediatrics	\$110,000	<ul style="list-style-type: none"> <li>• Multidisciplinary Case Conference Model (Individual Cases and Systems Barrier ID/ Resolution)</li> </ul>
Partner	Stanford Children’s Health - Community and Government Relations	\$122,000	<ul style="list-style-type: none"> <li>• HMG Health Care Provider Liaison and Outreach</li> </ul>
Partner	StarVista	\$62,000	<ul style="list-style-type: none"> <li>• Parent/ Child Activity Groups</li> <li>• Parent Support Groups</li> <li>• Short-term Mental Health Services</li> <li>• Mental Health Consultation for Initiative Providers</li> </ul>
TBD	COVID and Emerging Issues Contingency	\$50,000	<ul style="list-style-type: none"> <li>• Recommended to allow for a nimble approach to address priority strategies resulting from the pandemic and CQI process</li> </ul>
<b>Approximate Year 1 Total</b>		<b>\$ 1,100,000</b>	

### ISSUES TO CONSIDER

- The maximum available amount of \$3,421,000 for this strategy represents a reduction of approximately 20% from the current funding amount for a similar strategy. The leveraged funding secured for the three-year term from other funding partners allowed First 5 SMC to significantly buffer our original projected reduction of nearly 40%. We want to acknowledge our partners at Sequoia and Peninsula Health Care Districts and David and Lucile Packard Foundation for their support.

- First 5 SMC conducted two review panels as a part of the ITN process. The first review panel reviewed the Letter of Intent submittals for Lead Agency applicants and conducted interviews to determine a recommended Lead Agency. The second review panel reviewed the full proposal submitted by the recommended Lead Agency and the six Partner Agencies and conducted interviews with the Lead Agency and select partner agencies. First 5 SMC received one Letter of Intent for the Lead Agency Role from Gatepath and one final proposal from Gatepath and partners. The review panelists were unanimous in their recommendations of Gatepath as the Lead Agency and of funding the full proposal.
- Although the proposed contract amount for the recommended initiative is fixed, the proposed budget allocations and program activities for the Lead and Partners may vary slightly during contract negotiations and/or from year to year. In addition, slight adjustments to target service numbers may be warranted. The Commission will have the opportunity to review Exhibit A documents and budgets when contracts are brought for approval, which is slated for June 2020.
- In order to provide continuity of care and staffing stability for currently funded activities and staff, contracts that fund existing service strategies must be in place no later than July 1, 2020.
- Approval of this award will initiate the formal process through which agencies or individuals can appeal the awards.
- Contracts negotiations will commence upon approval with Contract/Agreement documents presented and the June 22, 2020 Commission meeting.

## **POLICY ADVOCACY AND COMMUNICATIONS FOCUS AREA**

### **COMMUNICATIONS CONSULTATION SERVICES**

On March 16, 2020 F5SMC invited responses to a Request for Qualifications (“RFQ”) from qualified consultants, agencies and/or individuals for Communication Consultation Services for a 3-year contract term beginning July 1, 2020 through June 30, 2023 not to exceed \$300,000. A recommendation by the F5SMC staff and Review Panel for the successful respondent will be presented at today’s Commission Meeting.

As stated in the RFQ, in close collaboration with F5SMC staff, the selected contractor will update and deliver a Strategic Communications Plan and Implementation Plan (The Communications Plan) that will serve as a roadmap for how communication activities and public education campaigns supporting the needs of children prenatal to age 5 and their families in San Mateo County, will be developed, implemented and measured. The Plan will support the implementation of strategic and systemic investments to achieve positive child, family and community outcomes. In part, this will be accomplished through Policy, Advocacy and Communication Efforts focused in the areas of Leadership on Early Childhood Advocacy & Policy Development; Community Partnership; and Community Education as identified in the 2020 - 2025 Strategic Plan.

**Objectives of F5SMC's Communications Plan:**

	FY 2020 - 2023 Strategic Communications Plan and Implementation Plan that provides F5SMC with a plan on how communication activities and public education campaigns supporting the needs of children prenatal to age 5 and their families in San Mateo County, will be developed, implemented and measured.
	Supports the Commission's Vision, Mission and successful implementation of Desired Outcomes as identified in the 2020-2025 Strategic Plan.
	Increased knowledge of F5SMC's role, initiatives, programs, funded partners services and impact to the community (parents, businesses, legislators, educators, etc.) county-wide, with targeted efforts to hard to reach population segments.
	Educate/Informs San Mateo County expectant parents, parents/caregivers of children birth to age 5, service providers and community members for universal understanding of the importance of early brain development through an Early Brain Development Public Education Campaign.
	Aligned communications collaboration with First 5 California, First 5 Association of California, Children Now, Early Childhood Funders, etc., on initiatives benefiting local needs.
	Increase communication collaboration activities with funded and non-funded partners.

The Plan will support the implementation of strategic and systemic investments to achieve positive child, family and community outcomes. In part, this will be accomplished through Policy, Advocacy and Communication Efforts focused in the areas of Leadership on Early Childhood Advocacy & Policy Development; Community Partnership; and Community Education as identified in the 2020-2025 Strategic Plan.

The Strategic Communications Plan and Implementation Plan will have an internal and external communications plan and will include components such as target audiences & identification of messaging and "frame" (including audiences in support of, against and unaware of the efforts of F5SMC); key messages and persuasive strategies; crisis communications. The implementation will consider F5SMC staffing capacity, monitoring and evaluation .

**ISSUES TO CONSIDER**

- Five proposals were received from qualified consultants and agencies.
- The Review Panel and applicant interviews were held the week of May 12, 2020
- Approval of this award will initiate the formal process through which agencies or individuals can appeal the awards.
- Contracts negotiations will commence upon approval with Contract/Agreement documents presented at the June 22, 2020 Commission meeting.

2020 – 2025 STRATEGIC PLAN IMPLEMENTATION PLAN\*

**RESILIENT FAMILIES**

Strategies	Language in the Strategic Plan	Total Allocation
<p><b>#1</b>  <b>Intensive Support for Families with Multiple Risk Factors</b></p>	<p>Provide ongoing, individualized, professional support to children and parents in families experiencing multiple challenges, such as: homelessness, low income, domestic violence, incarceration, mental illness, or substance abuse. Activities may include: home visiting, care coordination, case management, family needs assessments, social-emotional screening, and therapeutic services, as well as wrap-around services such as parent support/parent education groups.</p>	<p>\$3,180,000</p>
<p><b>#2</b> Parent Connectivity</p>	<p>Support informal or semi-formal social networks to promote parental resilience and reduce social isolation. Activities may include: mothers’ or fathers’ groups; paraprofessional- or peer-led support groups; social media networking opportunities; father involvement efforts; family cafés; father cafés; developmental playgroups; and partnering with parents to identify parent leaders who understand and share knowledge about attachment and early child development among their peers.</p>	
<p><b>#3</b> Family Engagement Capacity Building</p>	<p>Increase the understanding of early brain development, the parent-child relationship and culturally responsive practices among service providers from sectors whose decisions affect family functioning, and to promote the appropriate application of that knowledge within their work. Activities may include: training and learning communities (Friday Cafés) to create a culture of awareness, learning and sharing; building the capacity of both service sector leaders and direct service staff on early childhood development, adverse early childhood experiences, the 5 Protective Factors, and related subjects; systematized data sharing; and promotion of family-centric practices. Target service sectors include: child- and family-serving organizations.</p>	
		<p>\$ 3,180,000</p>

HEALTHY CHILDREN

Strategies	Language in the Strategic Plan	Total
<b>#4 Oral Health Access &amp; Utilization</b>	Partnerships to improve young children’s utilization of preventive oral health care and advocating for policies and practices that increases dental utilization for children on Medi-Cal.	\$ 375,000
<b>#5 Integrated Systems for Children with Special Needs and their Families</b>	Bolster the continuum of care to identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and quality of these services. Activities may include: promoting universal social-emotional and developmental screening services for children 0-5; embedding screenings, assessments, and care coordination into pediatric clinics, early learning settings, or family support services; and supporting linkages and timely access to care coordination, assessment, and services for children and families requiring additional assistance.	\$ 2,580,000*
<b>#6 Early Mental Health Systems &amp; Infrastructure Enhancements</b>	Partnerships to support trauma- and resiliency-informed practices and policies in child- and family-serving organizations.	\$ 225,000
		\$ 3,180,000
	*First 5 SMC has allocated \$2,580,000 over the three-year term. With additional leveraged funding secured by First 5 SMC from Sequoia Health Care District, the David and Lucile Packard Foundation, and Peninsula Health Care District, the total combined allocation for this strategy comes to \$3,421,000.	

**QUALITY CARE AND EDUCATION**

Strategies	Language in the Strategic Plan	Total Allocation
<b>#7 Quality Improvement</b>	In partnership with existing community efforts, support formal quality improvement frameworks in early learning environments, and provide the services required to help providers and programs improve their quality as measured by these frameworks. Such services may include: coaching/consultation, including reflective practice and consultation to support children with social-emotional needs or who are at risk for expulsion and/or reduced hours; peer mentoring; program quality assessments; facility enhancements; early learning provider training; and technical assistance. Recruiting, retaining, and educating the early learning workforce is vital to creating and sustaining high-quality early learning programs.	\$ 2,700,000
<b>#8 Expand Access to Early Learning Settings for Children with Special Needs</b>	Support families' ability to access appropriate early learning experiences for their children with special needs. Such efforts may include: enhanced referrals matching children with appropriate placements, training and technical assistance to providers who enroll children with special needs, and/or policy approaches supporting inclusion.	\$ 405,000
		\$ 75,000
		\$ 3,180,000
	<b>GRAND SUBTOTAL FOR FAMILY ENGAGEMENT, CHILD HEALTH &amp; DEVELOPMENT, AND EARLY LEARNING FOCUS AREAS</b>	\$ 9,540,000

**POLICY, ADVOCACY, EVALUATION, EMERGING AND COMMUNICATIONS**

Strategies	Language in the Strategic Plan	Total Allocation
<b>#9 Leadership on Early Childhood Advocacy &amp; Policy Development</b>	Identify strategic partners and align leadership and resources to promote optimal child and family outcomes. Activities may include: convening high-level, multi-agency policy conversations that keep early childhood priorities and the impact of early childhood in the forefront of decision making; development and implementation of a Policy and Practices Platform that advances First 5 San Mateo County's vision of Success for every child; and partnering with elected officials, community leaders, and other stakeholders to promote an early childhood agenda.	\$1,140,000

**ATTACHMENT 7.1**

<p><b>#10</b> Community Partnership</p>	<p>Foster cross-agency and multidisciplinary partnerships to better serve children 0-5 and their families. Activities may include: facilitation of partnerships and collaborative efforts that increase the capacity and quality of services to children 0-5 and those that care for them; and hosting facilitated opportunities for multidisciplinary cross-training and networking for both funded and unfunded partners.</p>	
<p><b>#11</b> Community Education</p>	<p>Increase understanding about foundational early childhood topics such as early brain development. In coordination with other efforts, build public and political will to invest in the well-being and success of our young children. Activities may include: development and implementation of a Communications Plan highlighting the importance of a child’s early years, the needs and circumstances of families with young children in San Mateo County, and opportunities for stakeholders to act in ways that maximize positive outcomes for this population.</p>	
<p><b>#12</b> Evaluation</p>	<p>Prop 10 mandates that we evaluate and collect data on our investments. Evaluation includes research activities.</p>	<p align="right"><b>\$339,000.00</b></p>
<p><b>#13</b> Emerging Projects</p>	<p>Innovation, New Opportunities, Seed Projects</p>	<p align="right"><b>\$321,000.00</b></p>

- Procurement process to determine grantees for FY 2020-2023 has commenced.

### Comparisons of Procurement Strategies

Note: This is based on a strict interpretation on procurement types. However, in practice, many funders don't distinguish between an RFP and an RFA. There are many different ways that procurement can be modified and this should not be seen as "right" or "wrong." In addition, a required or optional Intent to Participate may be used as a precursor for any type of procurement.

Procurement Type	Key Characteristics	Typically Used For	Usual Timeline
Request for Application (RFA)	<ul style="list-style-type: none"> <li>• Defined desired outcomes and <i>strategies</i></li> <li>• Defined budget for which the applicant delineates staffing structure/costs to deliver the specified strategies</li> <li>• Typically has prescribed data and evaluation expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Use when you know what you want to achieve and which strategies will take you there. Looking for best applicant/s that can deliver within the allowed budget.</li> </ul>	8-12 weeks
Request for Proposal (RFP)	<ul style="list-style-type: none"> <li>• Defined outcomes</li> <li>• Applicant "proposes" strategies to meet outcomes</li> <li>• Budget range typically defined for which the applicant proposes staffing structure/costs to deliver vendors proposed strategies</li> <li>• Some data elements may be defined but typically proposer suggests evaluation plan along with strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Use when you know what outcomes you want to achieve and are <i>flexible</i> about which strategies will best meet those outcomes.</li> </ul>	8-12 weeks
Request for Qualifications (RFQ)	<ul style="list-style-type: none"> <li>• Qualifications to produce services or product are clear</li> <li>• Vendor is selected on their qualifications and experience in delivering comparable services or products</li> <li>• There is not a detailed proposal at the service or strategy level, but they may give examples of previous work to back-up their qualifications</li> <li>• Budget limit may or may not be defined</li> <li>• Candidates typically give hourly or deliverable rates</li> </ul>	<ul style="list-style-type: none"> <li>• Use when you need to procure a specific skill set or product where the qualifications to deliver are clear (strategic planning, evaluation services, training/coaching, data system, etc.)</li> <li>• detailed SOW/work plan of project often determined during or after initial contracting</li> </ul>	4-12 weeks
Intent to Negotiate/ Partner (ITN/P)	<ul style="list-style-type: none"> <li>• Collaborative grantmaking where staff and vendors work together throughout the entire procurement; typically includes multiple working meetings</li> <li>• May be used with numerous vendors at the same time or as sole source</li> <li>• Desired outcomes are usually clear</li> <li>• Goal is usually a coordinated effort that involves multiple parties</li> <li>• Strategies may or may not be loosely pre-defined</li> <li>• Typically looking for community input for design details and vendors</li> <li>• Budget limit may or may not be defined</li> </ul>	<ul style="list-style-type: none"> <li>• Use when an open community process will result in a better program model</li> <li>• Use when it is in the Commission's interest to have staff involved in all details of development</li> <li>• Use when looking to develop a coordinated structure with multiple community partners</li> </ul>	12-16 weeks



**Appeal Process Language used in the Integrated Systems for Children with Special Needs Initiative Intent to Negotiate (ITN) Process**

An email informing unsuccessful Proposers that their proposal has not been selected for funding will be sent by Tuesday, May 19, 2020, to the contact person identified on the ITN Cover Sheet.

A Proposer must submit a written appeal via email by 5 p.m., May 28, 2020 to the attention of the Executive Director of F5SMC and copied to the Program staff as indicated below. Appeals may be written in the body of the email itself or sent as an attachment to the email.

Appeals shall be emailed to: Kitty Lopez, Executive Director, F5SMC at [klopez@smcgov.org](mailto:klopez@smcgov.org)

and copied to: Emily Roberts, Health & Development Specialist at [eroberts@smcgov.org](mailto:eroberts@smcgov.org) ; and Mai Le, Program Associate at [mle@smcgov.org](mailto:mle@smcgov.org)

**Mailed or hand-delivered appeals will not be accepted.**

Appeals shall be submitted as stated above and shall be limited to the following grounds:

1. Any failure of F5SMC to follow ITN procedures as articulated in the ITN; and/or
2. The ITN review criteria were not appropriately applied to the proposal.

The Proposer must include a statement of explanation in the appeal letter describing the specific reasons that form the basis of the appeal.

The Executive Director of F5SMC will respond in writing to the appeal within 10 calendar days of the receipt of the written appeal. F5SMC staff may establish a meeting with the Proposer in order to discuss the concerns. The decision of the Executive Director of F5SMC is final.

If the proposer fails to follow any of the instructions set forth in this ITN, Proposer will waive the right to file an appeal with the Commission.

**Appeal Process Language used in the Communications Consultation Services Request for Qualifications**

An email informing unsuccessful respondents that their proposal has not been selected for funding will be sent by May 19, 2020, to the contact person identified on the Request for Qualifications Cover Sheet.

A respondent must submit a written appeal via email by May 27, 2020 to: Kitty Lopez Executive Director [klopez@smcgov.org](mailto:klopez@smcgov.org) and copied to Michelle Blakely and Myra Cruz [mblakely@smcgov.org](mailto:mblakely@smcgov.org) [ecruz@smcgov.org](mailto:ecruz@smcgov.org)

**Written appeals that are mailed, hand-delivered, or fax will not be accepted.**

Appeals shall be in writing, submitted as stated above and shall be limited to the following grounds:

- a. Any failure of F5SMC to follow RFQ procedures as articulated in the RFQ; and/or
- b. The RFQ review criteria were not appropriately applied to the proposal. The respondent must include a statement of explanation in the appeal letter describing the specific reasons that form the basis of the appeal.

The Executive Director of F5SMC will respond in writing to the appeal within 10 calendar days of the receipt of the written appeal. F5SMC staff may set up a meeting with the respondent in order to discuss the concerns. The decision of the Executive Director of F5SMC is final. If the respondent fails to follow any of the instructions set forth in this RFQ, the respondent will waive the right to file an appeal with the Commission.

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of Award to Gatepath for the Integrated Systems for Children with Special Needs Initiative Agreement in the Amount of \$3,421,000, Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same

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### **ACTION REQUESTED**

Approval of Award to Gatepath for the Integrated Systems for Children with Special Needs Initiative Agreement in the Amount of \$3,421,000, Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same

### **BACKGROUND**

F5SMC 2020-2025 Strategic Plan and Implementation Plan: At its October 2018 meeting the Commission updated and adopted its 2020-2025 Strategic Plan, approved the Long-Term Financial Plan (LTFP) and the Strategic Plan Implementation Plan (**SPIP— See Attachment 7.1**). At the same time the Commission authorized staff to conduct the procurement processes associated with all investment strategies within the SPIP, including the awards under consideration at this meeting.

The Long-Term Financial Plan involves two funding phases: Phase One is a three- year period from July 1, 2020 to June 30, 2023; and Phase Two is a two-year period from July 1, 2023 to June 30, 2025. The SPIP addresses Phase One only.

Key characteristics of the Strategic Plan and the Implementation Plan relevant to the rollout of the Integrated Systems for Children with Special Needs allocation include:

- In accordance with the SPIP, first 5 SMC has allocated \$2,580,000 over the three-year term. With additional leveraged funding secured by First 5 SMC from Sequoia Health Care District, the David and Lucile Packard Foundation, and Peninsula Health Care District, the total combined allocation for this strategy comes to \$3,421,000.
- The maximum available amount of \$3,421,000 for this strategy represents a reduction of approximately 20% from the current funding amount for a similar strategy. The leveraged funding secured for the three-year term from other funding partners allowed First 5 SMC to significantly buffer our original projected reduction of nearly 40%.
- Acknowledgement of declining revenues and the resulting continued shift toward funding a blend of direct services and systemic improvements.

### Procurement Process:

The funding mechanism used to develop this recommendation was an Intent to Negotiate (ITN) process. A document provided by VIVA Social Impact Partners comparing various procurement processes is attached (**See Attachment 7.2**).

The ITN process included vetting of proposals with a panel of external experts and F5SMC staff knowledgeable about the field of early childhood development, health services, and family engagement. The review panel conducted an in-depth discussion of the submission and used a standard rating sheet to arrive at final recommendations.

First 5 SMC conducted two review panels as a part of the ITN process. The first review panel reviewed the Letter of Intent submittals for Lead Agency applicants and conducted interviews to determine a recommended Lead Agency. The second review panel reviewed the full proposal submitted by the recommended Lead Agency and the six Partner Agencies and conducted interviews with the Lead Agency and select partner agencies. The purpose of the interviews was to fine-tune the project delivery approach and/or funding amount. First 5 SMC received one Letter of Intent for the Lead Agency Role from Gatepath and one final proposal from Gatepath and partners. The review panelists were unanimous in their recommendations of Gatepath as the Lead Agency and of funding the full proposal.

The table below outlines the three-year funding recommendation for Gatepath from the Integrated Systems for Children with Special Needs strategy. For a full description of the proposed project please see **Attachment 7**.

Lead Agency	Three-Year Funding Amount Recommendation	Partner Agencies
Gatepath	\$3,421,000	<ul style="list-style-type: none"> <li>• Legal Aid Society of San Mateo County</li> <li>• Life Steps Foundation</li> <li>• Silicon Valley Community Foundation – Center for Early Learning</li> <li>• Stanford Children’s Health – Developmental Behavioral Pediatrics</li> <li>• Stanford Children’s Health – Government and Community Relations</li> <li>• StarVista</li> </ul>

**ISSUES TO CONSIDER**

- In order to have continuity of care and staffing stability, contracts that fund existing service strategies must be in place no later than July 1, 2020.
- Approval of these awards will initiate the formal process through which agencies or individuals can appeal the awards. This process is described in attachment (**See Attachment 7.3**).
- Contracts negotiations will commence upon approval with Contract/Agreement documents presented and the June 22, 2020 Commission meeting.

**FISCAL IMPACT**

The recommended award to Gatepath for the Integrated System for Children with Special Needs Initiative is \$3,421,000. This award is in accordance with the approved funding allocations of the SPIP and the LTFFP.

**RECOMMENDATION**

Approval of Award to Gatepath for the Integrated Systems for Children with Special Needs Initiative Agreement in the Amount of \$3,421,000, Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Communications Consultation Services Approval of Award to Be Announced in the Amount of \$300,000 Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same

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### **ACTION REQUESTED**

Communications Consultation Services Approval of Award To Be Announced in the Amount of \$300,000; Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same.

### **BACKGROUND**

F5SMC 2020-2025 Strategic Plan and Implementation Plan: At its October 2018 meeting the Commission updated and adopted its 2020-2025 Strategic Plan, approved the LTFP and the Strategic Plan Implementation Plan (**SPIP— See Attachment 7.1**) At the same time the Commission authorized staff to conduct the procurement processes associated with all investment strategies within the SPIP, including the awards under consideration at this meeting.

The Long-Term Financial Plan involves two funding phases: Phase One is a three- year period from July 1, 2020 to June 30, 2023; and Phase Two is a two-year period from July 1, 2023 to June 30, 2025. The SPIP addresses Phase One only.

#### Procurement Process:

The funding mechanism used to develop this recommendation was a Request for Qualifications (RFQ) process and included vetting of proposals with a panel of external experts and F5SMC staff knowledgeable about the field of communications, early childhood development, health, family engagement and cross sector engagement. The review panel conducted in depth discussions about the submissions and used a standard rating sheet to arrive at final recommendations.

The review panel process also included an interview(s) with the selected applicant(s) to clarify any questions, fine tune or to determine the recommendation for award. The results of these conversations will be part of today's recommendations.

### **RECOMMENDATION FOR FUNDING**

Communications Consultation Services: As stated in the RFQ, in close collaboration with F5SMC staff, the selected contractor will update and deliver a Strategic Communications Plan and Implementation Plan (The Communications Plan) that will serve as a roadmap for how communication activities and public education campaigns supporting the needs of children prenatal to age 5 and their families in San Mateo County, will be developed, implemented and measured. The Plan will support the implementation of strategic and systemic investments to achieve positive child, family and community outcomes. In part, this will be accomplished through Policy, Advocacy and Communication Efforts focused in the areas of Leadership on Early Childhood Advocacy & Policy Development; Community Partnership; and Community Education as identified in the 2020 - 2025 Strategic Plan.

**The Table below reflects the Objectives of F5SMC’s Communications Plan:**

	FY 2020 - 2023 Strategic Communications Plan and Implementation Plan that provides F5SMC with a plan on how communication activities and public education campaigns supporting the needs of children prenatal to age 5 and their families in San Mateo County, will be developed, implemented and measured.
	Supports the Commission’s Vision, Mission and successful implementation of Desired Outcomes as identified in the 2020-2025 Strategic Plan.
	Increased knowledge of F5SMC’s role, initiatives, programs, funded partners services and impact to the community (parents, businesses, legislators, educators, etc.) county-wide, with targeted efforts to hard to reach population segments.
	Educate/Informs San Mateo County expectant parents, parents/caregivers of children birth to age 5, service providers and community members for universal understanding of the importance of early brain development through an Early Brain Development Public Education Campaign.
	Aligned communications collaboration with First 5 California, First 5 Association of California, Children Now, Early Childhood Funders, etc., on initiatives benefiting local needs.
	Increase communication collaboration activities with funded and non-funded partners.

The Plan will support the implementation of strategic and systemic investments to achieve positive child, family and community outcomes. In part, this will be accomplished through Policy, Advocacy and Communication Efforts focused in the areas of Leadership on Early Childhood Advocacy & Policy Development; Community Partnership; and Community Education as identified in the 2020- 2025 Strategic Plan.

The Strategic Communications Plan and Implementation Plan will have an internal and external communications plan and will include components such as target audiences & identification of messaging and “frame” (including audiences in support of, against and unaware of the efforts of F5SMC); key messages and persuasive strategies; crisis communications. The implementation plan will consider F5SMC staffing capacity, monitoring and evaluation .

**Issues to Consider**

- Five proposals were received from qualified consultants and agencies and the successful applicant will be announced at today’s Commission meeting.
- The Review Panel and applicant interviews were held the week of May 12, 2020
- Approval of these awards will initiate the formal process through which agencies or individuals can appeal the awards. This process is described in attachment (**See Attachment 7.3**).
- Contracts negotiations will commence with Contract/Agreement documents presented at the June 22, 2020 Commission meeting.

**FISCAL IMPACT**

The recommended award for Communication Consultation Services is \$300,000. This award is in accordance with the approved funding allocations of the SPIP and the LTFP.

**RECOMMENDATION**

Communications Consultation Services Approval of Award To Be Announced in the Amount of \$300,000 Contract Term Effective July 1, 2020 through June 30, 2023, Based on Recommendation by F5SMC Staff and Review Panel; Direction to Staff to Conduct Contract Negotiations Regarding the Same

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director

**RE:** Approval of Puente de la Costa Sur - Sueños Unidos Project Agreement in the Amount of \$300,000, Contract Term Effective July 1, 2020 through June 30, 2023

### **ACTION REQUESTED**

Approval of Puente de la Costa Sur - Sueños Unidos Project Agreement in the Amount of \$300,000, Contract Term Effective July 1, 2020 through June 30, 2023.

### **BACKGROUND**

At its April 27, 2020 Commission Meeting, the Commission approved a \$300,000 funding allocation recommended by the Resilient Families Review Panel to Puente de la Costa Sur, and directed staff to enter into contract negotiations. The funding recommendation was part of a complimentary 7-part funding portfolio as detailed in the chart immediately below. Note: Target service numbers were refined during contract negotiations and are reflected in the project-specific chart in the later part of this memo.

<b>RESILIENT FAMILIES PORTFOLIO OF INVESTMENTS AS PRESENTED AT THE APRIL 2020 COMMISSION MEETING PRIOR TO CONTRACT NEGOTIATIONS</b>			
<b>Agencies &amp; Programs</b>	<b>Recommended 3-Year Funding Awards via Round 1, Resilient Families</b>	<b>Geographic Area Served</b>	<b>Target Service Numbers</b>
Puente de la Costa Sur: Sueños Unidos	\$300,000	Pescadero/ South Coast	54 children 159 parents
CORA: The Family Resilience Project	\$850,000	Countywide	390 children 360 parents
Peninsula Family Service: Therapeutic Child Development Centers	\$480,000	Countywide	300 children 375 parents
StarVista: Healthy Homes	\$600,000	Countywide	255 children 255 parents
IHSD: Family Engagement Unity Project	\$125,000	Countywide	720 fathers 45 providers
Family Connections: Thriving Families Project	\$600,000	RWC, EPA, MP	300 children 465 parents
SMCOE: Family Engagement and Dual Language Learning Institute Project	\$225,000	Countywide	30 fathers 300 providers
<b>Resilient Families Total</b>	<b>\$ 3,180,000</b>		



## RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Expansion of Puente’s Trauma-Informed Training, from one training provided to Puente parents only, to three trainings in years 2 and 3 (after year-one ramp up) to Puente parents, parents county-wide, and providers county-wide. (This is Puente’s systems-level intervention.)
- Participation in F5SMC’s Systems-Level Father-Involvement Initiative
- Participation in F5SMC’s Trauma- and Resiliency- Informed Initiative (TRISI) by taking the TRISI organizational assessment and conducting appropriate follow-up.
- Target service numbers refined as follows: 132 Parents/others, 54 children, 24 providers.

## RECOMMENDATION FOR FUNDING

The table below reflects today’s three-year funding recommendation for Puente de la Costa Sur from the Resilient Families Focus Area. Please see Exhibit A (**Attachment 8A.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Form (**Attachment 8A.2**).

Agency & Program	Three-Year Funding Amount	Geographic Area Served	Updated Target Service Numbers
Puente de la Costa Sur: Sueños Unidos	\$300,000	Pescadero/ South Coast	54 children 132 parents/other 24 providers

## ISSUES TO CONSIDER

Puente is leveraging \$209,432, which is more than double F5SMC’s investment.

## FISCAL IMPACT

The recommended award to Puente de la Costa Sur’s Sueños Unidos Project is \$300,000. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

## RECOMMENDATION

Approval of Puente de la Costa Sur - Sueños Unidos Project Agreement in the Amount of \$300,000, Contract Term Effective July 1, 2020 through June 30, 2023.

**AGREEMENT BETWEEN FIRST  
5 SAN MATEO COUNTY AND  
Puente de la Costa Sur  
(Sueños Unidos)**

**EXHIBIT A**

**SCOPE OF WORK**

Pursuant to the Agreement for Services between First 5 San Mateo County and Puente de la Costa Sur, effective as of July 1, 2020 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will provide a bilingual parent-participatory cooperative preschool serving south coast children and families (41 parents, 18 children, 3 other family members, 12 providers) utilizing an authentic family engagement and parent involvement approach for toddlers ages 18-36 months and their parents, with adjunct services including a parent-infant activity group for infants 2-12 months of age, and Trauma Transformed trainings for parents and providers.

**Project Services**

1. Provide Full spectrum Bilingual, Bi-cultural, Parent Participatory Co-op for 8 toddlers (ages 18 - 36 mos) and their families.
2. Provide Home visits to each family, one at the beginning of the school year to orient parents and children, another 4 months later, additional home visits as needed for families needing additional support.
3. Provide Parent Child Group Mommy/Daddy and Me for 6 infants (2-12 mos) and their families
4. Provide Trauma Transformed training to Puente parents, county-wide parents, and providers
5. Provide Abriendo Puertas/Opening Doors (AP/OD) evidenced-based curriculum
6. Make mental health referrals to Puente's Behavior Health team as needed
7. Make intensive supports referrals to the appropriate Puente teams re critical issues such as immigration, economic security, safety net services, advocacy, etc.) and/or other agencies as the need might fit.
8. F5SMC Standard Activities
  - a. Distribute the First 5 Kit for New Parents to your clients as appropriate
  - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts, including the Human-Centered Design training in FY 20/21.
  - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where services take place
  - d. Make tobacco education and cessation resources provided by F5SMC readily available to those served by the agency and to staff at the agency via the 1-800-NO-BUTTS hotline and on your website. [www.nobutts.org](http://www.nobutts.org)
  - e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information on F5 website/Grantee Resources- Password: First5grantee2020)
  - f. Upload a PDF of your final F5SMC SOW/Workplan for the current contract year
9. F5SMC Standard Communications
  - a. Distribute F5SMC materials to project clients and at community events

- b. Put out a press release using template provided by F5SMC announcing receipt of F5SMC funding for your program/agency
- c. Recognize F5SMC by placing the F5SMC logo and/or the phrase “Funding provided by First 5 San Mateo County” in your agency’s annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
- d. Place a placard announcing project funding by F5SMC in a prominent area where services take place.
- e. Attend F5SMC Communications trainings and TA sessions to ensure Grantee-level communications efforts regarding F5SMC-funded projects align with F5SMC’s communications approach/plan.
- f. Participate as able in relevant social media advocacy and resource sharing.

#### 10. F5SMC Standard Evaluation

- a. Collect and enter/upload in Persimmony individual-level client data and individual-level service data on all project activities as required
- b. Administer F5SMC data collection and evaluation tools on clients served as required
- c. Participate in the F5SMC Systems Change Evaluation as required
- d. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC
- e. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested



**First 5 San Mateo County  
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	<b>Puente de la Costa Sur</b>
Program/Project Name:	<b>Sueños Unidos</b>
Amount of Request:	<b>\$100,000</b>
Budget Period:	<b>July 1, 2020 - June 30, 2021</b>
Submission Date:	<b>2/18/2020</b>

\*\* List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

<b>I. PERSONNEL</b>			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Family Engagement Director	\$ 92,520.00	0.33	\$ 30,836.92	\$ 61,683.08	\$ 92,520.00
B. ECE Program Assistant	\$ 30,791.00	1.00	\$ 15,395.50	\$ 15,395.50	\$ 30,791.00
C. Co-op Assistant Teacher	\$ 43,620.00	1.00	\$ 21,810.00	\$ 21,810.00	\$ 43,620.00
D. Co-op Lead Teacher	\$ 68,640.00	1.00		\$ 68,640.00	\$ 68,640.00
E. Therapist (MSW Intern)	\$ 66,072.00	0.10	\$ 3,303.60	\$ 3,303.60	\$ 6,607.20
Benefits @ 21 %			\$ 14,982.66	\$ -	\$ 14,982.66
<b>Subtotal - Personnel</b>			<b>\$ 86,328.68</b>	<b>\$ 170,832.18</b>	<b>\$ 257,160.86</b>

<b>II. OPERATING EXPENSES</b>	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities		\$ 10,800.00	\$ 10,800.00
B. Office Supplies and Materials	\$ 3,000.00	\$ 9,000.00	\$ 12,000.00
C. Professional Development		\$ 6,000.00	\$ 6,000.00
D. Postage/Mailing	\$ -	\$ 200.00	\$ 200.00
E. Printing/Copying	\$ -	\$ 350.00	\$ 350.00
F. Equipment Lease	\$ -	\$ -	\$ -
G. Travel Using Personal Vehicle (1664 miles aprox)		\$ 3,500.00	\$ 3,500.00
H. Travel Using Company Vehicle	\$ -	\$ -	\$ -
I. Consultants (itemize):			
Cooperative Implementation Specialist and coach (250 hours aprox)		\$ 8,750.00	\$ 8,750.00
	\$ -	\$ -	\$ -
J. Subcontractors (itemize):			
	\$ -	\$ -	\$ -
K. Other (itemize):			
<b>Subtotal - Operating Expenses</b>	<b>\$ 3,000.00</b>	<b>\$ 38,600.00</b>	<b>\$ 41,600.00</b>

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -	\$ -	\$ -
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>12%</u>	\$ 10,671.32	\$ -	\$ 10,671.32
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
<b>Subtotal - Indirect Costs</b>	<b>\$ 10,671.32</b>	<b>\$ -</b>	<b>\$ 10,671.32</b>

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<b>Total of sections I - IV</b>	<b>\$ 100,000.00</b>	<b>\$ 209,432.18</b>	<b>\$ 309,432.18</b>

**VI. IN KIND SUPPORT:** Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project. **Puente space is donated from the La Honda-Pescadero Unified School district, one volunteer comes every Wednesday for 4 hours. All parents volunteers at least 8 hours a week.**

**VII. LEVERAGED FUNDS ARE FROM:** Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. **Bella Vista Foundation has supported Puente in the past. We requested \$55,000 this year. We are waiting for the results of our proposal.**

<b>Date Prepared:</b>	5/7/2020	<b>Prepared By:</b>	Rita Mancera
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First 5 San Mateo County Use Only			
<b>Date Approved:</b>		<b>Approved By:</b>	



**First 5 San Mateo County  
BUDGET NARRATIVE FORM**

Agency Name:	<b>Puente de la Costa Sur</b>
Program/Project Name:	<b>Sueños Unidos</b>
Amount of Request:	<b>\$100,000</b>
Budget period:	<b>July 1, 2020 - June 30, 2021</b>
Submission Date:	<b>2/18/2020</b>

<b>I. PERSONNEL</b>	<b>A. Amount Requested</b>	<b>Description / Explanation</b>
<u>Position Title</u>		
A. Family Engagement Director	\$ 30,836.92	Oversees the entire project, manages professional development, leads state licensing project, supports Executive Director with renovations project, supervises all personnel. .33 FTE
B. ECE Program Assistant	\$ 15,395.50	Supports Family Engagement Director with outreach, phone calls, data entry, reports and substituting for co-op teachers as needed. 0.5 FTE
C. Co-op Assistant Teacher	\$ 21,810.00	Assists lead teacher in the co-op on daily basis, helps with homevisits and developmental and needs assessments. 0.5 FTE
D. Co-op Lead Teacher	\$ -	Leads co-op program including assessments and home visits.
MSW Intern Therapist	\$ 3,303.60	Does one-on-one therapy with families
Benefits @ 21 %	\$ 14,982.66	Personnel benefits at 21% standard rate for Puente
<b>Subtotal - Personnel</b>	<b>\$ 86,328.68</b>	

<b>II. OPERATING EXPENSES</b>	<b>A. Amount Requested</b>	<b>Description / Explanation</b>
A. Rent and Utilities	\$ -	Partial rent for our La Honda office for engagement meetings with parents, caregivers and trainings.
B. Office Supplies and Materials	\$ 3,000.00	Co-op and other classes materials, educational toys, items for socializations and family events and graduations.
C. Professional Development	\$ -	Online and in-person trainings for ECE team
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ -	
G. Travel Using Personal Vehicle (1664 miles)	\$ -	Mileage for home visits, trainings, program delivery and First 5 related meetings.
H. Travel Using Company Vehicle	\$ -	
I. Consultants (itemize):		
Cooperative Implementation Specialist and coach (250 hours aprox)	\$ -	Coaches and guides high quality standards for co-op program. Assists with development assessments and referrals.
	\$ -	
J. Subcontractors (itemize):		
	\$ -	
K. Other (itemize):		
<b>Subtotal - Operating Expenses</b>	<b>\$ 3,000.00</b>	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
0.12	\$ 10,671.32	
<b>Subtotal - Indirect Costs</b>	<b>\$ 10,671.32</b>	

V. TOTAL PROGRAM COSTS	A. Amount Requested
<b>Total of sections I - IV</b>	<b>\$ 100,000.00</b>

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project. Puente space is donated from the La Honda-Pescadero Unified School district, one volunteer comes every Wednesday for 4 hours. All parents volunteers at least 8 hours a week.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Bella Vista Foundation has supported Puente in the past. We requested \$55,000 this year. We are waiting for the results of our

*Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :*  
**First 5 San Mateo County**  
**Attn: F5SMC Program Specialist**  
**1700 S. El Camino Real, Suite 405**  
**San Mateo, CA 94402 – 3050**

*Electronic copy must also be submitted to:*  
**F5SMC Program Specialist**

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of Family Connections -Thriving Families Program Agreement in the Amount of \$600,000, Contract Term Effective July 1, 2020 through June 30, 2023

**ACTION REQUESTED**

Approval of Family Connections – Thriving Families Program Agreement in the Amount of \$600,000, Contract Term Effective July 1, 2020 Through June 30, 2023.

**BACKGROUND**

At its April 27, 2020 Commission Meeting, the Commission approved a \$300,000 funding allocation recommended by the Resilient Families Review Panel to Family Connections, and directed staff to enter contract negotiations. The funding recommendation was part of a complimentary, 7-part funding portfolio as detailed in the chart immediately below. Note: Target service numbers were refined during contract negotiations and are reflected in the project-specific chart in the later part of this memo.

<b>RESILIENT FAMILIES PORTFOLIO OF INVESTMENTS AS PRESENTED AT THE APRIL 2020 COMMISSION MEETING PRIOR TO CONTRACT NEGOTIATIONS</b>			
<b>Agencies &amp; Programs</b>	<b>Recommended 3-Year Funding Awards via Round 1, Resilient Families</b>	<b>Geographic Area Served</b>	<b>Target Service Numbers</b>
Puente de la Costa Sur: Sueños Unidos	\$300,000	Pescadero/ South Coast	54 children 159 parents
CORA: The Family Resilience Project	\$850,000	Countywide	390 children 360 parents
Peninsula Family Service: Therapeutic Child Development Centers	\$480,000	Countywide	300 children 375 parents
StarVista: Healthy Homes	\$600,000	Countywide	255 children 255 parents
IHSD: Family Engagement Unity Project	\$125,000	Countywide	720 fathers 45 providers
Family Connections: Thriving Families Program	\$600,000	RWC, EPA, MP	300 children 465 parents
SMCOE: Family Engagement and Dual Language Learning Institute Project	\$225,000	Countywide	30 fathers 300 providers
<b>Resilient Families Total</b>	<b>\$ 3,180,000</b>		



**RESULT OF CONTRACT NEGOTIATIONS**

Contract negotiations were successful and resulted in the following:

- Adjustment to partnership with Samaritan House to create a Coordinated Entry System (CES): Funding amount precludes a formal subcontractor relationship with Samaritan House. Instead, an MOU will be pursued in order to create smooth referral pathways to meet key family needs in the areas of healthcare, housing ("homeless prevention"), and food access. Ideally, the CES will involve simultaneous registration at Family Connections & Samaritan House (utilizing SH's database) to more expeditiously meet family needs. Feasibility of this latter unfunded activity will be explored in Q1.
- Participate in F5SMC's Systems-Level Father Involvement Initiative
- Possible collaboration with StarVista to provide Father Support Groups and father education sessions at Family Connections sites. (This is currently being negotiated with StarVista.)
- Collaborate with SMCOE to support Friday Cafes – A Family Connections male-involvement staff member is on the Friday Café Advisory Board and Family Connections staff will attend Friday Cafes.
- Target service numbers refined as follows: 465 Parents/others, 300 children, 24 providers. A subset of families will receive intensive supports home visiting: 165 parents/others & 150 children.

**RECOMMENDATION FOR FUNDING**

The table below reflects today's three-year funding recommendation for Family Connections from the Resilient Families Focus Area. Please see Exhibit A (**Attachment 8B.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Form (**Attachment 8B.2**).

Agency & Program	Three-Year Funding Amount	Geographic Area Served	Updated Target Service Numbers
Family Connections – Thriving Families Program	\$600,000	RWC, EPA, MP	300 children 465 Parents/Others 24 Providers (intensively serve 150 children & 165 parents/others)

**ISSUES TO CONSIDER**

Family Connections is leveraging \$271,000 annually, which is \$70,000 more per year than F5SMC's investment.

**FISCAL IMPACT**

The recommended award to Family Connections – Thriving Families Program is \$600,000. This award is in accordance with the approved funding allocations of the SPIP and the LTFP.

**RECOMMENDATION**

Approval of Family Connections – Thriving Families Program Agreement in the Amount of \$600,000, Contract Term Effective July 1, 2020 through June 30, 2023.

**AGREEMENT BETWEEN FIRST  
5 SAN MATEO COUNTY AND  
FAMILY CONNECTIONS  
(THRIVING FAMILIES)**

**EXHIBIT A**

**SCOPE OF WORK**

Pursuant to the Agreement for Services between First 5 San Mateo County and Family Connections, effective as of July 1, 2020 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will engage at-risk, low-income south-county families (100 children, 150 parents/caregivers, 5 others, and 8 providers) in Redwood City (North Fair Oaks), East Palo Alto, and Menlo Park in a bilingual, culturally-responsive, quality family learning community within an early learning support program, designed to foster strong parent-child attachments and strengthen parent resiliency while fostering professional development of staff. A subset of parents/children who are the most at risk for potential abuse/neglect and/or trauma will receive intensive support services incorporating care coordination, case management and home visiting.

**Project Services**

1. Outreach and enroll 100 children and 155 parents/caregivers/"other" (grandparents, aunts, uncles etc.) providing parent/child intake, screenings, triage, orientation, and initial home visit.
2. Strengthen families through increase in Protective Factors achieved via parent support activities
3. Intentionally engage fathers and male caregivers in their young child's growth & development via tailored strategies
4. Enroll 50 parents, 5 other family members, and 50 children in the Intensive Supports Program
5. Provide professional development and/or capacity building for Family Connections 8 staff members, including reflective supervision for continuous improvement.
6. Maximize collaborations with other systems, agencies, and/or efforts within San Mateo County, including participating in F5SMC's Systems-Level Father Involvement Initiative and partnering with Samaritan House to establish a Coordinated Entry Systems (CES) to ease cross-agency referral pathways.
7. F5SMC Standard Activities
  - a. Distribute the First 5 Kit for New Parents to your clients as appropriate
  - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts, including the Human-Centered Design training in FY 20/21.
  - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where services take place
  - d. Make tobacco education and cessation resources provided by F5SMC readily available to those served by the agency and to staff at the agency via the 1-800-NO-BUTTS hotline and on your website. [www.nobutts.org](http://www.nobutts.org)
  - e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information on F5 website/Grantee Resources- Password: First5grantee2020)
  - f. Upload a PDF of your final F5SMC SOW/Workplan for the current contract year
8. F5SMC Standard Communications

- a. Distribute F5SMC materials to project clients and at community events
  - b. Put out a press release using template provided by F5SMC announcing receipt of F5SMC funding for your program/agency
  - c. Recognize F5SMC by placing the F5SMC logo and/or the phrase “Funding provided by First 5 San Mateo County” in your agency’s annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
  - d. Place a placard announcing project funding by F5SMC in a prominent area where services take place.
  - e. Attend F5SMC Communications trainings and TA sessions to ensure Grantee-level communications efforts regarding F5SMC-funded projects align with F5SMC’s communications approach/plan.
  - f. Participate as able in relevant social media advocacy and resource sharing.
9. F5SMC Standard Evaluation
- a. Collect and enter/upload in Persimmony individual-level client data and individual-level service data on all project activities as required
  - b. Administer F5SMC data collection and evaluation tools on clients served as required
  - c. Participate in the F5SMC Systems Change Evaluation as required
  - d. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC
  - e. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested



**First 5 San Mateo County  
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	<b>Family Connections</b>
Program/Project Name:	<b>Thriving Families</b>
Amount of Request:	<b>\$200,000</b>
Budget Period:	<b>July 1, 2020 through June 30, 2021</b>
Submission Date:	<b>5/5/2020</b>

\*\* List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
Program Director	\$ 86,000.00	0.35	\$ 30,100.00	\$ 43,000.00	\$ 73,100.00
Program Coordinator	\$ 51,840.00	0.50	\$ 25,920.00	\$ 28,080.00	\$ 54,000.00
Program Assistant	\$ 46,080.00	0.50	\$ 23,040.00	\$ 26,000.00	\$ 49,040.00
Senior Family Educator	\$ 41,580.00	0.50	\$ 20,790.00	\$ 9,216.00	\$ 30,006.00
Family Educator	\$ 59,712.00	1.00	\$ 59,712.00	\$ -	\$ 59,712.00
Benefits @ <u>11</u> %			\$ 17,551.82	\$ -	\$ 17,551.82
<b>Subtotal - Personnel</b>			<b>\$ 177,113.82</b>	<b>\$ 106,296.00</b>	<b>\$ 283,409.82</b>

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	\$ -	\$ 106,000.00	\$ 106,000.00
B. Office Supplies and Materials	\$ 300.00	\$ 9,500.00	\$ 9,800.00
C. Telephone/Communications	\$ 474.18	\$ 1,500.00	\$ 1,974.18
D. Postage/Mailing	\$ -	\$ -	\$ -
E. Printing/Copying	\$ -	\$ -	\$ -
F. Equipment Lease	\$ 300.00	\$ 3,000.00	\$ 3,300.00
G. Travel Using Personal Vehicle	\$ 400.00	\$ 2,500.00	\$ 2,900.00
H. Travel Using Company Vehicle	\$ -	\$ -	\$ -
I. Consultants (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
J. Subcontractors (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
K. Other (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Subtotal - Operating Expenses</b>	<b>\$ 1,474.18</b>	<b>\$ 122,500.00</b>	<b>\$ 123,974.18</b>

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -	\$ -	\$ -
B.	\$ -	\$ -	\$ -
C.	\$ -	\$ -	\$ -
D.	\$ -	\$ -	\$ -
E.	\$ -	\$ -	\$ -
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
12%	\$ 21,412.00	\$ 42,155.52	\$ 63,567.52
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
<b>Subtotal - Indirect Costs</b>	<b>\$ 21,412.00</b>	<b>\$ 42,155.52</b>	<b>\$ 63,567.52</b>

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<b>Total of sections I - IV</b>	<b>\$ 200,000.00</b>	<b>\$ 270,951.52</b>	<b>\$ 470,951.52</b>

**VI. IN KIND SUPPORT:** Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

Belle Haven Classroom space donated by Ravenswood City School District

**VII. LEVERAGED FUNDS ARE FROM:** Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. **Chan Zuckerberg Initiative \$110,000, HSA San Mateo County CAPC funds \$150,000 (50%PD, 50%, Kaiser Permanente Northern California \$10,000, City of Menlo Park \$10,000**

<b>Date Prepared:</b>	2/11/2020	<b>Prepared By:</b>	Sarah Poulain
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First 5 San Mateo County Use Only			
<b>Date Approved:</b>		<b>Approved By:</b>	



**First 5 San Mateo County  
BUDGET NARRATIVE FORM**

Agency Name:	<b>Family Connections</b>
Program/Project Name:	<b>Thriving Families</b>
Amount of Request:	<b>\$200,000</b>
Budget period:	<b>July 1, 2020 through June 30, 2021</b>
Submission Date:	<b>5/5/2020</b>

<b>I. PERSONNEL</b>	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
Program Director	\$ 30,100.00	0.35 FTE Program Director to support program planning and implementation, staff supervision, professional development, and general oversight of all aspects of 0 to 5 programming.
Program Coordinator	\$ 25,920.00	0.50 FTE to support program staff, provide professional development, supervision of staff and daily operations, and support capacity building activities in the community
Program Assistant	\$ 23,040.00	0.50 FTE Program Assistant to support PD, and be responsible for program outreach, registration and supporting family engagement
Senior Family Educator	\$ 20,790.00	.50 FTE senior level Family Educator to implement early learning, parent education and family engagement strategies in classroom, group, and home settings
Family Educator	\$ 59,712.00	1 FTE to implement early learning, parent education and family engagement strategies in classroom, group, and home settings
Benefits @ 11 %	\$ 17,551.82	Medical, dental and vision
<b>Subtotal - Personnel</b>	<b>\$ 177,113.82</b>	

<b>II. OPERATING EXPENSES</b>	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ -	Share of rent for classroom and office space
B. Office Supplies and Materials	\$ 300.00	Materials for Parent support activities and assessments
C. Telephone/Communications	\$ 474.18	cell phones for staff to connect with families and be accessible regardless of location
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ 300.00	share of cost for copy machine lease at sites
G. Travel Using Personal Vehicle	\$ 400.00	travel reimbursement for staff at current federal rate
H. Travel Using Company Vehicle	\$ -	
I. Consultants (itemize):		
	\$ -	
	\$ -	
J. Subcontractors (itemize):		
	\$ -	
	\$ -	
K. Other (itemize):		
	\$ -	
	\$ -	
<b>Subtotal - Operating Expenses</b>	<b>\$ 1,474.18</b>	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
B.	\$ -	
C.	\$ -	
D.	\$ -	
E.	\$ -	
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	\$ 21,412.00	
<b>Subtotal - Indirect Costs</b>	<b>\$ 21,412.00</b>	

V. TOTAL PROGRAM COSTS	A. Amount Requested
<b>Total of sections I - IV</b>	<b>\$ 200,000.00</b>

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Chan Zuckerberg Initiative \$110,000, HSA San Mateo County CAPC funds \$150,000 (50%PD, 50%, Kaiser Permanente Northern California \$10,000, City of Menlo Park \$10,000

*Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :*  
**First 5 San Mateo County**  
**Attn: F5SMC Program Specialist**  
**1700 S. El Camino Real, Suite 405**  
**San Mateo, CA 94402 – 3050**

*Electronic copy must also be submitted to:*  
**F5SMC Program Specialist**

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County (F5SMC) Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Committee Updates

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**Program, Operations and Planning (POP) Committee Meeting – May 4, 2020 Meeting**

Commissioners Present: Sandra Phillips-Sved (Chair), Ken Cole

Commissioner Absent: Nancy Magee

Public Member: Harvey Kaplan

Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

1. **COVID-19 Update and First 5 SMC Response**

F5SMC Executive Director, Kitty Lopez, and Program and Planning Director, Michelle Blakely provided an update on the local, regional, and state efforts in response to COVID-19.

- Funded partners: All grantee contracts are ending on June 30, 2020. F5SMC is communicating with all grantees to determine the need for a no-cost extension until December 2020. We are extending their contract from June 30, 2020 to December 2020 with no additional amount.
- Communications: Messaging is focusing on parents and providers regarding social-emotional wellness
- F5SMC will be contributing some funds for small grants to private & home-based child care providers/businesses in partnership with Hiesing-Simmons Foundation, The Low-Income Investment Fund, Silicon Valley Community Foundation and Build Up SMC.
- First 5 CA is funding \$4 million for supplies such as wipes, soaps, and diapers to be distributed to child care providers for essential workers and community organizations. 4Cs is coordinating the distribution of these supplies to child care providers, and we are still in the process of planning the distribution for community organizations. The San Mateo Event Center is storing these emergency supplies and will assist with distribution. WIC and HSA are some of the potential partners to obtain these items. Discussion ensued.
- Discussion ensued on finding innovative ways to identify possible child neglect or abuse at home.
- Michelle Blakely shared to the Committee the Child Care Emergency Plan developed by the SMC COVID-19 Child Care Response Team. Guidelines are coming from CDE and Local Health Officer.
- Impact of COVID-19 has taken a toll on families. For example, Peninsula Family Service families had an approximate 15% unemployment rate before the pandemic, the unemployment rate now it is about 95%.



## 2. **Strategic Plan Implementation Plan Procurement Process Update**

Michelle Blakely shared that F5SMC staff will be presenting contract recommendations in the May and June Commission Meetings. Recommendations include the Integrated Systems for Special Needs Intent to Negotiate and Communications Consultation Services in May, and Quality Care and Education Intent to Negotiate will be presented in the June Commission Meeting.

Commissioner Phillips-Sved adjourned the meeting at 4:48 PM.

## **Finance and Administration Committee Meeting – May 11, 2020 Meeting**

- Commission Member: Rosanne Foust, Pam Frisella, Alexis Becerra
- Staff: Kitty Lopez, Khanh Chau

### 1. **Budget Monitoring Report as of March 31, 2020**

Kitty Lopez briefly presented an overview of the Budget Monitoring Report as of March 31, 2020, that reflects 63% spending in YTD Total Appropriations and 20% higher in YTD Ending Fund Balance than the planned budget. Kitty also cited the current challenges of delayed Prop 10 Tax Revenue disbursements due to technical issues of the new accounting system adopted by the California Department of Tax and Fee Administration (CDTFA).

Committee members acknowledged the delay of revenue collections would become a statewide challenge to local government as the result of COVID-19 impact.

Committee members acknowledged the simple and straight forward presentation of the Budget Monitoring report.

### 2. **F5SMC's Strategic Plan Implementation Plan (SPIP) FY 2018-20 Carry Over and No-Cost Contract Extension due to COVID-19 – Verbal Discussion**

Kitty Lopez briefly presented the SPIP FY2018-20 Carry-Over Table, of which \$850K is carried over to FY 2020-21. Kitty cited that the delayed spending of these SPIP lines are due to variety of reasons such as: timing issues, changes in project scope of work; they remain place holders for F5SMC's leveraging and matching funding in Other Grants acquisitions. Most of those underspend amounts are in the Policy, Advocacy, & Communications (PAC) and Evaluation strategy areas. Kitty Lopez added that these SPIP strategies and carry over amounts are part of F5SMC's Strategic Plan Implementation; they are incorporated into the FY 2020-21 Draft Budget.

Committee members asked questions about the spending plan of the \$210K Other Evaluation projects. Kitty Lopez cited that 50% of said amount will be for the Persimmony Online Grant Management System and 50% are for Other Evaluation projects. Committee members suggested to present these amounts in two separate lines for clarity and to add a Note column to the SPIP Carry Over Table explaining target spending plan.

Committee members validated the rationales of the SPIP Carry Over and endorsed the SPIP FY 2018-20 Carry Over amounts and their inclusion in the FY 2020-21 Budget Draft.

**3. Review and Recommend Approval of F5SMC's FY 2020-21 Draft Budget**

Kitty Lopez briefly presented the Summary of FY 2020-21 Draft Budget as presented in the Summary Table of the Budget memo (Attachment 5). The Administrative Cost rate is 10% and is within the approved policy. Kitty Lopez added that we will draw down \$421K from Ending Fund Balance (Reserves\*) to cover operational costs of implementing the F5SMC's new Strategic Plan.

Committee members reviewed the presented Draft Budget, asked questions for clarification. Committee members voted and endorsed the FY 2020-21 Draft Budget.

**4. Review and Recommend Approval of F5SMC's Bylaws and Policies for FY 2020-21**

Kitty Lopez cited that First 5 Commissions are mandated to have its Bylaws and Policies reviewed and adopted annually in a public hearing. For the FY 2020-21, all F5SMC's Bylaws and Policies remain unchanged except the Sponsorship Policy; it is amended to increase Executive Director's approving authority amount of a sponsorship from \$2,500 to \$5,000, as opposed to bringing this item before a Commission Meeting. All sponsorships are subject to the availability of funds in the agency budget.

Committee members endorsed the change of the Sponsorship Policy for the FY 2020-21.

The next Finance and Administration Committee Meeting will be held on June 8, 2020.

**DATE:** May 18, 2020  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Budget Monitoring Report as of March 31, 2020

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## **BUDGET MONITORING REPORT as of March 31, 2020 HIGHLIGHTS**

### **Budget Monitoring Report as of March 31, 2020 Highlights**

The Budget Monitoring Report as of March 31, 2020 is presented in **Attachments 9A and 9B**. Key Budget Monitoring Report highlights are as following:

#### **YTD Benchmark: 75%**

#### **REVENUES**

- YTD Interest Revenue projection is \$165K or 82%, that represents a positive variance or 7% higher than YTD Benchmark due to higher interest earning rate in the County investment pool.
- YTD Tobacco Tax Revenue projections are \$3.667 million or 70%, that represents a negative variance or 5% lower than YTD Benchmark due to lower Prop 10 Tax revenue disbursements in recent months.
- YTD F5CA IMPACT Grant Revenue estimate is \$372K or 65%, which is 10% lower than YTD Benchmark due to grant under spending in the first half of the fiscal year.
- YTD F5 San Francisco IMPACT HUB TA FY19-20 Revenue estimate is \$29K or 75%, which is in line with YTD Benchmark.
- YTD David Lucile Packard Foundation - Help Me Grow Grant Revenue estimate is \$75K.
- YTD San Mateo County Health System – Watch Me Grow Clinic Based Services Revenue estimate is \$273K or 75%, which is in line with YTD Benchmark.
- YTD Human Services Agency – Build Up Kids Facilities Revenue is \$65K that represents 100% of pass-through grant funding receipt.
- YTD Mental Health Services Act – Prop 63 Revenue estimate is \$50K that represents 100% of grant funding allocation to the fiscal year.
- YTD Total Revenues projections are \$4.751 million or 71%, that represents a negative variance or 4% lower than YTD Benchmark. Major attributable factors to this negative variance are lower Prop 10 Tax revenue disbursements in recent months.

#### **APPROPRIATIONS**

- YTD Program Expenditures projections are \$5.750 million or 63%, that represents a positive variance or 12% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and contracting of PAC, Evaluation, and Emerging Project and pending new grant executions.
- YTD Admin Expenditures projections of \$474K or 65% that represents a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending in Other Professional Services and various administrative areas.
- **YTD Total Appropriations (Net Appropriations\*)** projections are 6.224million or 63%, that represents a positive variance or 12% 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 Operating Budget Lines.

**ENDING FUND BALANCE (RESERVES\*)**

- At this time, we are projecting Ending Fund balance (Reserves\*) of \$10.250 million or 120%, that represents a positive variance of 20% or \$1.704 million higher than the planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue and higher Prop 56 Tax Revenue paired with under spending in both Program and Administrative Appropriations.

**CHALLENGES:**

- Prop 10 Tax Revenue projections in recent months appear to decline larger than previously projected. We are waiting for the official updated Prop 10 Tax Revenue projections from the State Department of Finance to be released end of May 2020 and updating our Long-Term Financial Plan.

YTD Benchmark: 75%

	ORG/ACCT#	FY19-20 Revised Budget	YTD March 31, 2020	Accruals*	YTD Combined	% YTD Combined	Notes
<b>REVENUE</b>							
<b>FUND BALANCE BEGINNING (BEGINNING RESERVES*)</b>		<b>11,723,535</b>	<b>11,723,535</b>		<b>11,723,535</b>		
Interest	19510-1521	201,458	114,562	50,364	164,926	82%	Higher Interest Revenue due to higher interest earning rate; Q3 is revenue estimate
Tobacco Tax Revenue	19510-1861	5,254,000	3,229,220	437,833	3,667,053	70%	YTD Prop 10 Tax Revenue is 5% lower than YTD benchmark or \$275K lower than YTD Revenue projections
F5CA IMPACT Grant	19510-1861	575,000		371,792	371,792	65%	\$143 K is Q3 Estimates
F5SF IMPACT HUB TA FY19-20	19510-2643	39,000		29,250	29,250	75%	\$29K is Q1, Q2, Q3 estimates
David Lucile Packard Foundation - Help Me Grow Grant	19510-2643	100,000		75,000	75,000	75%	\$150K grant revenue received
San Bruno Community Foundation - Build-Up Kids Grant	19510-2643	0		-	0		
Peninsula Healthcare District - Help Me Grow Call Center Grant	19510-2643	0	35,000	-	35,000		
San Mateo County Health System - WMG Clinic Based Services Grant	19510-2643	362,765		272,973	272,973	75%	\$182K is accrual & \$90K is Q3 estimates
CCFF CENSUS 2020 Minigrant	19510-2643	0	4,000	-	4,000		
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19510-2643	65,000	65,000		65,000	100%	\$65K grant revenue received
Mental Health Services Act MHSA - Prop 63	19510-2643	50,000		50,000	50,000	100%	Pending billing
F5SMC Wellness Grant	19510-2658	0	777	-	777		
Miscellaneous Reimbursements	19510-2647	0	15,447	-	15,447		Compensation Insurance Refunds
<b>TOTAL REVENUES</b>		<b>6,647,223</b>	<b>3,464,006</b>	<b>1,287,213</b>	<b>4,751,219</b>	<b>71%</b>	Negative variances due to lower Prop 10 Revenue in recent months.
<b>TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)</b>		<b>18,370,758</b>	<b>15,187,541</b>	<b>1,287,213</b>	<b>16,474,754</b>	<b>90%</b>	

<b>APPROPRIATIONS</b>							
<b>1. Program</b>							
Family Engagement	19540-6125	1,712,067	832,138	428,017	1,260,155	74%	
Child Health & Development	19540-6156	1,808,041	705,034	452,010	1,157,044	64%	
SPIP 15-18 Carry Over	19540-6156	0		0	0		
Early Learning	19540-6263	1,721,000	685,899	430,250	1,116,149	65%	
Policy Advocacy, Communications & Systems Change	19540-6814	800,502	106,166	200,126	306,292	38%	
SPIP 15-18 Carry Over	19540-6814	0		0	0		
Emerging Projects	19540-6814	334,600	31,772	83,650	115,422	34%	

	ORG/ACCT#	FY19-20 Revised Budget	YTD March 31, 2020	Accruals*	YTD Combined	% YTD Combined	Notes
Kit for New Parent KNP (KNP)	19540-6814	42,000	6,488		6,488	15%	
Regional Cost Sharing	19540-6814	45,000	0		0	0%	
Program Salary & Benefits		607,381	408,073	0	408,073	67%	See Schedule 2
Grant Management and Big Data	19540-6265	194,896	48,448	48,724	97,172	50%	No Big Data project activities
Other Evaluation Projects	19540-6265	79,000		19,750	19,750	25%	Focus Group survey
Evaluation - Salaries & Benefits		173,784	120,560	0	120,560	69%	See Schedule 2
David Lucile Packard Foundation grant - Help Me Grow Grant	19540-6131	100,000		25,000	25,000	25%	
Help Me Grow - Centralized Access Point and Family and Community Outreach Providers	19540-6131	0		0	0		
Help Me Grow - Healthcare Provider Liais	19540-6131	0		0	0		
Help Me Grow Call Center Grant - Peninsula Healthcare District	19540-6131	0		0	0		
Watch Me Grow Clinic Based Services Grant	19540-6131	362,765	182,283	90,691	272,974	75%	
Mental Health Services Act MHSA - Prop 63	19540-6131	50,000		50,000	50,000	100%	\$50K is estimates; Pending billing to funder
San Bruno Community Foundation - Build-Up Kids	19540-6131	0		0	0		
GILEAD - Build Up Kids Facilities Grant	19540-6131	50,000		50,000	50,000	100%	Pending contracting to pass through fund to executing partners
San Mateo County Human Services Agency - Build Up Kids Facilities Grant	19540-6131	130,000		130,000	130,000	100%	Pending contracting to pass through fund to executing partners
F5SF IMPACT HUB TA FY19-20	19540-6126	35,000		26,250	26,250	75%	
F5CA IMPACT Grant	19540-6126	461,269	228,043	115,317	343,360	74%	
Program Operating Budget		197,800	110,400		110,400	56%	See Schedule 1
Shared Admin Staff Time		194,712	134,615		134,615	69%	See Schedule 2
<b>Subtotal Program Appropriations</b>		<b>9,099,817</b>	<b>3,599,918</b>	<b>2,149,785</b>	<b>5,749,703</b>	63%	Positive variances due to pending SPIPFY18-20 contracting and pending new grant executions.
<b>2. Administrative</b>							
Admin Salaries and Benefits		526,442	363,958		363,958	69%	See Schedule 2
Admin Operating Budget		197,800	110,400		110,400	56%	See Schedule 1
<b>Subtotal Administrative Appropriations</b>		<b>724,242</b>	<b>474,358</b>	<b>0</b>	<b>474,358</b>	65%	Positive variance due to under spending in various Operating Budget Lines.
<b>Administrative Cost Rate %</b>		<b>7%</b>	<b>12%</b>	<b>0%</b>	<b>8%</b>	<b>103%</b>	
<b>TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)</b>		<b>9,824,059</b>	<b>4,074,276</b>	<b>2,149,785</b>	<b>6,224,061</b>	63%	Positive variances due to under spending in both Program and Operating Budgets.
<b>ENDING FUND BALANCE (ENDING RESERVES*)</b>		<b>8,546,698.9</b>	<b>11,113,265.0</b>	<b>2 -862,571.9</b>	<b>10,250,693.1</b>	<b>120%</b>	Positive variances due to under spending in both Program and Operating Budgets.

## Schedule 1 - Operating Budget Monitoring as of March 31, 2020

	ORG / ACCT#	FY19-20 Revised Budget	YTD March 31, 2020	Accruals*	YTD Combined	% YTD Combined	Notes
<b>I. Services and Supplies</b>							
Outside Printing & Copy Svc	19510-5191	2,000	2,000		2,000	100%	
General Office Supplies	19510-5193	10,000	2,887		2,887	29%	
Photocopy Lease & Usage	19510-5196	4,000	2,065		2,065	52%	
Computer Supplies	19510-5211	18,000	7,603		7,603	42%	place holder.
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	13,645		13,645	91%	
Auto Allowance	19510-5712	11,000	7,923		7,923	72%	
Meetings & Conference Expense	19510-5721	16,000	10,408	3,000	13,408	84%	\$3K are expenditure estimates for F5CA Summit in Irvine CA in Feb 2020
Commissioners Meetings & Conference Exp	19510-5723	5,000	466		466	9%	
Other Business Travel Expense	19510-5724	9,000	549	3,000	3,549	39%	\$3K are expenditure estimates for F5CA Summit in Irvine CA in Feb 2020
Dept. Employee Training Expense	19510-5731	7,000		1,500	1,500	21%	Staff attend 2020 Bay Area Leadership for Equity & Opportunity Cohort training.
Wellness grant	19510-5856	0	504		504		
Other Professional Services	19510-5858	48,000			0	0%	Place Holder
<b>Sub Total - Services &amp; Supplies</b>		<b>145,000</b>	<b>48,050</b>	<b>7,500</b>	<b>55,550</b>	<b>38%</b>	Positive variances due to underspend in Other Professional Services
<b>II. Other Charges</b>							
Telephone Service Charges	19510-6712	3,500	2,336		2,336	67%	
Automation Services - ISD	19510-6713	45,000	33,041		33,041	73%	
Annual Facilities Lease	19510-6716	95,000	67,119		67,119	71%	
General Liability Insurance	19510-6725	9,000	6,628		6,628	74%	County liability Insurance increase

## Schedule 1 - Operating Budget Monitoring as of March 31, 2020

ORG / ACCT#	FY19-20 Revised Budget	YTD March 31, 2020	Accruals*	YTD Combined	% YTD Combined	Notes	
Official Bond Insurance	19510-6727	600	178	178	30%		
Human Resources Services	19510-6733	0	303	303		One time LMS services fee	
Countywide Security Services	19510-6738	500	496	496	99%	One time Countywide security services fee	
All Other Service Charges	19510-6739	50,000	28,471	28,471	57%		
A-87 Expense	19510-6821	47,000	34,177	34,177	73%		
<b>Sub Total - Other Charges</b>		<b>250,600</b>	<b>172,749</b>	<b>0</b>	<b>172,749</b>	69%	
<b>Total Operating Expenditures</b>		<b>395,600</b>	<b>220,799</b>	<b>7,500</b>	<b>228,299</b>	58%	Positive variances due to under spending in various Operating Budget lines
<b>Program Operating Expenditures</b>		<b>197,800</b>	<b>110,400</b>	<b>3,750</b>	<b>114,150</b>	58%	50% allocation of Total Operating Expenditures
<b>Admin Operating Expenditures</b>		<b>197,800</b>	<b>110,400</b>	<b>3,750</b>	<b>114,150</b>	58%	50% allocation of Total Operating Expenditures

## Schedule 2 - Salaries & Benefits as of March 31, 2020

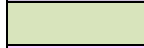
Program Staff & Shared Admin Staff	802,093	542,688		542,688	68%	
Evaluation Staff	173,784	120,560		120,560	69%	
Admin Staff	526,442	363,958		363,958	69%	
<b>Total Salaries and Benefits</b>	<b>\$ 1,502,319</b>	<b>1,027,206</b>	<b>0</b>	<b>1,027,206</b>	68%	County delay posting Retirement Health and Worker Comp

### Color code

Shared Budget/Shared Cost



Revenue ; Fund Balance



Appropriations



Salaries & Benefits

