

**\* PUBLIC HEARING MEETING NOTICE\***

**FIRST 5 SAN MATEO COUNTY COMMISSION MEETING**

**DATE:** Monday, February 26, 2018  
**TIME:** 4:00 PM – 6:00 PM  
**ADDRESS:** San Mateo County Office of Education  
 101 Twin Dolphin Drive, 1st Floor Conference Room  
 Redwood City, CA 94065

<b>AGENDA</b>	
<p><b>Call to Order and Preliminary Business</b></p> <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Public Comment</li> <li>3. Action to Set Agenda for January 22, 2018 Meeting and Approve Consent Agenda Items <i>(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)</i></li> <li>4. Commission Announcements</li> <li>5. Presentation of Grant from San Bruno Foundation for Build Up for San Mateo Kids</li> <li>6. Storytelling: First 5 Work / Impact: Commissioner Canepa</li> </ol>	4:00 PM
<p><b>Discussion Items</b></p> <ol style="list-style-type: none"> <li>7. Federal Children Health Update: Commissioner Louise Rogers</li> <li>8. First 5 Association Network Strategy: Kitty Lopez</li> </ol>	4:10 PM
<p><b>Informational Items</b></p> <ol style="list-style-type: none"> <li>9. Communications Update <i>(See Attachments 9)</i></li> <li>10. Report of the Executive Director <i>(See Attachments 10)</i></li> <li>11. Committee Updates <i>(See Attachments 11)</i></li> </ol>	5:30 PM

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

Persons wishing to address a particular agenda item should speak during that agenda item. If you wish to speak to the Commission, please fill out a speaker’s slip located in the box on the sign in table as you enter the conference room. If you have anything that you wish to be distributed to the Commission and included in the official record, please hand it to Myra Cruz who will distribute the information to the Commissioners and staff. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Chair.

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

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

First 5 San Mateo County Commission Meeting

**CONSENT AGENDA**

February 26, 2018

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

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- 2.1 Approval of the January 22, 2018 Commission Meeting Minutes  
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)  
COMMISSION MEETING MINUTES  
January 22, 2018  
San Mateo County Office of Education**

**Call to Order & Roll Call**

1. Roll Call

Commission Members: David Canepa, Rosanne Foust, Pam Frisella, Michael Garb, Nicole Pollack, Neel Patel, Sandra Phillips-Sved, Louise Rogers

Staff: Kitty Lopez, Michelle Blakely, Khan Chau, Emily Roberts, Myra Cruz

County Counsel: Monali Sheth

Absent: Anne Campbell

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

Public comments on items not included in the agenda: none.

2. Action to Set Agenda for January 22, 2018 Meeting and Approve Consent Agenda

MOTION: GARB / SECOND: PHILLIPS/SVED

AYES: CANEPA, FRISELLA, POLLACK, PATEL, ROGERS

NOES: NONE

ABSTAIN: NONE

Motion approved.

3. Commission Announcements

Commissioner Frisella acknowledged former F5SMC Commissioner Dr. Harvey Kaplan.

4. New Commissioner Oath Taking

Commissioner Canepa administered the swearing of oaths for new F5SMC Commissioner, Public Member, Rosanne Foust. Commissioner Foust shared a brief background about herself. F5SMC Executive Director, Kitty Lopez, introduced Human Services Agency (HSA) Interim Director, Nicole Pollack, who will also be serving as F5SMC Commissioner until a permanent HSA Director is appointed. The Commission welcomed Commissioners Foust and Pollack.

5. Storytelling: First 5 Work/Impact

Commissioner Garb shared that he volunteered at the CDA Cares Event held in San Mateo Event Center last April 2017. He was impressed how well organized the event was. CDA Cares provided free dental services to many low income residents in San Mateo County, including young children. F5SMC was one of the sponsors of the event. Commissioner Garb hopes that something similar to be done for vision check ups.

**Discussion Item**

6. Early Childhood Mental Health Systems Initiative Presentation and Recommendation

F5SMC Health Program Specialist, Emily Roberts, informed the Commission that a component of the Strategic Plan Implementation Plan 2015 – 2020 was to conduct planning and implementation of an Early Childhood Mental Health Systems Initiative. Roberts introduced, Alex Hildebrand, Director of Strategy Consulting and Irene Farnsworth, Senior Research Associate of Learning for Action (LFA), who assisted F5SMC with this initiative.

Hildebrand discussed the process, landscape scan, and acknowledged the steering committee members. He presented a set of recommendations for developing systems to serve the mental health needs of children 0 – 5 derived from the community input session and ideas generated from the Steering Committee. The focus of continued planning and implementation of this initiative will emphasize identifying trauma informed practices and policies that support agencies, providers and parents.

The Power Point presentation and recommendations can be found on the [January 22, 2018 Commission Meeting Presentation website](#).

Public Comments:

- Dr. Harvey Kaplan and Commissioner Garb commented on the presentation.

7. Build Up Early Learning Facilities Advisory Update

F5SMC Program and Planning Director, Michelle Blakely, presented updates from the Build Up Advisory Committee Meeting that was held last January 19, 2018 at the Silicon Valley Community Foundation in San Mateo. County leaders participated in the kick-off meeting co-chaired by Supervisor Dave Pine and Kitty Lopez. Blakely acknowledged Commissioners Foust and Frisella for participating. A video message from Assemblymember Kevin Mullin was played. Blakely presented Build Up Goals 2017 -2020 as San Mateo County needs 10,789 new spaces for children ages 0 – 4. She also mentioned financing mechanisms recommended by Brion Economics. F5SMC is currently working with a Consultant Sarah Kinahan with this initiative. A website with the link containing materials regarding Build Up was created. Click the link for more information:

<https://sites.google.com/view/buildupsmc>.

The Power Point presentation can be found on the [January 22, 2018 Commission Meeting Presentation website](#).

Public Comments:

- Commissioners Foust, Frisella, Garb, Rogers and 4C's Executive Director, David Fleishman provided comments. Commissioner Patel asked to clarify what "Other Centers" means under Type of Program Setting. Blakely clarified that it means Private Centers.

**Action Items**

8. Approval of 2017 – 2018 Revised Budget

Kitty Lopez informed that the Finance Committee met and recommended to accept the 2017 – 2018 F5SMC Revised Budget. The 2017 – 2018 Revised Budget report is included in the [January 22, 2018 Commission Meeting Packet](#).

MOTION: GARB/SECOND: CANEPA  
AYES: FOUST, FRISELLA, PATEL, PHILLIPS-SVED, POLLACK, ROGERS  
NOES: NONE  
ABSTAIN: NONE

No public comment; Motion passed.

9. Communication Update

Lopez shared the social media report from Runyon, Saltzman, Eihorn LLC (RSE).

10. Executive Director's Report

Kitty Lopez written report is included in the [January 22, 2018 Commission Meeting Packet](#). She highlighted the following:

- Suggested to read the article from [The Hechiner Report](#), *Could we improve America by treating 2-year-olds better?*
- The F5SMC is hosting Child Support 101 Learning Circle on February 7, 2018 in collaboration with San Mateo County Department of Child Support Services.
- Penned a letter submitted to Assembly Health Committee supporting AB 11: Early and Periodic Screening, Diagnosis, and Treatment Program.
- F5SMC, Evaluation Program Specialist, Jenifer Clark, presented an analysis of Trends in Special Education Enrollment at the Systems Change for Children with Special Needs Meeting. There is plan to present the analysis at the Commission meeting.
- First 5 California and First 5 Association statements in response to Governor Jerry Brown's 2018 – 2019 Budget Proposal.

Commissioner Rogers shared that the San Mateo County Board of Supervisors has authorized the Health System with partners to move forward on a marijuana use preventive initiative which targets youth and younger parents.

Commissioner Pollack informed that in the Governor's Budget, through CalWORKS, HSA will be receiving funding for home visiting program for parents under 25. The amount is yet to be determined.

11. Committee Updates

- Finance and Administration:  
Committee Chair, Commissioner Garb reported that the Committee met and reviewed the budget monitoring report, and everything is in order.
- Program, Operations and Planning (POP):  
Lopez reported that F5SMC enlisted VIVA Strategy and Communications to assist us with 2020 Strategic Plan process. They will be meeting in early February.

The written Committee Reports are included in the [January 22, 2018 Commission Meeting Packet](#).

Commissioner Pam Frisella adjourned the meeting at 5:56 PM.

**DATE:** February 26, 2018  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Communications Update

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**ACTION REQUESTED**

None; this agenda item is for information only.

**COMMUNICATIONS**

**Grantee Communications Workgroup**

First 5 San Mateo County (F5SMC) hosted a Grantee Communications Workgroup in collaboration with F5SMC communication firm, Runyon Saltman, Inc. (RSE) on February 12, 2018. About ten grantees representing various agencies attended. A Communication Tool Kit prepared by RSE was given to each grantee. The purpose of the workgroup was to give an opportunity for grantees to connect, network, learn more about what F5SMC is currently working on, and engaging them with F5SMC social media activities.

**Brand Campaign**

F5SMC Communication Staff and RSE met and discussed the presented brand campaign concepts. F5SMC will utilize some new brand campaign materials for future communications.

**WEBSITE**

**Spanish Website**

The F5SMC's Spanish website is currently being reviewed by some of F5SMC's grantee Spanish speakers to assure accurate translation. The Spanish website is expected to launch at the end of February 2018.

**SOCIAL MEDIA**

- See January Social Media Report Attachment 9.2

# First 5 San Mateo County January 2018



## Overview

Social media growth and engagement started on a high note this year. This month Facebook saw the highest follower growth, although all the accounts grew in the number of fans and we continue to see positive interaction and engagement on all First 5 San Mateo social media platforms. Engagement was also the highest on Twitter with more than 8K impressions in January.

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

## Activity by Platform

The following report provides engagement statistics by social media platform.



### Facebook

- 943** Followers (+122 from last month)
- 283** Total Engagements – Likes and Comments (+171 from last month)
- 4.9K** Highest Paid Post Reach (in Jan)
- 20%** Highest Engagement Percentage (in Jan)

Facebook saw the most growth during the month January. Engagement for the month consisted of 283 comments, likes and shares, an increase over last month. Growth is attributed to the Facebook paid efforts continuous through the month. The paid effort included one Facebook ad and two promoted posts, one in English and one in Spanish. Below are the two-promoted post with the highest reach reaching a total of over 5K people.

Below are the posts with the highest reach and engagement.

Highlights:

**Kit for New Parents - First 5 San Mateo**  
Overview Early Learning Healthy and Happy Family Connections Home / Families / Early Learning / Kit for New Parents Kit for New Parents Your child's first years are very important. Good health, loving relationships, and opportunities to learn will...

#### Performance for Your Post

<b>5,294</b> People Reached		
<b>16</b> Likes, Comments & Shares		
<b>11</b> Likes	<b>7</b> On Post	<b>4</b> On Shares
<b>0</b> Comments	<b>0</b> On Post	<b>0</b> On Shares
<b>5</b> Shares	<b>5</b> On Post	<b>0</b> On Shares
<b>33</b> Post Clicks		
<b>0</b> Photo Views	<b>21</b> Link Clicks	<b>12</b> Other Clicks

**NEGATIVE FEEDBACK**

<b>0</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

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





# First 5 San Mateo County January 2018



**First 5 San Mateo County** added 4 new photos. Published by Elmira Cruz [?] · January 10 at 4:00pm · 🌐

Build Up San Mateo County Kids Advisory Committee Kick-off Meeting was held today at the Silicon Valley Community Foundation. County leaders brainstormed solutions addressing the child care facilities shortage. The Advisory Committee is co-chaired by Supervisor David Pine and First 5 SMC Executive Director, Kitty Lopez. Leadership team partners for Build Up for San Mateo County Kids include First 5 San Mateo County, County of San Mateo, Child Care Coordinating Council, San Mateo County Office of Education, Center for Early Learning and Child Care Partnership Council. For more info, visit <https://sites.google.com/view/buildupsmc>

👍 Get More Likes, Comments and Shares  
Boost this post for \$20 to reach up to 6,000 people.

👤 255 people reached Boost Post

👍❤️ 12 1 Comment 1 Share

👍 Like    💬 Comment    ➦ Share    🌐

### Performance for Your Post

**255** People Reached

**36** Reactions, Comments & Shares

27 Like	10 On Post	17 On Shares
2 Love	2 On Post	0 On Shares
6 Comments	1 On Post	5 On Shares
1 Shares	1 On Post	0 On Shares

**78** Post Clicks

33 Photo Views	1 Link Clicks	44 Other Clicks
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**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts



Twitter

**258** Followers (to date) (+21 from last month)  
**46** Total Engagements- Retweets/Likes/Mentions  
**8.3K** Tweet Impressions (+3.1K from last month)

Twitter continues to see great engagement and high number of impressions. The account continues to be mentioned in content and tweets from other influencers in the early childhood space. The most popular tweet was a photo of the Build Up Committee. Another popular post, which was retweeted by First 5 California, was a post about talk, read, sing.

Some highlighted tweets from the month are shown below:

# First 5 San Mateo County January 2018



**First 5 San Mateo Co**  
@first5sanmateo



Build Up San Mateo County Kids Advisory Committee Kick-off Meeting was held today at the Silicon Valley Community Foundation. County leaders brainstormed solutions addressing the child care facilities shortage. For more info, visit [sites.google.com/view/buildupsmc](https://sites.google.com/view/buildupsmc)



1:00 PM - 23 Jan 2018

3 Retweets 9 Likes



**First 5 San Mateo Co**  
@first5sanmateo



Talk, read, sing and be in baby love!  
[#First5SanMateo](#) [#TalkReadSing](#)



10:01 AM - 9 Jan 2018

2 Retweets 4 Likes



# First 5 San Mateo County January 2018



Instagram

162

76

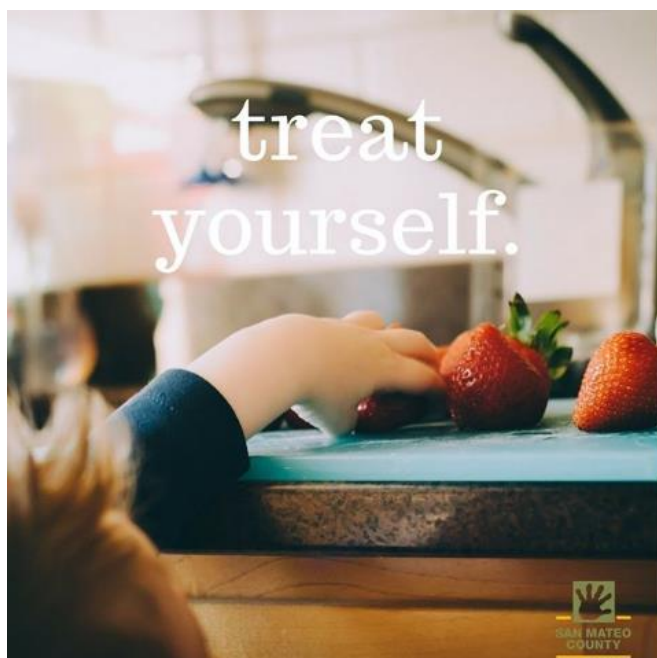
60

Followers (+22 from last month)

Total Engagements- Likes and Comments (+17 from last month)

Following

The Instagram account saw great growth in followers in January. There was a paid ad running through the month which helped increase followers and engagement. Followers continue to include parents, teachers, early education and health community organizations, other First 5's and public officials. We published seven posts this month, and engagement stayed consistent with 76 likes and comments. The two most popular posts are shown below:



first5sanmateo

first5sanmateo Treat yourself this new year!  
#selfcare

first5kern We love strawberries. ✕



13 likes

JANUARY 4

Add a comment...



first5sanmateo

first5sanmateo Talk, read, sing and be in baby  
love! #First5SanMateo #TalkReadSing



11 likes

JANUARY 10

Add a comment...



# First 5 San Mateo County January 2018



## LinkedIn

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

**First 5 San Mateo County**

3w

Reducing Child Poverty in California.

Select a county

Statewide

Select a policy

HOUSING MINIMUM WAGE ETC CHILD SUPPORT PARENTAL CHARGE

SELECT VIEW  
PROJECTED CHILD POVERTY RATE  
DECREASE IN CHILD POVERTY

California minimum wage increased to \$10.00 in 2017 and is scheduled to rise to \$15. We look at the effects of minimum wage increases to \$10 (effective for 2020) and \$15 (effective for 2022). These changes would affect workers across the state.

Select scenario:  
\$10 PER HOUR | \$15 PER HOUR

Statewide

Child poverty: 1.3 percentage points lower

Percent of young children assisted, by family income

11%	35%	40%	59%
\$0-\$14k	\$14k-\$21k	\$21k-\$47k	\$47k+
BELOW POVERTY		ABOVE POVERTY	

PPIC PUBLIC POLICY INSTITUTE OF CALIFORNIA

**Interactive: Reducing Child Poverty in California**

ppic.org

2 Likes

Like Comment

Organic Reach: 81 Impressions

Show stats v



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

## OVERVIEW

### **How are California's Kids Doing?**

*2018 California Children's Report Card* published by Children Now provides information on how services for California children are being rated such as access to health insurance, oral healthcare, home visiting programs, and education. Click link for the full report: [2018 California Children's Report Card](#)

### **SB 607, Help Limit Unnecessary School Suspensions**

F5SMC supports this bill which helps limit the harmful discipline practices associated with minor offenses such as not paying attention or failing to do homework; thus, help reduce the denied valuable learning time. (See *Attachment 10.1*)

### **Building an Early Learning System That Works**

San Mateo County was one of ten counties in the state interviewed for *Building an Early Learning System That Works: Next Steps for California* report which published by Learning Policy Institute. F5SMC's Executive Director, Kitty Lopez, was quoted in this report. It address the challenges and provides recommendations for improving access to high-quality early childhood education (ECE). Recommendations in the report address four key areas:

- Building a coherent ECE administration system
- Making ECE affordable for all children up to age 5
- Building a well-qualified ECE workforce
- Improving the quality of all ECE programs

Click the link for the full report: [Building an Early Learning System That Works: Next Steps for California.](#)

### **"Top Educator Preps for Stepping Away"**

An article published in the *Daily Journal* on February 21, 2018 regarding County Superintendent Anne Campbell departure as her term officially ending next January. (See *Attachment 10.2*)

## STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

### **Early Learning**

*Rise Together Power of 9* : On February 9<sup>th</sup> Michelle Blakely attended the United Way's Rise Power of 9 Quarterly meeting and ECE Workgroup meeting to hear a panel discussion on policy updates and strategy on local, state and Federal issues relating to affordable housing, barriers to unemployment and access to affordable quality childcare. The group discussed a policy agenda setting, discussed policy priorities and advocacy & communications opportunities for 2018 and in particular highlighting the intersection of ECE, housing and anti-poverty efforts.



*Build Up for SMC Children:* Build Up is surveying community members to help identify people to work on advocacy issues related to child care facilities within their city or school district. Build up is designed to grow and improve the supply of child care and preschool. [Build Up for San Mateo County's Children](#). The brief survey is open thru the end of February 2018 and it can be accessed here: <https://www.surveymonkey.com/r/56RJQ5B>

## Child Health and Development

**Peninsula Health Care District Community Partners Event:** On February 7<sup>th</sup>, F5SMC staff member Emily Roberts attended the PHCD Community Partners Event to receive a \$25,000 grant from the Peninsula Health Care District's (PHCD) Community Grants Program. This grant will support staffing for the Help Me Grow Call Center from July through December, 2018.



## Children's Health Initiative (CHI)

Children's Health Initiative held its bi-annual Oversight Committee Meeting on January 26<sup>th</sup>; Kitty Lopez attended. F5SMC has been a founding member and funder of San Mateo County's Children's Health Initiative. Children Now presented an update on children's health insurance in California. Presentation included a snapshot of Early Childhood Home Visitation and Family Support in San Mateo County; F5SMC home visitation programs and other County programs are featured in snapshot report. (See Attachment 10.3)

F5SMC staff, Michelle Blakely and Jenifer Clark, worked with Children Now to develop the snapshot report with local partners Family Health Services, Institute for Human and Social Development Head Start, and Early Head Start.

## Family Support

On February 7<sup>th</sup>, F5SMC hosted a Grantee Learning Circle on Child Support Services. Presenting at the meeting were Director of Child Support Services Kim Cagno, along with Program Managers Patty Arteaga and David Carlos. Staff from funded partners as well as other County agencies and community-based organizations attended the Learning Circle and were very engaged with the information and the presenters. Feedback from attendees was that the information was tremendously valuable and would help them connect their clients to necessary services.




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## POLICY & ADVOCACY UPDATES

### **Chestnut Village Early Childhood Education Center**

On January 25, 2018, Kitty Lopez sent a letter of support for YMCA of San Francisco application for Early Childhood Education Center to Chestnut Village Review Team in South San Francisco. The support of their application aligns with Build Up for San Mateo Kids Early Learning Facilities Initiative goals of addressing the childcare shortage in San Mateo County. (See *Attachment 10.4*)

### **Silicon Valley Children's Advocacy Network (SVCAN) Letter**

On February 26, 2018, First 5 San Mateo County and other advocacy group, will be sending a Silicon Valley Children's Advocacy Network (SVCAN) letter address to State Legislators in response to Governor Brown's January Budget proposal. The letter presented a budget and policy considerations that address the needs of California's young children and families. (See *Attachment 10.5*)

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## ACCOUNTABILITY, RESEARCH AND EVALUATION

On January 26<sup>th</sup>, Jenifer Clark attended a meeting of the Bay Area Regional Evaluators Group at First 5 Alameda County. The group heard a presentation by the Silicon Valley Data Trust on the status of that project and discussed the eventual goal of incorporating early childhood data into the system. The group also discussed pending revisions to the First 5 California Annual Report requirements.

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## FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

### **First 5 Advocacy Day & 20<sup>th</sup> Anniversary**

On Wednesday, May 2, 2018, First 5 Commissions from across the state will join with partners and families to celebrate First 5's 20<sup>th</sup> Anniversary and highlight ongoing work to ensure California's youngest children are healthy, happy, and ready for school and life. (See *Attachment 10.6*)

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## COMMUNITY AND STATEWIDE EVENTS & UPDATES

### **Federal Reserve Event:**

On **March 2**, the Center for Early Learning at the Silicon Valley Community Foundation, the Santa Clara County Office of Education, and the **Federal Reserve Bank** of San Francisco are hosting a **half-day convening to discuss policy, planning, and financing solutions** that can address the shortage of childcare facilities in the region. Meeting will be at the Silicon Valley Community Foundation's office in Mountain View from 10:30am-2pm. If you would like to RSVP, you can do so here: <https://childcarefacilitiesshortage.eventbrite.com>

## Help limit harmful discipline practices!

**#KeepKidsInSchool #SchoolsNotPrison**

### Dear Governor Brown,

The undersigned organizations are writing in support of Senate Bill 607 (Skinner) pertaining to the suspension of students for defiance or disruption related offenses. Specifically, SB 607 would extend the current sunset and limitations placed on suspensions for 48900(k) defiance/disruption from K-3 to all grades, if signed into law.

Under this subjective category, students can be suspended for up to 5 days and denied valuable learning time for anything from failing to turn in homework to not paying attention. Five years ago, California schools issued an astounding 709,702 suspensions, nearly half for “defiance/disruption,” a catch-all category used to justify disciplinary action for minor misconduct, like talking back or chewing gum. Black students were more than four times as likely to be suspended as White students, even when accused of similar behavior. Latino students and students with disabilities also face disproportionate suspensions.

#### **SB 607 Protects the Learning Environment**

- Teachers would still be able to suspend a student from class for disruption/defiance for up to 2 days (Educ. Code § 48910) with no change to the existing definition.
- SB 607 leaves in place 23 other grounds for suspension and expulsion—including, for grades 4-12, harassment, threats, and intimidation that are severe or pervasive, materially disrupt classwork, create substantial disorder, and invade the rights of students and school personnel (Educ. Code § 48900.4)

In addition, as of July 1, 2017 the California Teacher Credentialing standards and expectations require all new teachers and administrators to receive training on evidence-based alternatives to punitive discipline practices, further advancing efforts to ensure teachers and administrators are equipped with the tools and knowledge to address behavior and improve school climate.

We believe SB 607 reaches an appropriate balance by reducing the suspensions for minor acts of disruption that perpetuate the pipeline to prison, while continuing to protect the learning environment by allowing teachers to suspend from class for up to 2 days and also maintaining the ability to suspend when students “materially disrupt classwork” or “create substantial disorder.”

The undersigned organizations support SB 607, and we urge you to sign this important bill into law.



[https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article\\_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html](https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html)

*Daily Journal*

# Top educator preps for stepping away

County Superintendent Anne Campbell reflects on time as key elected school official

- By Austin Walsh Daily Journal staff
- Feb 21, 2018 Updated 7 hrs ago



Anne Campbell

San Mateo County Superintendent Anne Campbell's approaching departure from her post as the area's top education official is not due to a waning passion for public school matters.

Instead, the official first elected in 2010 figures the local school community would benefit from a fresh perspective offered by her eventual successor heading the San Mateo County Office of Education. "Over time, an organization benefits from new leadership," said Campbell, who announced last year she would not seek re-election. Nancy Magee and Gary Waddell, her cabinet members at the county office, have since launched campaigns to fill her void.

[https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article\\_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html](https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html)

With Campbell's term officially ending next January, the lifetime educator stands to wrap a career spanning four decades. Beyond her eight years in the county office, she worked as a teacher at Abbott Middle School in San Mateo, a counselor at Hillsdale High School and principal at Ralston Middle School in Belmont before becoming the superintendent of the Belmont-Redwood Shores Elementary School District.

Campbell took over the position from her predecessor Jean Holbrook following an unopposed campaign. With a guilty smile, Campbell admitted in the early stages of her career she was unfamiliar with the county superintendent's responsibilities.

Fast-forward to her final months, Campbell's enthusiasm for fulfilling the office's support role as an intermediary between local school districts and state lawmakers remains evident.

Bridging the gap that can exist between the state Capitol and local school campuses is more important than ever in the local control era, when even the best laid plans can present hurdles, she said. While lauding lawmakers' willingness to grant local districts greater authority in allocating state money to the best interests of their school community, Campbell said guidance is required in assuring the state's broader education goals are attainable.

Implementing the local control accountability plan is a huge job and cumbersome process which continues evolving since its introduction roughly four years ago, said Campbell.

"We have policymakers who have a vision but it is not yet based in practice," said Campbell, whose office is primarily charged with helping local districts manage their state education obligations.

Recently, the office's staff has focused on assuring local districts identified by the state as those needing to improve academically or culturally are able to effectively implement the necessary changes. Though Campbell said she is proud her office is a supplementary resource, she said more necessary for local school systems than county assistance is greater state funding.

Despite recent gains in the amounts shared by Sacramento, public schools across California remain woefully underfunded, said Campbell. While acknowledging districts with high

[https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article\\_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html](https://www.smdailyjournal.com/news/local/top-educator-preps-for-stepping-away/article_be1ffaa8-16ab-11e8-bd61-0748498d89bb.html)

concentrations of students who need additional assistance enjoy greater access to more funding under the local control system, Campbell suggested even broader changes may be in order.

With an assumption that the state's general fund is stretched as thin as possible with little room to drum up more school dollars, Campbell said an examination of the state's tax code may be necessary.

Most notably, Campbell said she believed Proposition 13 could be tweaked to generate additional money from corporate land owners which currently may not be paying their fair share in financing local schools.

Looking ahead, Campbell suggested she would favor further exploration of such an opportunity, while recognizing the corporate labor lobby's significant sway may preclude the effort from gaining much traction. During her time in office, Campbell said she's witnessed momentum build behind the idea which once may have been inconceivable.

Ultimately though, Campbell acknowledges these are likely not her battles to fight. Once she moves out of office, the educator said she has no plans to rejoin the full-time workforce.

Instead, Campbell said she hopes to eventually visit Japan next fall. More immediately, she looks forward to loading up with her wife and new dog in the camper trailer they recently purchased and traveling the nation.

When she's gone from office in pursuit of a simpler life, Campbell offers her eventual successor an easily digestible piece of advice which was essential to her career.

"Focus on the kids and what's best for them," she said. "That's got to be your North Star."  
[austin@smdailyjournal.com](mailto:austin@smdailyjournal.com)

(650) 344-5200 ext. 105



# EARLY CHILDHOOD HOME VISITATION IN SAN MATEO COUNTY

Home visiting programs are voluntary, family-centered programs that match new and expectant parents with trained professionals who provide ongoing, individualized support during critical points throughout pregnancy and a child's first year(s) of life.

The birth of a child can be a simultaneously joyous and challenging time for families. Virtually all parents will struggle with the enormous physical and emotional demands of parenting a very young child, and too many San Mateo County families additionally face adverse circumstances such as poverty, housing instability, social isolation, intimate partner violence, health and mental health challenges. These factors can create significant strain within new families, introducing stress that disrupts children's development and increases the likelihood of short and long term unfavorable outcomes for both parents and children.

## Making Impact

In San Mateo County, families receive home visiting through a number of programs: Nurse-Family Partnership, Early Head Start, and two programs funded by First 5 San Mateo County. The Parents as Teachers Home Visiting program provides comprehensive bilingual parent education and family support services to families experiencing difficulties accessing resources, community violence, linguistic isolation, or other risk factors. The Mental Health Home Visiting program provides high-intensity clinical mental health assessment and treatment for families experiencing domestic violence or parental mental health issues to reduce the severity of risk factors, improve family functioning, and support child development.



There are nearly **46,000** children under age 5 in San Mateo County.<sup>1</sup> More than **1 in 4** of the county's births are funded by Medi-Cal<sup>2</sup>, and only **58%** of families can afford basic living expenses.<sup>3</sup>

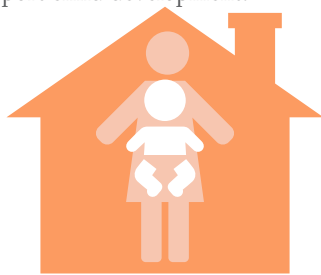
Nearly **one third** of parents of young children report struggling with sadness or depression that negatively impacts their ability to function.<sup>4</sup>

Only **67%** of local babies, toddlers, and preschoolers – and only **56%** of Latino children – are read to every day by an adult.<sup>5</sup>

**8.5%** of local babies are born preterm, making them susceptible to health and learning difficulties throughout childhood.<sup>6</sup>

**36%** of parents of babies and toddlers report that they can't rely on anyone in their neighborhood for support in times of need.<sup>7</sup>

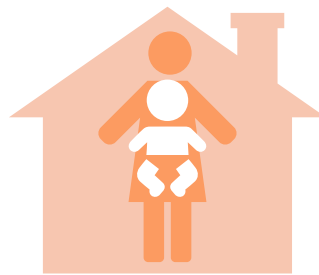
Fewer than **60%** of babies in families struggling with multiple risk factors are breastfed for longer than 6 months.<sup>8</sup>



### REACH

Over a five year period:

- **1,347** children ages 1-5 referred to dental services
- **1,089** children ages birth-5 referred to developmental services
- **843** children ages birth-5 referred to mental or behavioral health services
- **974** parents referred to mental health or substance use services



### RESULTS

Parents' knowledge of child development **increased by 16%**

Parents' ability to guide child behavior **increased by 14%**

Parent's social isolation **reduced 11%**

Parent reports of sadness or depression **reduced by 12%**

Problems obtaining needed services **reduced by 11%**

References available at: <https://www.childrennow.org/index.php?cID=538>

## Building a Local System

Central to First 5 San Mateo County's strategic approach is the primary role of parents, as advocates for their children and key partners in ensuring children's health and educational success. By increasing family engagement and support across health, early care and education, early intervention, and social service sectors, First 5 San Mateo County strives to reduce program duplication, increase coordination, and ensure that federal, state, and local funding serves families efficiently and effectively.

First 5 San Mateo County additionally prioritizes direct investments in program strategies that promote and further meaningful and reciprocal collaboration among families, service providers, and communities. As a targeted, evidence-based support that strengthens families for the long term, First 5 San Mateo County funds home visiting as a means to achieve its goals and objectives. However, a wide gap between available home visiting program capacity and demand for services remains.

## The Home Visitation Landscape in San Mateo County

Although California is not one of the 35+ states that appropriate state funds for home visiting, San Mateo County has a variety of home visiting programs that serve families through local and federal funding.

HOME VISITATION PROGRAM	IMPLEMENTING ORGANIZATION(S)	FAMILIES SERVED	FUNDING SOURCE(S)
<b>Early Head Start (EHS)</b> targets low-income pregnant women and families with children from birth through age 3, most of whom are in poverty. EHS home-based services include weekly 90-minute home visits and group socialization activities.	2 federal-to-local grantees <sup>9</sup>	132	Federal Administration for Children & Families grants  Local matching funds from various public and private sources
<b>Nurse-Family Partnership (NFP)</b> serves first-time, low-income mothers with one-on-one home visits by a trained public health registered nurse. Visits begin early in pregnancy and conclude when the child turns 2 years old. NFP is designed to improve (1) prenatal health and outcomes, (2) child health and development, and (3) families' economic self-sufficiency, and maternal life course development.	San Mateo County Health System	194	California Home Visiting Program (MIECHV)  Local Maternal, Child, Adolescent Health funds  County Measure A funds
<b>Parents as Teachers (PAT)</b> educates parents about child development and seeks to identify developmental delays and health issues early, prevent child maltreatment and increase school readiness. PAT includes one-on-one home visits, monthly group meetings, developmental screenings, and a resource network for families.	Star Vista	150	First 5 San Mateo County  Local Foundation Funds
<b>Mental Health Home Visiting</b> incorporates parent-infant/child assessment and psychotherapy to address trauma, social emotional concerns, and parent mental health. Sessions are weekly for 60-90 minutes each for up to 12 months. Provided it is safe and clinically appropriate, sessions are provided in the home.	Star Vista	75	First 5 San Mateo County  Local Foundation Funds



**Attachment 10.4**

1700 S. El Camino Real, Suite 405  
San Mateo, CA 94402-3050

T 650.372.9500  
F 650.372.9588

January 25, 2018

To The Chestnut Village Review Team;

**COMMISSIONERS**

Anne E. Campbell  
*County Superintendent of Schools*

David Canepa  
*Board of Supervisors*

Pam Frisella  
*Commission Chair*

Michael Garb  
*Public Member*

Rosanne Foust  
*Public Member*

Neel Patel, M.D.  
*Public Member*

Sandra Phillips-Sved  
*Public Member*

Louise Rogers  
*Chief, Health System  
Commission Vice Chair*

Nicole Pollack  
*Interim Director, Human Services Agency*

**EXECUTIVE DIRECTOR**

Kitty Lopez

**STAFF**

Michelle Blakely  
Khanh Chau  
Myra Cruz  
Jennifer Clark  
Karen Pisani  
Emily Roberts  
Mey Winata

I am pleased to support the proposal submitted to your office by the YMCA of San Francisco as operators providing early care and education for preschool children ages 0-5 years old in San Francisco. The YMCA is a trusted community asset that provides an array of programs and services for children, adults, seniors and families- reaching over 150,000 people through fourteen branches and one hundred plus program sites throughout San Francisco, San Mateo and Marin Counties.

I am impressed by the YMCA's ability to strengthen communities by providing affordable child care to low- and middle-income families, youth development programs, mental health and family services. Their ability to partner with public agencies and other nonprofits in offering critical social service programs that help families make changes, bridge gaps and overcome obstacles is inspiring. The breadth and depth of the YMCA of San Francisco's programs and infrastructure places them at the forefront of program development in the city of South San Francisco.

San Mateo County is facing a childcare facilities shortage. According to San Mateo County Child Care and Preschool Needs Assessment 2017 Report, in South San Francisco the demand for the number of residents with children ages 0 – 4 years old needing care is 2,183. There is a need of 518 subsidized spaces for families with incomes below 70% state media income. Your approval of the YMCA of San Francisco proposal will not only help many low income families in South San Francisco find a place to bring their children ages 0 – 4 for childcare, but also aligns with the Build Up for San Mateo Kids Early Learning Facilities Initiative goals of addressing the childcare shortage in the San Mateo County.

First 5 San Mateo County is pleased to support their application for the Chestnut Village Early Childhood Education Center.

If you have further questions, please feel free to contact me via email at [klopez@smcgov.org](mailto:klopez@smcgov.org).

Sincerely,

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

Kitty Lopez  
Executive Director

**DRAFT – SVCAN Letter to State Leaders (2.16.18)**

The Honorable Edmund G. Brown  
State Capitol, Room [X]  
Sacramento, CA 95814

The Honorable Holly Mitchell  
State Capitol, Room [X]  
Sacramento, CA 95814

The Honorable Anthony Rendon  
State Capitol, Room [X]  
Sacramento, CA 95814

The Honorable Phil Ting  
State Capitol, Room [X]  
Sacramento, CA 95814

The Honorable Toni Atkins  
State Capitol, Room [X]  
Sacramento, CA 95814

February 16, 2018

Dear State Leaders:

This letter is sent on behalf of a broad-based coalition representing Silicon Valley business, education, nonprofit, parent, faith-based, and local government organizations. Since 2015, the Silicon Valley Children’s Advocacy Network (SVCAN) has regularly convened to amplify our collective voice in Sacramento to address some of the greatest challenges facing California’s young children and families.

Collectively, we believe that public investments in children are critical to the future economic prosperity of California. A compendium of research clearly demonstrates a commonsense truth: investing public dollars in kids now, means investing in the next generation of working adults. These investments make our economy stronger and our future brighter.

We believe the measure of California’s greatness is determined by our financial commitments to the smallest among us. These investments are both a moral and economic imperative, and it matters to the millions of California children and families who will benefit from bold action – both now and 20 years from now.

We are grateful to the Governor and leaders in the Assembly and Senate for your steadfast leadership to recover from the Great Recession and reinvest in our youngest residents. More specifically, we appreciate the Governor’s January budget proposal, which fulfills the commitment to expand access and availability of child care and early learning opportunities for young children by increasing preschool slots and reimbursement rates. We also appreciate the request for additional funds to support young children and families in proven programs like home visiting. Finally, we welcome the opportunities presented by the proposed *Inclusive Early Education Expansion Program* and a fully online community college program that offers credentials for early childhood professionals.

Each of the proposals included in the initial budget are critical elements that begin to address the great needs of California's young children and families. But more needs to be done. As you continue in the budget process and work to allocate additional discretionary funds, we ask you consider the following:

### **Budget Considerations**

- 1. Teachers.** To invest in young children and quality programs, we must invest in teachers. The initial budget proposal is, however, largely silent on the desperately underpaid and underappreciated early childhood workforce. It declines to recognize the true cost of employing and attracting quality, educated, early learning teachers. It does not acknowledge that many early educators need public assistance to survive. California's Quality Rating and Improvement Systems acknowledges that the highest level of quality comes from teachers with Bachelor's degrees, yet the budget declines to support a pay structure that allows a teacher to invest in their education. In addition, CDE's low reimbursement rates prohibit employers from providing scheduling flexibility and incentives for teachers to reach this educational goal. **We ask you to increase reimbursement rates—beyond the increases included in the Governor's January budget—for all providers to begin the long road to parity with the K-12 workforce.**
- 2. Facilities.** As we need to expand the capacity and compensation of teachers, so too do we need to build the capacity of the brick-and-mortar classrooms that provide safe, quality learning environments for young children. In high-cost counties—like in Santa Clara and San Mateo—there is an acute shortage of facilities, but building new facilities or repurposing existing space is cumbersome and expensive. As we expand access to quality programs for young children, we must also build capacity to house these vital programs. **We ask you to replace the *Child Care Facilities Revolving Loan Fund* with a well-funded grant-based program to begin addressing these facility needs.**
- 3. Babies and Toddlers.** Well-established research demonstrates that the first three years of a child's life are critical to a child's positive brain development. Parents need access to child care that promotes their child's healthy development and learning while they work. However, affordable child care is simply not available for most families, and this crisis is particularly acute for our state's babies. Fewer than 14 percent of California's income-eligible infants and toddlers have access to affordable, subsidized care. The severe undersupply of infant and toddler care is creating a crisis for working parents, their families, our businesses, and our state's future. The state needs to begin this budget year with critical investments for new child care spaces, adequate per-child funding, age appropriate facilities and infrastructure, start-up support, and professional development for all care settings. **We ask you to increase the infant and toddler adjustment factors for Title V contractors to reflect the true cost of caring for babies and toddlers.**
- 4. Access.** Fundamentally, we believe all children deserve access to high-quality care and education. Yet despite a growing economy since the Great Recession, we still have 67,000 fewer slots available to families than in 2007. Therefore, **we ask you to, minimally, restore access to families by returning the number of slots to pre-recession levels.**



Additionally, as you focus on the above-mentioned needs of traditional early care and education programs in a budgetary context, we also ask that you focus on the broader needs of the whole child and family. More specifically, we ask you to consider the following policy items:

### **Policy Considerations**

- 1. Developmental Screenings.** Research shows that toxic stress affects the development of young children, especially infants and toddlers. Early identification and intervention can improve a child's long-term outcome, and minimize the need for costly health care, special education, juvenile justice, and child welfare services in the future. Therefore, **we ask you to consider additional incentives for pediatricians and other health providers to screen young children for developmental delays, and ensure that the results of those screens are properly reported.**
- 2. Paid Family Leave.** We believe the first and most effective teacher and caregiver of a child is the child's parent, and yet families with newborns often face a stark choice: abandon their child or abandon the workforce. We are proud California became the first state in the nation to adopt a comprehensive Paid Family Leave law, but more needs to be done. Six weeks of available paid leave, coupled with low wage replacements, adversely affect the ability of new mothers and fathers to take time to bond with their newborn. **We ask you to consider a higher wage replacement for low-income and middle-class families and extend the time available to take paid leave.**

Finally, we recognize that the incrementalism of annual state budgets is merely a series of steps along the path to a much longer process that takes innovative reform and courageous leadership. We believe the state needs a holistic vision for our young children, and Silicon Valley is ready to lend our expertise and political will to make additional funding and whole-system reform a possibility.

The time to act will always be now. A new global financial crisis will surely come, but fiscal trepidation is often a self-fulfilling prophecy. In many ways, the crisis is already here, and our youngest children live in a state-of-crisis every day. Too many of our state's babies, toddlers, and preschoolers wake up to a California that isn't as golden as it could be.

The solutions to our state's greatest problems begin with leaders like you who are brave and bold enough to make change happen. It is a daunting task, but as our state's most powerful leaders, you have confronted many difficult problems before. You have our confidence and support as you confront these problems again.

Sincerely,

[SVCAN Signatories]

# Save the Date

## First 5 Advocacy Day & 20<sup>th</sup> Anniversary

Wednesday, May 2, 2018



First 5 Commissions from across the state will join with partners and families to celebrate First 5's 20<sup>th</sup> anniversary and highlight our ongoing work to ensure California's youngest children are healthy, happy, and ready for school and life. Please join us:

**First 5 Advocacy Day &  
20<sup>th</sup> Anniversary Celebration  
Wednesday, May 2nd  
11 AM—1 PM  
Capitol Lawn East | Sacramento**

California voters passed Proposition 10 twenty years ago, creating First 5 Commissions in all 58 counties to support the healthy development of children from birth to age five and strengthen families. With our partners, we've come a long way—and much work remains to guarantee all kids get the best start in life.



Questions? Contact: Margot Grant Gould at 510-227-6968 or [margot@first5association.org](mailto:margot@first5association.org)

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

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**Finance & Administration Committee, February 12, 2018**

Commissioners Present: Michael Garb, Pam Frisella

Staff: Khanh Chau, Kitty Lopez

**1. Review Budget Monitoring Report as of January 31, 2018 (Attachments 11A and 11C)**

Kitty Lopez briefly highlighted key points of the Budget Monitoring Report as of January 31, 2018. There is an additional 2.3% drop in Prop 10 Tax Revenue projections to F5SMC after receiving more accurate information from State Department of Finance. Said additional revenue drop was not reflected in our initial projections in the FY17-18 Budget Memo presented at the May 2017 Commission Meeting, in which, Prop 10 Tax Revenue was projected with neutral impacts from various Tobacco Tax law implementations.

Committee members asked questions about the Employee Training and Development and the Human Resources Training budget lines. Staff Khanh Chau responded that the Human Resources Training budget line is to record Employee Training cost organized by Human Resources with payment to HR; this is done via a Journal Entry as an inter-fund transfer; whereas the Employee Training and Development budget line is to record training cost for individual employee or a group training conducted by outside vendors.

Committee members commended positive budget performance of the agency and the Persimmony Budget to Actual report of the F5SMC grants. Committee members suggested a progress update of the Persimmony software utilization at a future Commission Meeting.

**2. Verbal Discussion – RFQ for the Communication Plan FY2018-2019**

Kitty Lopez discussed that the current Communication Contract with RSE will end June 2018; currently F5SMC staff has handled some communication activities but internal staff do not have capacity and expertise to drive brand awareness and continue to expand social media presence on an on-going basis. Kitty Lopez cited that, as per other F5 Commissions, hiring outside consultant to help implement communication and social media activities will be cost effective.

Committee members commended and supported such approach as the right approach since we are including more policy, advocacy, and communication strategies in our work.

Next Meeting on Monday April 16, 2018 from 9:00am-10:00am at the F5SMC office.

**Early Childhood Evaluation Advisory Committee, February 12, 2018**

Commissioners Present: Louise Rogers, David Canepa (via phone)  
Commissioners Absent: Neel Patel  
Grantee Representative: Carol Elliott, on behalf of Tracey Fecher of Community Gatepath  
Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

The Committee needs to elect a new chair now that Pam Frisella has transitioned to the Finance & Administration Committee. Louise Rogers has been nominated and agreed to serve in this capacity, however with one voting member absent we were unable to hold a formal vote.

The group discussed changes to the First 5 California Annual Report requirements. They are changing the way organizations and services are categorized within the report, with the goal of providing legislators and policy-makers with clearer communication about how Prop 10 funds flow through local commissions, grantee agencies, and to clients. Additionally, the State Commission is now asking for client demographics to be reported for each local First 5 Commission as a whole, rather than by service type.

The group also discussed changes to the F5SMC Scope of Work and Workplan documents. These changes have been vetted through two rounds of grantee feedback, and are intended to comply with the new F5CA Reporting Requirements and to simplify data entry into Persimmony.

The next Early Childhood Evaluation Advisory Committee meeting is scheduled for Monday, April 16<sup>th</sup> at 3:30pm at the F5SMC offices.

**DATE:** February 26, 2018  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Budget Monitoring Report as of January 31, 2018

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## **BUDGET MONITORING REPORT as of January 31, 2018 HIGHLIGHTS**

The Budget Monitoring Report as of January 31, 2018 is presented in summary as **Attachment 11C**. Key Budget Monitoring Report highlights are as following:

**YTD Benchmark: 58.33%**

### **REVENUES**

- YTD Interest Revenue projection is \$74K or 60%, representing a positive variance or 2% higher than YTD Benchmark due to higher interest earning rate in the County investment pool.
- YTD Prop 10 Tax Revenue projections are \$2.929 million or 58%, which is in line of YTD Benchmark.

If you remember in May 2017, we discussed the following:

- In anticipation from various new Tobacco tax regulation impacts, First 5 Association of California makes unofficial revenue projections based on the Governor's Proposal Budget and the best available information about the increase in the smoking age to 21, the projected revenue from E-cigarette taxation, and Proposition 56.*
- First 5 Association of California's projection reveals that Prop 10 Tax Revenues to F5 Commissions will decrease 17% in FY2017-2018 because of the new \$2 tobacco tax (Proposition 56). However, First 5 Commissions will receive a back-fill in FY2018-19 to compensate for the drop in revenue associating with new tobacco tax laws.*

However, new Prop 10 Tax Revenue Projections released by First 5 California on January 25, 2018 reveal an additional drop of 2.3% or \$120K in Prop 10 Tax revenue allocated to F5SMC in FY17-18, the drop is associated with negative impact of the Proposition 56 implementation.

F5SMC's Prop 10 Tax Revenue projections for FY17-18 is now \$4,967,854 from \$5,086,486.

- YTD IMPACT Grant Revenue projection is \$245K or 36%, representing 22% below YTD Benchmark due to slow grant administration by executing partner.
- Help Me Grow Grant Revenue is partially recognized by \$100K in FY17-18. Total grant award is \$300K with execution timeline through FY18-19.
- YTD Total Revenues projections are \$3.350 million or 56%, representing a negative variance or 2% lower than YTD Benchmark. Major attributable factors to this negative variance are associated with slow IMPACT grant administration by executing partner.

### **APPROPRIATIONS**

- YTD Program Expenditures projections are \$4.161 million or 46%, representing a positive variance or 12% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and rolling out of the Policy Advocacy, Communications and System Changes-unallocated fund; as well as slow spending across grants at the beginning of the fiscal year. However, most grants are expected to be fully executed in this FY17-18 as the last year of the contract terms.

## Attachment 11A

- YTD Administrative Expenditures projections of \$517K or 48%, representing a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various administrative areas and saving from delayed hiring of Extra-Help staff.
- YTD Total Appropriations projections are \$4.679 million or 46%, representing a positive variance or 12% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending in both Program and Administrative Appropriations and savings in various Administrative budget lines.

### **ENDING FUND BALANCE**

- At this time, we are projecting Ending Fund Balance of \$13.593 million or 127%, representing a positive variance of 27% or \$2.853 million higher than the planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue, lower IMPACT grant revenue projection and under spending in both Program and Administrative Appropriations at the beginning of the fiscal year.

### **CHALLENGES:**

- None at this time.

YTD Benchmark Percentage : 58.33%

	FY17-18 Revised Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget ( % )	NOTES
<b>REVENUE</b>						
<b>FUND BALANCE (Beginning)</b>	\$ 14,922,527	\$ 14,922,527	\$ -	\$ 14,922,527		<b>0</b>
Interest	125,002	64,534	10,417	74,951	60%	\$10K is Jan'18 Interest Revenue estimate. Positive variance due to higher interest earning rate from the county investment pool in recent months.
Tobacco Tax - Prop 10	5,086,486	2,514,600	414,666	2,929,266	58%	Due to the impact of Prop 56, new Prop 10 revenue projections indicate an additional 2.3% revenue drop or \$120K revenue reduction to F5SMC in FY17-18. F5SMC Prop 10 Revenue is now \$4.967 Mio from \$5.086 Mio.
IMPACT grant	673,815	-	245,930	245,930	36%	\$190K are Q1 and Q2 Revenue accruals and \$56 K is January '18 revenue estimate. Slow grant administration by executing partner.
Help Me Grow Grant	100,000	-	100,000	100,000	100%	Partial revenue recognition of the Help Me Grow Grant in FY17-18
Wellness Grant	-	-	-	-		-
Miscellaneous Reimbursements	-	-	-	-		-
<b>TOTAL REVENUE</b>	<b>5,985,303</b>	<b>2,579,134</b>	<b>771,013</b>	<b>3,350,147</b>	<b>56%</b>	<b>Negative variance is due to slow execution in the Communication plan of the IMPACT grant.</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>20,907,830</b>	<b>17,501,661</b>	<b>771,013</b>	<b>18,272,674</b>		
<b>APPROPRIATIONS</b>						
<b>1. PROGRAMS</b>						
Family Engagement	2,428,341	524,000	763,294	1,287,294	53%	\$560K are Q2'18 expenditure accruals and \$203K are Jan'18 expenditure estimates.
Kit for New Parent KNP (KNP)	41,000	15,182	0	15,182	37%	Part of FY16-17 KNP order is delivered in FY17-18
Child Health & Development	1,808,352	328,496	555,993	884,489	49%	\$405K are Q2'18 expenditure accruals and \$150K are Jan'18 expenditure estimates.
Early Learning	2,351,935	372,012	670,694	1,042,706	44%	\$475K are Q2'18 expenditure accruals and \$195K are Jan'18 expenditure estimates.
Early Learning - Regional Cost Sharing	30,000	0	0	0	0%	No regional cost sharing project with other F5s at this time.
Help Me Grow grant	85,000	0	0	0	0%	-
IMPACT Grant	623,815	66,007	131,801	197,808	32%	\$79K are Q2'18 expenditure accruals. Slow grant administration by executing partner.
Policy Advocacy, Communications & Systems Change	505,959	88,943	173,514	262,457	52%	\$131K are Q2'18 expenditure accruals.
Unallocated Fund - Policy Advocacy, Communications & Systems Changes (PAC)	371,500	11,402	53,248	64,650	17%	\$22K are expenditure accruals and \$31K are Jan'18 expenditure estimates. Underspending is associated with pending planning and rolling out the PAC - Unallocated fund.
Other Communications	10,000	0	0	0	0%	-
<b>Program Salary &amp; Benefits</b>	<b>538,098</b>	<b>255,564</b>	<b>-</b>	<b>255,564</b>	<b>47%</b>	Saving due to delayed hiring of Extra Help staff.
Evaluation	-	-	-	-	#DIV/0!	This fund will reduce to zero in the FY17-18 Revised Budget due to the full amount is part of SPIP carried over to FY18-20
Grant Management and Big Data	147,850	33,760	35,614	69,374	47%	\$23K are Q2'18 expenditure accruals and \$12K are Jan'18 expenditure estimates.
<b>Evaluation - Salaries &amp; Benefits</b>	<b>154,057</b>	<b>81,698</b>	<b>-</b>	<b>81,698</b>	<b>53%</b>	Delayed posting of Retirement Health expenses by the County

	FY17-18 Revised Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget ( %)	NOTES
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>9,095,907</b>	<b>1,777,064</b>	<b>2,384,157</b>	<b>4,161,221</b>	<b>46%</b>	<b>Positive variance due to slow execution in IMPACT grant at the beginning of the fiscal year and pending planning and rolling out the PAC-Unallocated fund.</b>
<b>2. ADMINISTRATIVE</b>						
<b>Salaries and Benefits</b>	<b>660,222</b>	<b>333,647</b>	<b>-</b>	<b>333,647</b>	<b>51%</b>	
<b>Sub Total - Services &amp; Supply</b>	122,400	36,074	5,417	41,491	34%	Positive variance due to underspending in Other Professional Services and various administrative budget lines.
<b>Sub Total - Other Charges</b>	289,650	126,702	15,975	142,677	49%	Major savings are associated with the audit service cost saving, the reduction of A87 Allocation, and no employee training activities at this time.
			-	-		
<b>TOTAL ADMINISTRATIVE APPROPRIATIONS</b>	<b>1,072,272</b>	<b>496,423</b>	<b>21,392</b>	<b>517,815</b>	<b>48%</b>	<b>Positive variances due to underspending and savings in various Administrative budget lines in the first half of the fiscal year.</b>
<b>Administrative Cost %</b>	11%	22%		11%		
<b>TOTAL APPROPRIATIONS</b>	<b>10,168,179</b>	<b>2,273,487</b>	<b>2,405,549</b>	<b>4,679,036</b>	<b>46%</b>	<b>Positive variances due to underspending in both Program and Administrative Budget in the first few months of the fiscal year.</b>
<b>FUND BALANCE (ENDING)</b>	<b>10,739,651</b>	<b>15,228,174</b>	<b>-1,634,536</b>	<b>13,593,638</b>	<b>127%</b>	<b>Positive variances are associated with underspending in both Program and Administrative Appropriations in the first few months of the fiscal year.</b>
<b>Total Salaries and Benefits</b>	<b>1,352,377</b>	<b>670,909</b>	<b>0</b>	<b>670,909</b>	<b>50%</b>	<b>Positive variances due to delayed hiring of Extra-Help staff.</b>

### Note:

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

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

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

### Technical Terms

#### 1. Modified Accrual

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

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

#### 2. Internal Reporting

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

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

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

### References

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