

PUBLIC HEARING MEETING NOTICE

FIRST 5 SAN MATEO COUNTY COMMISSION MEETING

DATE: Monday, February 27, 2017

TIME: 4:00 PM – 6:00 PM

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

AGENDA	
Call to Order and Roll Call 1. Approval of the February 27, 2017 Meeting Agenda 2. Introduction of Invited Guests 3. Public Comment 4. Commission Announcements / Youth Commission Announcements	4:00 – 4:15
Consent Agenda 5. Approval of the February 27, 2017 Consent Agenda	4:15 – 4:20
Action Items 6. Approval of Revised First 5 San Mateo County 2017 and 2018 Commission Meeting Calendars 7. Approval of First 5 San Mateo County’s FY2016-2017 Revised Budget 8. Approval of Contract for Family Engagement: Parent Partnerships, Parent Connectivity, and Training & Capacity Building with Family Connections – Nurturing Pre-K Families, in the amount of \$173,127.70, Contract Term from October 1, 2016 to June 30, 2018	4:20 – 4:50
Discussion Items 9. Presentation: Early Learning Facility Needs Assessment Final Report a. Community and Commission Comments / Discussion	4:50 – 5:25
Advocacy 10. Advocacy Day, January 31, 2017 a. Advocacy and Communications: Impact Stories ▪ Improving Oral Health for Children Prenatal to Age 5 ▪ Early Childhood Facilities for Children, Newborn to Age 5	5:25 – 5:40
Information Items 11. Report of the Executive Director 12. Committee Updates	5:40 – 5:50
Other Business 13. Meeting Evaluation 14. Adjourn	5:50 – 6:00

*** 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 Chonne Sherman who will distribute the information to the Commissioners and staff. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Chair.

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

IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT: First 5 San Mateo County Commission meetings are accessible to individuals with disabilities. Contact Chonne Sherman at (650) 372-9500 x232, or at csherman@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 27, 2017

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.

- 5.1 Approval of the January 23, 2017 Commission Meeting Minutes
(See Attachment 5.1)

- 5.2 Approval of First 5 San Mateo County 2017 Program, Operation and
Planning Committee Member
(See Attachment 5.2)

This page is intentionally blank

**FIRST 5 SAN MATEO COUNTY (F5SMC)
COMMISSION MEETING MINUTES**

January 23, 2017

Present:

- Commission Members: David Canepa, Pam Frisella, Michael Garb, Lee Michelson, Neel Patel, Louise Rogers, Iliana Rodriguez, Sandra Phillips-Sved
- Staff: Michelle Blakely, Khanh Chau, Jenifer Clark, Kitty Lopez, Karen Pisani, Chonne Sherman, Mey Winata
- County Counsel: Monali Sheth
- Youth Commissioner: Liza Pertseva
- Guests: Moira Kenney
- Absent: Anne Campbell

1. Call to Order & Roll Call

Commissioner Rodriguez called the meeting to order at 4:05 PM. Commissioner Phillips-Sved arrived at 4:25 PM.

2. Approval of the January 23, 2017 Commission Meeting Agenda

MOTION: GARB / SECOND: FRISELLA

AYES: CANEPA, FRISELLA, GARB, MICHELSON, PATEL, ROGERS, RODRIGUEZ

NOES: NONE

ABSENT: CAMPBELL

3. Public Comment

None.

4. Oral Communication from the Commission

Welcome to Commissioner Canepa: San Mateo County Board Supervisor David Canepa is replacing Dave Pine as the new Board of Supervisor's representative on the First 5 Commission. Commissioner Canepa was welcomed by Commission Chair Iliana Rodriguez and Executive Director Kitty Lopez.

California Cares San Mateo Event, April 22-23, San Mateo Event Center: Commissioner Michelson announced that California Cares (CDA Cares) is holding its bi-annual event providing dental services at no charge; approximately 2,000 people are served at each event. This year's fund raising goal was \$200,000 which has been surpassed as the current amount raised to date is \$211,000.

The volunteer goal is 18,000; the current number of volunteers is at 500. The CDA Cares event relies on the time and talents of hundreds of volunteers from both the dental profession and the greater community. Dental and health professionals including general dentists, oral surgeons, hygienists, assistants, lab technicians, physicians, nurses and pharmacists are needed throughout the clinic.

There are at least 500 spots open for non-oral health professional community volunteers which are needed to register patients and volunteers, to help set up, enter treatment data, escort patients, interpret and more. To volunteer go to <http://www.cdafoundation.org/cda-cares/cda-cares-san-mateo->. The event will be tweeted as part of First 5 San Mateo County's communication implementation efforts and added to First 5's website

The Big Lift - David and Lucille Packard Foundation Grant: Commissioner Garb announced that the Packard Foundation awarded a \$500,000 grant to The Big Lift. The grant will be used to help transform early learning in San Mateo County. For information about The Big Lift go to <http://www.thebiglift.org/>.

5. Farewell to Commissioner Pine

Supervisor Pine was unable to attend the meeting; this agenda item was skipped.

6. Approval of the November 28, 2016 Commission Meeting Minutes

MOTION: GARD / **SECOND:** PATEL
AYES: CANEPA, FRISELLA, GARB, MICHELSON, PATEL, ROGERS, RODRIGUEZ
ABSENT: CAMPBELL

7. Report of the Executive Director

Michael Garb was thanked for his service as Commission Chair and responded with the following: "it was my honor to serve as Chair of this wonderful Commission." Kitty Lopez then highlighted 2017 Advocacy Day which will be held on January 31, 2017, the Friday Café Kick Off and Communication efforts (website development, Instagram, Facebook and Twitter). The complete report can be viewed by clicking on "[link](#)" to the January 23, 2017 Commission Packet, Report of the Executive Director.

8. Committee Update

None

9. Presentation: First 5 Association of California "Advocacy and Systems Building"

Moira Kenney, Executive Director, First 5 Association of California, gave a power point presentation about shifting the way in which the Association works with First 5 Commissions, staff, and the public in the areas of advocacy and systems building. Topics of focus and Commission discussion included linking systems change with community organizations, public agencies, etc. to change how public services are organized and for the organizations to work better together. To view or download the power point presentation, click on [January 2017 First 5 Association San Mateo County Presentation](#).

10. Approval of First 5 San Mateo County 2017 Committee Members

MOTION: ROGERS / **SECOND:** FRISSELLA
AYES: CANEPA, FRISELLA, GARB, MICHELSON, PATEL, ROGERS, RODRIGUEZ, PHILLIPS-SVED
NOES: NONE
ABSENT: CAMPBELL

11. Discussion of the Governor's Budget

Commissioner Rodriguez opened the discussion stating that the Governor's Budget was "status quo" and did not address the repeal of the Affordable Care Act. Commissioner Rodgers added that the only reference in the budget to the Affordable Care Act or to what is happening in Washington was that the matching dollars set aside by the state, will go down to 65%; California will have to pay more because we cover more kids. This could be addressed later in the process, during the May budget revise.

To put the possible impacts into perspective, there are 155,000 residents who receive medical coverage under Covered California.

12. Adjournment

Commissioner Rodriguez adjourned the meeting at 5:20 PM.

Date: February 27, 2017
To: First 5 San Mateo County Commissioners
From: Iliana Rodriguez, First 5 San Mateo County Commission Chair
Re: Approval of First 5 San Mateo County 2017 Program, Operation and Planning Committee Member

ACTION REQUESTED

Approval of First 5 San Mateo County 2017 Program, Operation and Planning Committee Member

BACKGROUND

At the January 23, 2017 Commission meeting, Commission members were appointed to and approved as members of First 5 Commission Committees as listed in the table below. In January, Supervisor David Canepa replaced Commissioner Dave Pine as the Board of Supervisors representative on the First 5 Commission and as a member of the Program, Operations and Planning Committee.

First 5 San Mateo County Committees

Committee	Committee Description	Members for 2017
Finance and Administration	Reviews the Commission's financial operations including but not limited to the: annual budget, annual audit, long term financial planning, and investment strategies.	Michael Garb Lee Michelson Iliana Rodriguez COMMITTEE CHAIR: Lee Michelson
Program, Operations and Planning <i>(also referred to as POP)</i>	Reviews program specific content areas and helps facilitate the successful implementation of the Commission's Strategic Plan.	Anne Campbell Sandra Phillips-Sved David Canepa Harvey Kaplan, Public Member COMMITTEE CHAIR: Anne Campbell
Early Childhood Evaluation Advisory	Reviews the implementation of First 5 San Mateo County's outcome-based evaluation framework and helps the Commission use evaluation results to inform strategic decision making.	Pam Frisella Michael Garb Louise Rogers Tracey Fecherr, Public Member COMMITTEE CHAIR: Pam Frisella

RECOMMENDATION

Approval of First 5 San Mateo County 2017 Program, Operation and Planning Committee Member

This page is intentionally blank

Date: February 27, 2017
To: First 5 San Mateo County Commissioners
From: Iliana Rodriguez, First 5 San Mateo County Commission Chair
 Kitty Lopez, Executive Director
Re: Approval of Revised First 5 San Mateo County 2017 and 2018
 Commission Meeting Calendars

ACTION REQUESTED

Approval of Revised First 5 San Mateo County 2017 and 2018 Commission Meeting Calendars

BACKGROUND

Each year the Commission approves the Commission and Committee meeting schedules for the coming year; the calendars for 2017 were approved at the November 28, 2016 Commission meeting.

In February and May of 2016 the Commission held Special Meetings that resulted in various Commission directed deliverables. One of those deliverables was to review the existing number of Commission meetings and identify if some of the meetings could be eliminated. Staff has reviewed the Commission meeting dates for 2017 and 2018 and based on forecasted work, the following revised schedules are recommended for approval:

Commission Meetings - 2017	4th Monday of each month	4:00 pm - 6:00 pm
January, February, April, May, June, August, October, December TBD (potentially an earlier in the month meeting/holiday gathering)		
Commission Meetings – 2018	4th Monday of each month	4:00 pm - 6:00 pm
January, March, May, June, August, October, December TBD (potentially an earlier in the month meeting/holiday gathering)		

RECOMMENDATION

Approval of Revised First 5 San Mateo County 2017 and 2018 Commission Meeting Calendars

This page is intentionally blank

DATE: February 27, 2017
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County's FY16-17 Revised Budget

ACTION REQUESTED

Approval of First 5 San Mateo County's FY16-17 Revised Budget

BACKGROUND

The proposal of First 5 San Mateo County's FY16-17 Revised Budget is based on the following assumptions (**See Attachment 7A**):

- FY16-17 Program
- Appropriations were budgeted based on Strategic Planning Implementation Plan funding allocation, fiscal year budgets of executed contracts. It was anticipated of the FY16-17 Budget revision after FY15-16 Financial Audit was completed.
- Under spending funds of various contracts were unknown in April 2016 when we developed the FY16-17 Budget; those under spending funds became available after FY15-16 Financial Audit Completion.

A. UPDATE

- Adjustment to Beginning Fund Balance as per the outcome of FY15-16 Audit Report.
- Adjustment to Prop 10 Tax Revenue projections as per the revised declining rate of Prop 10 Tax Revenue projections by the Department of Finance, State of California, which previously was projected too conservative.
- Adjustments to Program Appropriations with new executed contracts in June 2016 as per the continuing SPIP implementation.
- Increases of personnel costs reflecting operational needs to implement programs, operations, and the new strategic plan implementation (SPIP).

B. REVENUE

Total Available Funds produce a net increase of \$2,183,152 that include:

- \$20,000 reflects an increase of Interest Revenue projection.
- \$1,672,152 reflects an adjustment of the Beginning Fund Balance as per the outcome of the FY15-16 Audit Report.
- \$491,000 reflects an adjustment of Prop 10 Tax Revenue projections.

C. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net increase of \$304,784 that include:

Increases by \$1,183,406

- \$788,664 reflects net effect of newly approved contract execution in 3 investment areas:
 - \$619,072 Family Engagement contracts;
 - \$24,186 Child Health & Development contracts;
 - \$145,406 Early Learning contracts;
- \$201,122 reflects the IMPACT grant revised budget and underspending fund carry over;

- \$173,620 reflects the reallocation of Persimmony and Big Data budget from Policy, Advocacy, Communications, and System Changes to Evaluation.
- \$20,000 personnel cost increase reflects the change of an Extra Help/Agile Workforce position to full time employee and staff's volunteer time off (VTO) reduction.

Decreases by \$878,621

- \$186,621 reflects the decrease due to the reallocation of the Persimmony and Big Data budget from Policy, Advocacy, Communications, and System Changes to Evaluation.
- \$527,000 reflects the delay in spending of the Policy, Advocacy, Communications, and System Changes – Unallocated fund to the later date when specific investment opportunities are identified.
- \$165,000 reflects the reduction in Evaluation budget due to pending planning of the SPIP Evaluation funding.

D. ADMINISTRATIVE APPROPRIATIONS

Total Administrative Appropriations produce a net decrease by \$30,000 that include:

Increase by \$5,000

- \$5,000 increase in the Facility Lease due to one-time budget for old office furniture removal and disposal, new office rewiring, IT set-up, and smaller size office furniture purchase.

Decrease by \$35,000

- \$5,000 decrease in the Commission Meetings and Conference Expenses as there is no planning of any Commission Retreat Meeting during the fiscal year.
- \$30,000 decrease in the Professional Services due to underspending in the Consultant service.

SUMMARY OF FY16-17 REVISED BUDGET

REVENUE	
▪ Increase Beginning Fund Balance FY2015-16	1,672,152
▪ Net projected revenues, increase by	511,000
Total Available Fund, increase by	\$2,183,152
PROGRAM APPROPRIATIONS	
Total Program Appropriations projections, increase by	304,785
ADMINISTRATIVE APPROPRIATIONS	
Total Administrative Appropriations, increase by	(30,000)
TOTAL APPROPRIATIONS	
Total Appropriations, increase by	274,785
NET OF CHANGES, Ending Fund Balance FY16-17, increase by	\$1,908,367

E. FISCAL IMPACTS

Net of Changes of FY 2016-2017 Revised Budget Ending Fund Balance increase by \$1,908,367

The Administrative Percentage remains below 14% as per the approved Administrative Cost Policy for the FY2016-2017

RECOMMENDATION

Approval of First 5 San Mateo County's FY16-17 Revised Budget

FIRST 5 SAN MATEO COUNTY

FY 16-17 REVISED BUDGET

Attachment 7A

	Account	FY16-17 Adopted Budget	Increase	Decrease	FY16-17 Revised Budget	Increase (Decrease) Revised Budget vs. Adopted Budget %	Notes
REVENUE							
FUND BALANCE (Beginning)		\$ 14,173,599	\$ 1,672,152		\$ 15,845,751	\$ 0	Adjustment of the Beginning Fund Balance as per the outcome of FY15-16 Audit Report.
Interest	19510-1521	94,047	20,000		114,047	21.3%	Increase interest earning rate to 1% from 0.7%
Tobacco Tax - Prop 10	19510-1861	5,363,000	491,000		5,854,000	9.2%	The increase 9.2% reflects the adjustments of Prop 10 Tax declining rate projections, which previously was made too conservative.
IMPACT Grant	19510-1861	458,000			458,000	0.0%	
Wellness Grant	19510-2545						
Miscellaneous Reimbursements	19510-2647						
TOTAL REVENUE		\$ 5,915,047	\$ 511,000	\$ -	\$ 6,426,047	8.6%	The 8.3% increase reflects the adjustments of the Beginning Fund Balance and Prop 10 Tax Revenue declining rate projection by State Department of Finance.
TOTAL AVAILABLE FUNDS		\$ 20,088,646	\$ 2,183,152	\$ -	\$ 22,271,798	10.9%	
APPROPRIATIONS							
1. PROGRAMS							
Family Engagement	19540-6125	1,689,000	619,072		2,308,072	36.7%	The 36.7% increase reflects 6 new executed contracts in Family Engagement as continuing SPIP implementation.
Kit for New Parent KNP (KNP)	19540-6266	41,000			41,000	0.0%	
Child Health & Development	19540-6156	1,822,000	24,186		1,846,186	1.3%	The 1.3% increase reflects 2 SHEC contracts approved in June 2016.
Early Learning	19540-6263	1,995,000	145,406		2,140,406	7.3%	The 7.3% increase reflects the QRIS contract approved in July 2016 and FY15-16 underspending fund carry over.
Early Learning - Regional Cost Sharing	19540-6263	30,000			30,000	0.0%	
IMPACT Grant	19540-6126	349,000	201,122		550,122	57.6%	The 57.6% increase reflects FY15-16 underspending fund carry over and a place holder for F5SMC's leverage fund contributed to the IMPACT grant.
Policy Advocacy, Communications & Systems Changes	19540-6814	598,000		186,621	411,379	-31.2%	The 31.2% decrease reflects the reallocation of the Persimmony and Big Data projects to Evaluation.
Policy Advocacy, Communications & Systems Changes - Unallocated Fund	19540-6814	687,000		527,000	160,000	-76.7%	The 76.7% decrease reflects the delay spending of this budget line to the later date when specific investment opportunities are identified.
Other Communications	19540-6814	10,000			10,000	0.0%	

Program Salary & Benefits		473,065	15,000		488,065	3.2%	The 3.2% increase reflects the change of an Extra Help to full time employee starting from March 1, 2017.
Evaluation	19540-6265	265,000		165,000	100,000	-62.3%	The 62.3% decrease reflects pending planning of the SPIP Evaluation funding. The \$100K budget may be utilized for programmatic evaluation, as per the Evaluation Committee guidelines.
Evaluation - Online Data System Reallocation	19540-6265		173,620		173,620		Reallocation of Persimmony and Big data project funding to Evaluation.
Evaluation - Salaries & Benefits	19540-6265	141,434	5,000		146,434	3.5%	The 3.5% increase reflects staff's VTO reduction from 10% to 5%.
TOTAL PROGRAM APPROPRIATIONS		\$ 8,100,499	\$ 1,183,406	\$ 878,621	\$ 8,405,284	3.8%	The 3.8% increase reflects the net effects of newly executed contracts in June 2016, FY15-16 underspending fund carry over, underspending of un-allocated fund in Policy, Advocacy, Communications, and Evaluation.
							-
2. ADMINISTRATIVE		636,702			636,702	0.0%	
Salaries and Benefits							-
Services and Supplies							
Outside Printing & Copy Svc	19510-5191	4,000			4,000	0.0%	
General Office Supplies	19510-5193	11,400			11,400	0.0%	
Photocopy Lease & Usage	19510-5196	2,500			2,500	0.0%	
Computer Supplies	19510-5211	10,000			10,000	0.0%	
County Memberships - (e.g. F5 Assn Dues)	19510-5331	17,500			17,500	0.0%	
Auto Allowance	19510-5712	11,000			11,000	0.0%	
Meetings & Conference Expense	19510-5721	13,000			13,000	0.0%	
Commissioners Meetings & Conference Exp	19510-5723	6,000		5,000	1,000	-83.3%	No planning of Commission Retreat this fiscal year.
Other Business Travel expense	19510-5724	5,000			5,000	0.0%	
Dept. Employee Training Expense	19510-5731	5,000			5,000	0.0%	
Other Professional Services	19510-5858	60,000		30,000	30,000	-50.0%	The 50% decrease reflects the underspending in the ITN consultant for the Family Engagement implementation.
Sub Total - Services & Supply		\$ 145,400	\$ -	\$ 35,000	\$ 110,400	-24.1%	
Other Charges							
Telephone Service Charges	19510-6712	3,800			3,800	0.0%	

Automation Services - ISD	19510-6713	42,000				42,000	0.0%	
Annual Facilities Lease	19510-6716	100,000	5,000			105,000	5.0%	The 5% increase reflects the \$17K one-time budget associated with old furniture removal and disposal (\$7K), new office rewiring and IT reset-up (\$3K)+ purchase of smaller size office furnitures (\$7K). Fiscal year rent cost projection is \$88K.
General Liability Insurance	19510-6725	7,200				7,200	0.0%	
Official Bond Insurance	19510-6727	300				300	0.0%	-
Human Resources Services	19510-6733	5,350				5,350	0.0%	
Countywide Security Services	19510-6738	500				500	0.0%	
All Other Service Charges	19510-6739	48,000				48,000	0.0%	
A-87 Expense	19510-6821	66,000				66,000	0.0%	
Sub Total - Other Charges		273,150	5,000	-		278,150	1.8%	
TOTAL ADMINISTRATIVE APPROPRIATIONS		\$ 1,055,252	\$ 5,000	\$ 35,000		\$ 1,025,252	-2.8%	The 2.4% decrease reflects underspending in the Professional Services budget.
Administrative Cost %		12.6%	14.3%	12.7%		12.6%		-
								-
TOTAL APPROPRIATIONS		\$ 9,155,751	\$ 1,188,406	\$ 913,621		\$ 9,430,536	3.0%	The 3.1% increase reflects the net effects of the increase in Program Appropriations for new contract execution and the decrease in Administrative Appropriations due to underspending in Professional Services.
								-
FUND BALANCE (ENDING)		\$10,932,895	\$994,746	-\$913,621		\$12,841,262	17.5%	The 17.2% increase reflects the adjustments of audited Beginning Fund Balance and Prop 10 Tax Revenue projections, and the increase of Program Appropriations for new SPIP contract execution.
Program		473,065	15,000	-		488,065	3.2%	
Evaluation		141,434	5,000	-		146,434	3.5%	-
Admin		636,702	+			636,702	0.0%	
Total Salaries and Benefits		\$ 1,251,201	\$ 20,000	\$ -		\$ 1,271,201	1.6%	The 1.6% increase reflects the change of an Extra-Help to full time employee and staff's VTO reduction.

This page is intentionally blank

DATE: February 27, 2017
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Contract for Family Engagement: Parent Partnerships, Parent Connectivity, and Training & Capacity Building with Family Connections – Nurturing Pre-K Families, in the amount of \$173,127.70, Contract Term from October 1, 2016 to June 30, 2018

ACTION REQUESTED

Approval of Contract for Family Engagement: Parent Partnerships, Parent Connectivity, and Training & Capacity Building with Family Connections – Nurturing Pre-K Families, in the amount of \$173,127.70, Contract Term from October 1, 2016 to June 30, 2018

BACKGROUND

- At its October 2014 meeting, the First 5 San Mateo County (F5SMC) Commission approved the Strategic Planning Implementation Plan (SPIP) for the implementation of the 2015-2020 Strategic Plan, which includes investment strategies and their associated annual allocation. The investment strategies within the Family Engagement Focus Area are: Intensive Supports for Families with Multiple Risk Factors, Parent Partnerships, Parent Connectivity and Training & Capacity Building. In 2015, funding was awarded for Intensive Supports to Families with Multiple Risk Factors. The execution of the remaining three strategies (in conjunction with the services underway via the first strategy) has become known as the “Family Engagement Initiative.”
- The overarching vision of the Family Engagement Initiative is to create a strong, family-centric, family engagement system to serve as a springboard for deeper systems coordination and improvement among and between sectors in San Mateo County. To carry out this vision, F5SMC will fund both direct services and systems-level interventions/supports via the Parent Partnerships, Parent Connectivity, and Training & Capacity Building Investment Strategies. In addition, F5SMC aims to establish and co-lead a provider network to track and address training resources and needs which builds a community of learners among family engagement providers who share innovations and jointly solve problems.
- At the June 28, 2016 Commission Meeting, the Commission approved the recommendations to enter into contract negotiations with 5 organizations to execute the Parent Partnerships, Parent Connectivity, and Training & Capacity Building Investment Strategies totaling \$1.1M to be expended over the next two fiscal years (FY 16/17 & 17/18), within Phase One, Round Two of the SPIP. Family Connections – Nurturing Pre-K Families project was included in that recommendation, although as part of a three-component contract which was then known as the Nurturing Communities contract, and which has since been restructured into three separate contracts.
- On July 18th, the F5SMC Finance and Administration Subcommittee met and received the update on the contract negotiations process and reviewed the draft contract documents; Family Connections – Nurturing Pre-K Families was among them. The Subcommittee had no concerns with the information presented.
- On July 25, 2016 the Commission approved four of the five contracts comprising the Family Engagement Initiative roll-out. The Family Connections – Nurturing Pre-K Families contract vote was postponed because contract negotiations were still underway.
- In the time between the July Commission meeting and now, F5SMC program staff continued contract negotiations and the Finance Committee has been kept abreast of progress.
- Through continued contract negotiations it became clear that the original structure of what was originally the Nurturing Communities contract needed to be adjusted. Rather than Family

Connections being the Lead Grantee managing all three contract components – including a subcontract with Puente de La Costa Sur -- we recognized it would be more effective for F5SMC to contract separately with Family Connections and Puente for the three aspects of the contract. Two of the three contracts were approved in November of 2016. The contract restructuring allows F5SMC to have more oversight of the project. Contract negotiations have now been successfully concluded and the Family Connections – Nurturing Pre-K Families contract is being presented for approval. This is the last contract comprising the Family Engagement: Parent Partnerships, Parent Connectivity, and Training & Capacity Building Focus Area.

CONTRACT RESTRUCTURING

The original Family Connections contract had three components:

- 1) Replication of Family Connections’ parent participatory preschool model in Pescadero at Puente’s new child development center, Suenos Unidos (executed in November of 2016);
- 2) Technical Assistance provided to Puente by Family Connections to effectively replicate the model and tailor it to the needs of Pescadero families; (Executed in November of 2016); and
- 3) Support of Family Connections’ 3-5 year olds enrolled in their parent participatory preschool program (the contract being presented today).

Originally all three project components were structured as separate components of the same contract, with Puente as a subcontract to Family Connections. They have been restructured as three separate contracts, the last of which is being presented today for approval.

Although they were approved in last November, contracts number 1 and 2 above have start dates of October 1, 2016. The contracts were backdated a month because both agencies had worked toward contract deliverables during the contract execution delay. Similarly, the Family Connections – Nurturing Pre-K Families contract is presented today with an October 1, 2016 start date. The backdating of this final contract also accounts for services conducted and scope of work of work targets reached during contract negotiations. The extended contract negotiation period was primarily due to multiple leadership transitions at Family Connections in conjunction with reorganization efforts and infrastructure improvements that required focused management attention.

PROJECT BUDGET AND SCOPE OF WORK

The chart below shows an overview of Family Connections – Nurturing Pre-K Families contribution to the Parent Partnerships, Parent Connectivity, and Training & Capacity Building Investment Strategies. Please see the attached Contract/Agreement including the Scope of Work, Budget, and Budget Narrative (**See Attachment 8A**).

Agency/Project	Project Description	Clients Served (SOW Excerpt)
Family Connections (Nurturing Pre-K Families)	Engage south-county families in a parent participatory preschool model with strong family engagement components in East Palo Alto, East Menlo Park, and Redwood City with the overall goal of engaging parents as partners in their child’s success: <ul style="list-style-type: none"> • Become a Family Engagement Core Partner • outreach, recruit, triage, screen and assess new families • Bi-directional in-class education (parents & children) • In-class parent support activities • Evening/weekend Parent groups • Professional Development for staff 	90 Families 90 Children (3-5 year-old; 3 days a week, 3 hours per day)

FISCAL IMPACT

No additional impact. This funding allocation was approved by the Commission on October 27, 2014 as a component of the Strategic Planning Implementation Plan (SPIP).

ACTION REQUESTED

Approval of Contract for Family Engagement: Parent Partnerships, Parent Connectivity, and Training & Capacity Building with Family Connections – Nurturing Pre-K Families, in the amount of \$173,127.70, Contract Term from October 1, 2016 to June 30, 2018

This page is intentionally blank

**AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
FAMILY CONNECTIONS
(NURTURING PRE-K FAMILIES)**

THIS AGREEMENT (“AGREEMENT”) is effective as of October 1, 2016, by and between First 5 San Mateo County (“F5SMC” or the “Commission”) and Family Connections (the “Grantee”) (collectively, the “Parties”).

W I T N E S S E T H :

WHEREAS, pursuant to Health & Safety Code Section 130100, *et seq.*, the Commission may contract with the Grantee for the furnishing of such services to or for the Commission; and

WHEREAS, it is necessary and desirable that the Parties enter into this Agreement, which enables the Grantee to become a core family engagement network partner with F5SMC; and

WHEREAS, with the provision of certain funding from the Commission, the Grantee will engage south-county families and their children (ages 3-5) in a bilingual parent participation and early learning support program;

WHEREAS, this comprehensive place based model utilized by the Grantee is designed to engage parents as partners in the classroom while fostering their leadership skills as bi-directional learning takes place; and

WHEREFORE, the Commission and the Grantee agree as follows:

1. **Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A – Scope of Work
- Exhibit B – Payments
- Exhibit C – Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as amended
- Exhibit D – Intellectual Property Protocol
- Attachment A1 ---- Detailed Scope of Work Year 1 (FY 2016-2017)
- Attachment B1 ---- Detailed Budget Request and Narrative Year 1 (FY 2016-2017)

2. **Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B, the Grantee, under the general direction of the Executive Director of the Commission, or his/her authorized representative, with respect to the product or result of the Grantee’s services, shall perform services as described in Exhibit A (the “Services”).

The Grantee shall ensure compliance with all state, federal and local laws and/or regulations applicable to performance of the Services required under this Agreement.

3. **Agreement Term and Termination**

Notwithstanding Paragraph 4(C) and Paragraph 5, each of which may require performance by the Grantee after the Agreement term is completed or the Agreement is terminated, the term of this Agreement shall be from October 1, 2016 to June 30, 2018. The Grantee further agrees that the requirements of this Agreement pertaining to indemnity in Paragraph 8, records in Paragraph 14, and intellectual property in Paragraph 15, and controlling law in Paragraph 19, shall survive the termination of this Agreement.

The Executive Director, after consultation with the Chair of the Commission, may at any time from execution of this Agreement, terminate this Agreement, with or without cause upon 30 days written notice specifying the effective date of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (collectively, “Materials”) prepared by the Grantee under

this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission. In the event of termination, the Grantee shall be paid for all Services satisfactorily performed until termination.

In the event that the Commission makes any advance payments, the Grantee agrees to refund any amounts in excess of the amount owed by the Commission if the Agreement is terminated at the time the Agreement terminated. Such payment shall be that portion of the full payment, which is determined by comparing the Services completed satisfactorily to the Services required by the Agreement.

4. **Payments**

- A. **Maximum Amount** In full consideration of the Grantee's performance of the Services, the amount that the Commission shall be obligated to pay under this Agreement shall not exceed ONE HUNDRED SEVENTY THREE THOUSAND ONE HUNDRED TWENTY SEVEN DOLLARS AND SEVENTY CENTS (\$173,127.70).
- B. **Rate of Payment** The rate of payment shall be as specified in Exhibit B. The Commission reserves the right to withhold payment if the Commission determines that the quantity or quality of the Services performed as described in Exhibit A is unacceptable. In the event that any advance or unearned payments are received by the Grantee, the Grantee shall hold such payments in trust for the benefit of the Commission and shall return or refund to the Commission any and all amounts held that are in excess of the amount owed by the Commission at the time the Agreement is terminated.
- C. **Time Limit for Submitting** Grantee expenditures will be paid on a reimbursement basis only. On a quarterly basis, the Grantee shall submit actual expenses in a Financial Status Report and Reimbursement Request Form (the "Report"). This Report shall be submitted within 30 days after the end of each quarter being reported on for each funded fiscal year under this Agreement in accordance with the provisions of Exhibit B. Guidelines from the Grantee Handbook for the submittal of the Report will be provided on request.
- D. **Availability of Funds** Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the First 5 San Mateo County, the Commission shall not be liable for any payment under this Agreement. In such event, the Commission may terminate this Agreement for unavailability of State funds. If that occurs, the Commission shall request that the Executive Director inform the Grantee of such unavailability as soon as it is known, and, to the extent Proposition 10 funds remain and it is legally possible, the Commission shall pay all outstanding amounts due. In no event will the Commission be required to make payments under this Agreement from non-Proposition 10 Commission funds.
- E. **Supplantation** Funds pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. The Grantee shall not use funds under this Agreement to supplant existing resources or services.

5. **Program Monitoring and Evaluation**

The Grantee shall track the achievement of program objectives and the process and outcome measures for this project as they are described in the scope of work in Exhibit A. As noted in the Grantee Handbook, the Annual Review process serves as an opportunity to look ahead to the new grant year and incorporate lessons learned into the Scope of Work and/or Budget, to evaluate the project's progress toward meeting objectives and activities delineated in the SOW, and to discuss any changes that should be made to the SOW and/or budget in light of the above.

The Grantee shall cooperate with the Commission, the Staff and/or a Staff Designee hired to aid in the evaluation process. The Grantee shall collect client level data for each funded year and shall participate in a countywide and statewide evaluation of the effectiveness of Proposition 10 efforts, whether it occurs during or after the term of this contract. As requested by the Executive Director, his or her designee, or the Commission's Staff, the Grantee shall submit reports in the form of those included in the Grantee Handbook according to the following monitoring and evaluation dates:

- 1. January 30, 2017;

2. July 30, 2017;
3. January 30, 2018;
4. July 30, 2018.

6. **Acknowledgement of First 5 San Mateo County (F5SMC) Funding**

The Grantee shall acknowledge being a recipient of F5SMC funding in statements or printed Materials appropriate to the purpose of their grant. The Grantee shall prominently display any appropriate acknowledgement provided by F5SMC and place the F5SMC logo and/or the following phrase, "Funding provided by First 5 San Mateo County," in all public education and outreach Materials and media communication regarding projects funded with Proposition 10 funding.

7. **Relationship of Parties**

The Grantee agrees and understands that the Services performed under this Agreement are performed as a Grantee and not as an employee of the Commission or the County of San Mateo, and that Grantee acquires none of the rights, privileges, powers or advantages of Commission or County employees.

8. **Indemnity**

The Grantee shall indemnify and hold harmless the Commission, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, on account of: (A) injuries to or death of any person, including the Grantee, or (B) damage to any property of any kind whatsoever and to whomever belonging, or (C) any sanctions, penalties, or claims of damages resulting from the Grantee's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any loss or cost, including but not limited to that caused by the concurrent active or passive negligence of the Commission, its officers, agents, employees, or servants resulting from the performance of any Services required of the Grantee or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the Commission has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Grantee to indemnify and hold harmless as set forth herein, shall include the duty to defend as set forth in section 2778 of the California Civil Code.

9. **Insurance**

The Grantee shall not commence Services or be required to commence Services under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the Executive Director of the Commission. The Grantee shall use diligence to obtain such issuance and to obtain such approval. The Grantee shall furnish the Commission with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Grantee's coverage to include the liability assumed by the Grantee pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Commission of any pending change in the limits of liability or of any cancellation or modification of the policy.

A. **Worker's Compensation and Employer's Liability Insurance.** The Grantee shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Grantee makes the following certification, required by section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

B. **Liability Insurance.** The Grantee shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing

Services covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the Grantee's operations under this Agreement, whether such operations be by himself/herself or by any person or entity performing the services or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(a)	Comprehensive General Liability	\$1,000,000
(b)	Motor Vehicle Liability Insurance	\$1,000,000

The Commission and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the Commission, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the Commission or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Commission at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further Services pursuant to this Agreement.

10. Non-Discrimination

The Grantee shall comply with the non-discrimination requirements described below:

A. Section 504 of the Rehabilitation Act of 1973

1. Pursuant to Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) as amended ("Section 504"), the Grantee agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
2. Compliance with Section 504 requires that all benefits, aids and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. The Grantee shall agree to be in compliance with Section 504 requirements by signing the Letter of Assurance, attached and incorporated herein as Exhibit C.

B. Non-Discrimination - General

No person shall, on the grounds of age, ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Grantee to penalties, to be determined by the Executive Director after consultation with the Chair of the Commission, including but not limited to: i) termination of this Agreement; ii) disqualification of the Grantee from bidding on or being awarded a Commission or County of San Mateo agreement for a period of up to 3 years; iii) liquidated damages of \$2,500 per violation; and/or iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the Executive Director, on behalf of the Commission.

To effectuate the provisions of this paragraph, the Executive Director shall have the authority to: i) examine the Grantee's employment records with respect to compliance with this paragraph; ii) offset all or any portion of the amount described in this paragraph against amounts due to the Grantee under the Agreement or any other Agreement between Grantee and the Commission or the County of San Mateo. The Grantee shall report to the Executive Director the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing or any other entity charged with the investigation of allegations within 30 days of the Grantee's receipt of such filing, provided that within such 30 days such entity has not notified the Grantee that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of

the circumstances. The Grantee shall provide the Commission with a copy of its response to the Complaint when filed.

C. **Non-Discrimination - Employment**

The Grantee shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. The Grantee's equal employment opportunity policies shall be made available to the Commission upon request.

D. **Equal Benefits**

With respect to the provision of employee benefits, the Grantee shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

11. **Child Abuse Prevention and Reporting**

The Grantee agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A. Requiring that all employees, consultants, or agents performing services under this Agreement who are required by Penal Code Section 11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.
- B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code Section 11166(a) but who will be alone with children and/or who have supervisory or disciplinary control over children, gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.
- C. Establishing procedures to ensure fingerprinting, at the Grantee's sole expense, for all employees, subcontractors, assignees, volunteers, and any other persons who provide services under this Agreement who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal Code Section 11105.3) in order to determine whether they have a criminal history which would compromise the safety of children with whom the Grantee's employees, subcontractors, assignees or volunteers have contact.

12. **Smoke Free Premises**

The Grantee shall prohibit smoking on its premises. "Premises" shall include all property owned, leased, or occupied by the Grantee, including its offices and day care centers, if applicable. In addition, the Grantee shall include or incorporate by reference in all subcontracts the requirements of this provision; failure to do so shall constitute a material breach of this Agreement.

13. **Assignments and Subcontracts**

- A. Without the written consent of the Executive Director of the Commission or his/her designee, this Agreement is not assignable in whole or in part with the exception of subcontractors already approved as part of this Agreement. Any assignment by the Grantee without the written consent of the Executive Director of the Commission or his/her designee violates this Agreement and shall automatically terminate this Agreement.
- B. All assignees, subcontractors, or consultants approved in writing by the Executive Director of the Commission or his/her designee shall be subject to the same terms and conditions applicable to the Grantee under this Agreement, and Grantee shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

14. **Records**

- A. The Grantee agrees to provide to the Commission, to any Federal or State department having monitoring or reviewing authority, to the Commission's authorized representatives and/or their appropriate audit agencies

upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local laws and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

- B. The Grantee shall maintain and preserve all records relating to this Agreement in its possession of any third party performing Services related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.
- C. The Grantee shall notify the Commission staff of all instances and/or requests for data disclosure.

15. Intellectual Property

The Commission recognizes that, at times, Grantees may wish to share their findings and analysis for the benefit of the community through publication, teaching and other methods of dissemination. These activities can be viewed as beneficial to the community; therefore the Commission generally encourages them. As long as the Grantee does not receive any financial consideration for the dissemination and takes steps to protect the confidentiality of any individual who provided information, the Grantee may do so without approval from the Commission; however, any dissemination will include an acknowledgment of First 5 San Mateo County.

However, this Agreement shall otherwise preclude Grantees from using or marketing products developed or originated for the Commission hereunder commercially or in any manner that generates revenue unless and until the parties execute a marketing agreement.

All products, concepts, inventions, discoveries and improvements, however recorded, prepared or generated by the Grantee in the performance of this Agreement shall be the exclusive property of the Commission and the Commission reserves all rights, including but not limited to the copyrights. It is the Parties' intention that any product or concept created by the Grantee under this Agreement be a Services for hire. The phrase "products, concepts, inventions, discoveries and improvements" as used in the Agreement shall include, but will not be limited to, documentation, findings, designs, reports, forms, evaluations, analyses, methods of analysis, videos, images, diagrams, brochures, manuals, books, curricula, presentations, other writings, systems and software developed related to the Services under this Agreement.

It shall be further presumed that any product, concepts, inventions, discoveries and improvements recorded, prepared or generated by the Grantee during the term of this Agreement and related to this Agreement were recorded, prepared or generated in the performance of this Agreement unless the Grantee is able to show by documented proof that such product, invention, discovery or improvement was developed solely with the Grantee's facilities or resources and is unrelated to this Agreement. If any product, invention, discovery or improvement related to this Agreement shall be determined to be the property of the Grantee, the Commission shall be granted a nonexclusive, irrevocable, royalty free license to use said product, invention, discovery or improvement.

Failure to comply with the obligations of this provision shall constitute a material Breach of the Agreement. Because the Parties agree that damages for violation of this provision would likely be difficult to ascertain and calculate, the Grantee agrees to pay the Commission liquidated damages in the amount of \$15,000 for each violation of this provision. In addition, the Grantee and the Commission agree that a violation of this provision would result in irreparable harm to the Commission.

16. Compliance with Applicable Laws

All services to be performed by the Grantee pursuant to this Agreement shall be performed in accordance with all applicable Federal, State and local laws and regulations, including but not limited to appropriate licensure, certification regulations, confidentiality requirements and applicable quality assurance regulations.

17. **Alteration of Agreement**

This Agreement, including exhibits and attachments included herewith and incorporated by reference, constitutes the sole and entire Agreement of the Parties hereto and correctly states the rights, duties, and obligations of each Party as of this document's date. Any prior agreement, promises, negotiations, or representations between the Parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and executed by the Parties.

18. **Notices**

A. Unless First 5 San Mateo County is informed in writing, of any change as to the name and address for any notice, request, demand or other communication required or permitted, that communication shall be deemed to be properly given when deposited in the United States mail, postage prepaid, addressed:

1) In the case of the Commission, to:
First 5 San Mateo County
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402
Phone: (650) 372-9500

2) In the case of the Grantee, to:
Family Connections
P.O. BOX 358
San Carlos, CA 94070
Attention: Regina Neu
Phone: (650) 556-9503 X107

B. "Digital signature" means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. A digital signature is a type of "electronic signature". If both the Parties wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law, both boxes below must be checked. Any Party that agrees to allow digital signature of this Agreement may revoke such agreement at any time in relation to all future documents by providing notice pursuant to this Agreement.

For the Commission: If this box is checked by the Commission, the Commission consents to the use of electronic signatures in relation to this Agreement.

For the Grantee: If this box is checked by the Grantee, the Grantee consents to the use of electronic signatures in relation to this Agreement.

19. **Controlling Law and Venue**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the Parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California. Any lawsuit related to this Agreement must be venued in the San Mateo County Superior Court.

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have affixed their hands to this Agreement.

Family Connections
P.O. BOX 358
San Carlos, CA 94070

FIRST 5 SAN MATEO COUNTY
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402

Print Name and Title

Executive Director

Signature

Date

19540-6125

Date

Budget Unit

Grantee's Tax ID Number

**AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
FAMILY CONNECTIONS
(NURTURING PRE-K FAMILIES)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Family Connections, effective as of October 1, 2016, 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 F5SMC'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.

Attachment A1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

ANNUAL REVIEW

As noted in the Grantee Handbook, the Annual Review process serves as an opportunity to look ahead to the new grant year and incorporate lessons learned into the Scope of Work (SOW) and/or Budget, to evaluate the project's progress toward meeting objectives and activities delineated in the SOW, and to discuss any changes that should be made to the SOW and/or budget in light of the above.

PROJECT SERVICES:

With the provision of certain funding from the Commission, the Grantee agrees to become a core family engagement network partner with F5SMC by engaging south-county families and their children (ages 3-5) in a bilingual parent participation and early learning support program. This comprehensive place based model utilized by the Grantee is designed to engage parents as partners in the classroom, while fostering their leadership skills as bi-directional learning takes place. Specifically, the Grantee will engage families in a parent participatory preschool model with strong family engagement components in the areas of East Palo Alto, East Menlo Park, and Redwood City, with the overall goal of engaging parents as partners in their child's success by doing the following:

:

1. Conducting outreach, recruitment, triage, screening and assessment for new families entering the Family Connections Program. Enroll 90 Families (90 adults and 90 children);
2. Referring children and families for additional support if needed;
3. Establishing activity goals for each child based on screenings and assessments (90 children);
4. Conducting parent orientation during the start of each school year (90 parents);
5. Providing in-class parent education sessions as part of the context of the co-op model to increase parental resilience, knowledge and demonstrated skills of early childhood growth and development. (90 parents);
6. Providing in-class, bi-weekly parent self-care and physical wellness sessions;
7. Providing bilingual, monthly parent support groups;
8. Providing bilingual, monthly evening parent education sessions;
9. Providing ongoing Professional Development for Family Connections teachers/staff utilizing a "reflective

practice and continual improvement” model;

10. Communicating the importance of the first 5 years of life and collaborate to improve systems integration, decrease duplicative services, and create lasting, beneficial systems improvements;
11. Participating in the design of the evaluation tools and in the implementation of data collection activities as required by the evaluation tools; and
12. Keeping the public informed of how and where Prop 10 funds are invested in San Mateo County.

**AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
FAMILY CONNECTIONS
(NURTURING PRE-K FAMILIES)**

EXHIBIT B

PAYMENTS

1. The Commission shall reimburse the Grantee for services provided not to exceed the maximum award set forth below in paragraph 3 ("Maximum Amount"), contingent upon the Grantee submitting a Reimbursement Request Form to the Commission. After review and approval of the Grantee's Reimbursement Request Form, the Grantee shall be reimbursed for reasonable costs incurred in providing services required by the Agreement.

At the end of the Agreement term, the Commission will conduct an 'Agreement closeout' which includes a reconciliation of all the Commission's payments and the Grantee's expenditures. Any balance due to the Grantee will be paid by the Commission upon completion of the Agreement closeout process. In the event the reconciliation reveals that the Grantee was paid an amount in excess of the amount owed by the Commission, the Grantee will refund this amount upon notification from the Commission.

Under no circumstances shall total payments from the Commission to the Grantee exceed the Maximum Amount of the Agreement.

Guidelines for progress reports, program expenditure reporting, and reimbursement for services are contained in the Grantee Handbook and the Grantee's reporting shall include a descriptive narrative, tracking of the approved timeline and work plan (scope of work), and a detailed financial accounting of all grant funds spent in comparison with the approved budget.

2. Payment is contingent on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director, on behalf of the Commission.
3. The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed ONE HUNDRED SEVENTY THREE THOUSAND ONE HUNDRED TWENTY SEVEN DOLLARS AND SEVENTY CENTS (\$173,127.70), the Maximum Amount for the Agreement term.
4. Payment is contingent upon satisfactory performance, appropriate grant management, and timely reporting.
5. The Grantee shall expend funds received, in accordance with the budget as described in Attachment B1 attached hereto and incorporated by reference herein, or as approved later by the Executive Director or his/her designee.

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
FAMILY CONNECTIONS
(NURTURING PRE-K FAMILIES)

EXHIBIT C

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (the "Grantee") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable U.S. Department of Health and Human Services (DHHS) regulation(s), and all guidelines and interpretations issued pursuant thereto.

The Grantee gives this assurance in consideration of and for the purpose of obtaining agreements after the date of this assurance. The Grantee recognizes and agrees that agreements will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

The Grantee: (Check a or b)

- a. () employs fewer than 15 persons
- b. () employs 15 or more persons and, pursuant to DHSS regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the applicable DHSS regulation(s).

Name of 504 Person – Type or Print

Name of Grantee – Type or Print

Address	City	State	Zip Code
---------	------	-------	----------

I certify that the above information is complete and correct to the best of my knowledge.

Date

Signature and Title of Authorized Official

*Exception: DHHS regulations state that:

“If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible.”

**AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
FAMILY CONNECTIONS
(NURTURING PRE-K FAMILIES)**

EXHIBIT D

INTELLECTUAL PROPERTY PROTOCOL

The protocol provided below addresses how and when a person must obtain permission to disseminate data, findings or products emerging from First 5 San Mateo County ("F5SMC" or the "Commission")-funded projects or their evaluations.

1. Categories of Materials

The following tiers represent the general types or categories of dissemination and F5SMC's policy for each category.

- Tier 1** acknowledges that cleaned and reviewed data, and summaries of cleaned/reviewed data are commonly shared among individuals and/or organizations (collectively "Persons"). F5SMC encourages this practice and does not expect any advance notice, pre-approval or involvement.
- Tier 2** recognizes that data sets are commonly analyzed and findings are broadly shared through publication, teaching and other methods of dissemination. These activities can be viewed as beneficial to the community and therefore F5SMC generally encourages them. However, prior to any publication of F5SMC-funded and produced Materials, such Materials shall be submitted to the F5SMC for prior approval for input and to ensure inclusion of appropriate F5SMC acknowledgment. Failure to obtain approval prior to dissemination is a violation of this protocol.
- Tier 3** acknowledges that in some instances, Persons will develop analyses, Materials or products for distribution and/or sale (e.g. software programs, CD-ROMs, brochures, manuals, curricula and books). Persons need to acknowledge that in such instances, F5SMC owns the rights to such analyses, Materials or products. Consequently, no Person shall sell or otherwise appropriate, any analyses, Materials or products which are made possible, in whole or in part, by F5SMC funded support, without the express prior approval of the F5SMC. When presented with a request by a Person for prior approval, F5SMC shall decide whether, and to what extent, such analyses, Materials or products may be appropriated or sold, the determination of which shall include consideration of such issues such as profit sharing, on a case by case basis. Failure to obtain approval prior to dissemination is a violation of this protocol. The decision whether to grant approval is the Commission's alone and is not subject to a requirement of good cause.

2. Definitions and Process

At present, F5SMC Agreements provide that F5SMC owns any products from F5SMC-funded projects. The protocol provided below addresses how/when a Person must obtain permission to disseminate data, findings or products emerging from F5SMC-funded projects or their evaluations.

Tier 1- Cleaned/Reviewed Data and Summary of Findings

Definition:

This category generally includes data that is considered to be "in the public domain." This includes data from general surveys as well as specific surveys and other data collection methods utilized to identify the "results" of F5SMC-funded efforts (e.g. percentage of WIC clients who initiate breast feeding).

This data has been cleaned and reviewed for clarity and reasonable validity. This does not include "draft" data or draft summaries which have not been approved or finalized by the originator.

Criteria/Conditions for Release of Information:

In the spirit of cooperating/coordinating with all Persons who are working to improve the health and well-being of children and families in the County, these data may be released without specific F5SMC review and approval provided that appropriate measures are taken to ensure client confidentiality and provided that the methods used to collect the data are reasonably valid and are available for review upon request.

Tier 2- Analytic Reports for Public Dissemination, Publication and/or Teaching

Definition:

This category includes reports that analyze cleaned data and their significance, and which are to be used for public dissemination, publication, or teaching.

Criteria/Conditions for Release of Information:

Reports for public dissemination, publication and/or teaching must (1) acknowledge F5SMC support for the intervention or evaluation effort; and (2) be submitted to F5SMC prior to distribution/publication for approval, feedback and comments. This includes reports which analyze the status of population (results) and/or those which assess the effectiveness of funded interventions.

Client confidentiality must be maintained and methods of data collection utilized must be included or available upon request. Requests for comments/feedback shall be submitted to F5SMC offices. The request shall then go to the full F5SMC for comment and/or approval. The decision whether to grant approval is the Commission's alone and is not subject to a requirement of good cause.

Tier 3- Products with Sales or Profit-Producing Potential

Definition:

This category includes any analyses, Materials or products wholly or partially created or produced with F5SMC support which may be sold or otherwise appropriated. This may include, but is not limited to: manuals, brochures, software programs, CD-ROMs, curricula, and books.

Process for Consideration and /or Approval of Product Sale:

Any Person with a F5SMC-supported product for sale or for profit must submit a request to F5SMC for approval for sale specifying the use of profits prior to its sale. Terms of approval of such requests will be considered on a case-by-case basis.

Requests shall be submitted to F5SMC offices. The request shall go to the full Commission for comment and/or approval. The decision whether to grant approval is the Commission's alone and is not subject to a requirement of good cause.

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [PreK outreach, enrollment, parent/child intake and triage.] Engage families in a comprehensive PreK parent participation early learning and parent support program 3 days per week, 3 hours per day at 3 sites: East Palo Alto, East Menlo Park and Redwood City

Measurable Objective #1: Enroll 45 PreK families

Total Unduplicated Clients Served Under This Objective

Children 0-5: 45		Families of 0-5s: 45	Providers of 0-5s:	Other:
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):
1	Conduct outreach and recruitment activities in East Palo Alto, East Menlo Park, and Redwood City to children 3 and 4 yrs old (July-Sept) Q1	Teachers, Program Coordinator	outreach fliers, service provider mailings, returning family mailings	45 Families; 45 children
2	Conduct intake, screening and assessment for new families entering the program. Screenings include ASQ, ASQ-SE for child development, PHQ-9 for maternal depression, and Parent Stress Index Short Form, First 5 Intake Form (Aug - Sept) Q1	Teachers, Program Coordinator	ASQ, ASQ-SE, PHQ-9, Parent Stress Index Short Form, F5SMC Intake Interview Form	45 Families; 45 children
3	Continue intake screening and assessment. All families who have not already received a home visit in a prior year will receive one now. Home visit observation (modeled on StarVista Learning Together), Intensive Support Program Questionnaire developed with prior F5SMC funding. (Aug - Sept) Q1 NOTE: The activities in this row are critical inter-related components of intake assessment but are NOT funded directly by this grant. Rather they are implemented using leveraged funds from the F5 Intensive Support award.	Teachers, Program Coordinator	Home visit record and Intensive Support Questionnaire	45 Families; 45 children
4	Review results of F5 Intake, Parent Stress Index Short Form, Depression Screening to determine any immediate needs including enrollment in Intensive Supports Program and establish baseline of parent's knowledge of early childhood development (Sept-Oct) Q2	Teachers, Program Coordinator	FFSMC Intake Interview Form, PSI Short Form, Maternal Depression Screening Form	45 families Target: parent + child
5	Review child's developmental screening (Ages & Stages Questionnaire-ASQ and ASQ-Social Emotional) to determine if child has any immediate needs requiring further screening or referral or if parent's assessment matches teacher observation of child. (Sept-Oct) Q2	Teachers, Program Coordinator	ASQ and ASQ-SE	45 families Target: parent + child
6	Conduct Parent Orientation during Back to School event and regular daily classes (August-Sept) Q1	Teachers, Program Coordinator	Orientation Sign In Sheets	45 families

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [PreK classroom & parent groups] Strengthen families through increase in Protective Factors achieved via parent partnership in culturally, linguistically, and developmentally appropriate programs that serve the needs of both children and adults

Measurable Objective #2: Families increase (a) parental resilience (b) knowledge & demonstrated skills of early childhood growth & development (c) knowledge & demonstrated skills of positive parenting (d) concrete supports and social connections

Total Unduplicated Clients Served Under This Objective

Children 0-5: 45		Families of 0-5s: 45	Providers of 0-5s:	Other:
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):
1	Based on ASQ & ASQ-SE results, set activity goals with parent that support child's healthy growth & development (Oct-Nov) Q2	Teachers	Children's Portfolio, Parent Goal Form	45 families; 45 children Target: parent + child
2	Parents participate in weekly Madres Project activities designed to promote, share and celebrate the different cultures among participants (Sept - May) Q2-Q4	Teachers, Program Coordinator	calendar of activities	45 families Target: parent + child
3	Foster parents' self-care and emotional wellness and reduce isolation through monthly Parent Support groups conducting for parents during PreK class time (Oct - May) Q2-Q4	Program Coordinator, Clinical Services Coordinator, Support Group Facilitators	sign in sheets	45 families Target: parent
4	Foster parents' self-care and physical wellness through physical fitness activities to be conducting at least bi-weekly for parents during PreK class time (Oct - May) Q2-Q4	Teachers	sign in sheets	45 families Target: parent
5	Bilingual classroom parent education sessions 3 days a week embedded within parent participation preschool model. (Sept - May)	Teachers, Program Coordinator	printed classroom and parent education handouts and materials	45 families Target: parent

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [FC staff Prof Dev] Support FC staff in maintaining work ethic of "reflective practice and continuous improvement"

Measurable Objective #3: As a professional learning community, PreK family educators will establish and monitor year-long professional practice goals in the areas of the individual and group levels

Total Unduplicated Clients Served Under This Objective

Children 0-5:		Families of 0-5s:
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible
1	August 2-day PD Workshop: Parents as Equal Partners Focus staff team on importance of family engagement, reflect of staff's prior experience with family engagement and prior year family engagement outcome data, and orient teachers to FC's new (and existing) Family Engagement commitments Q1	Teachers, Program Coordinator, Executive Director
2	August 1/2-day PD Workshop: Curriculum & Instruction Review prior year QRIS performance reports, establish individual and group growth targets for current year, create action plans to adjust curriculum and instruction to reach targets Q1	Teachers, Program Coordinator, Executive Director, SMCOE Coach*
3	August 1/2-day PD Workshop: Assessment for (not of) learning Establish role of assessment as tool to support learning –not just to measure learning– and review data collection, interpretation, and analysis protocols that enable effective formative assessment practices Q1	Teachers, Program Coordinator, Executive Director
4	September: Attend StarVista Parents and Teachers (PAT) training and determine compatability of PAT with Family Connections program model Q1	Program Coordinator, Director Emeritus - Strategic Partnerships, Executive Director
5	1st Quarter 1/2-day PD Workshop: Family Goal Setting Part I Empowering parents to set their own goals for their children, to communicate their family's needs, and to use the Portfolio system to track progress	Teachers, Program Coordinator, Executive Director, SMCOE Coach*
6	2nd Quarter 1/2-day PD Workshop: Parent Leadership in the Classroom Strengths-based approaches to enabling parents to take on leadership roles in the classroom community	Teachers, Program Coordinator, Executive Director

7	3rd Quarter 1/2-day PD Workshop: Community Beyond the Classroom Connecting parents and children to formal and informal community resources beyond the confines of the classroom; includes recognizing signs of trauma or other special needs and making effective referrals	Teachers, Program Coordinator, Executive Director
8	4th Quarter 1/2-day PD Workshop: Family Goal Setting Part II Coaching families to reflect on progress towards goals using data collected throughout the year in the Portfolio system; Celebrating successes and reinforcing growth-mindsets for both child and adults; Setting goals for summer	Teachers, Program Coordinator, Executive Director, SMCOE Coach*
9	Ongoing: At least bi-weekly, PreK teacher teams gather for common planning meeting. Meetings focus on: Data; Instruction; Materials; Professional development; Problem solving / action planning; Celebration.	Teachers, Program Coordinator, SMCOE Coach*
10	Ongoing: At least bi-weekly, each teacher meets 1:1 with Program Coordinator for coaching towards individual goals.	Teachers, Program Coordinator, SMCOE Coach*
11	June 1/2 Day PD Workshop: Reflective Practice & Continuous Improvement Data-driven end of year celebration of successes and reflections on shortcomings as individual educators and as a team; Initiate goal setting for following year	Teachers, Program Coordinator, SMCOE Coach*

* Additional support for some PD activities will come from SMCOE coach whose time is paid for by Big Lift under QRIS performance improvement system funding

of early learning, parent partnership, and parent connectivity at

Providers of 0-5s: 1 agency, 5 staff	Other:
Documentation instrument:	Target service # for activity (may be duplicated):
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff
report on findings from ED to F5 program office	1 staff
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff

meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff
meeting notes, individual and group PD plans for the year	5 staff

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [Systems Change] Advance F5SMC's Communications and Systems Change efforts to promote optimal early childhood development for children 0-5 in San Mateo County.

Measurable Objective #5: Communicate the importance of the first 5 years of life and collaborate to improve systems integration, decrease duplicative services, and create lasting, beneficial systems improvements.

Total Unduplicated Clients Served Under This Objective

Children 0-5:		Families of 0-5s:	Providers of 0-5s: 2 agencies; 10 staff	Other:
Major activities and timelines (Timeline ongoing unless otherwise)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):
1	Distribute F5 materials to project clients and at community events	Family Connections & Puente	Outreach materials log	
2	Participate with F5SMC as a core Family Engagement network partner	Family Connections & Puente	TBD by F5SMC	
3	Distribute First 5's Kit for New Parents	Family Connections & Puente	Outreach materials log	
4	Participate in F5SMC Learning Circles and other collaborative efforts	Family Connections & Puente	Progress Update	
5	Document measures to increase efficiencies and reduce duplication within service delivery	Family Connections & Puente	Sign in sheet	

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [Evaluation] Demonstrate the effectiveness of the project strategies through participation in an independently administered process and outcome evaluation.

Measurable Objective #5: (a) Participate in the design of the evaluation and in the implementation of data collection activities as required by the evaluation design (b) Develop a robust understanding how to efficiently develop, deliver, and transfer / bring to scale effective family engagement programming that is well articulated in written form and published (or submitted or being prepared for submission) in a peer reviewed arena.

Total Unduplicated Clients Served Under This Objective

Children 0-5:		Families of 0-5s:	Providers of 0-5s: 2 agencies; 10 staff	Other:
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):
1	Participate in data system and evaluation planning as requested by F5SMC		Sign in sheets; Meeting notes	
2	Participate in data system and data collection trainings for grantees provided by F5SMC, Persimmony, or any other evaluation contractor as deemed necessary by F5SMC.		Sign in sheets	
3	Report on this grant using First 5's online grant management system		Persimmony data system	
4	Collect and enter/import individual-level and/or aggregated client data, indicator and outcome data, and/or service data on all project activities, as required by the Evaluation and Data Collection Plan for this program		Persimmony data system	
5	Administer all evaluation tools on clients served as required by the F5SMC evaluation design.		Tools TBD by F5SMC; Data housed in Persimmony	
6	Administer all Systems-Change Evaluation tools as required by the First 5 evaluation design.		Tools TBD by F5SMC; Data housed in Persimmony	
7	Participate in the "Big Data Pilot Project" linking administrative client and service data across programs, agencies, and sectors to the fullest extent allowable by applicable laws and regulations governing data sharing for research and evaluation purposes		Youth Data Archive Big Data Project Database	
8	Conduct year-end Parent Survey	Teachers, Program Coordinator	FFSMC Follow Up Interview Form, Parent Survey Form	45 families

9	* Create record of technical assistance and Puente program design process consistent with best practices of design-based research in education.	FC: Executive Director, Dir Emeritus - Strategic Partnership, Prgm Coord	Technical assistance (TA) plan, to be developed in August Agendas and notes from TA meetings Design-based research (DBR) field notes	2 agencies (FC & Puente); 10 staff
10	* By middle of year 1, identify potential topics for publication, target journals or professional conferences for submission, identify specific design-based research questions or hypotheses on which to collect data, and have in place a year 1 data collection plan.	FC: Executive Director, Dir Emeritus - Strategic Partnership, Prgm Coord	Conference or journal submissions	2 agencies (FC & Puente); 10 staff
11	* By approx. end of year 1 / beginning of year 2, begin analysis of first year data, create year 2 data collection plan, and consider submission of poster or round-table at professional conference based on year 1 findings.	FC: Executive Director, Dir Emeritus - Strategic Partnership, Prgm Coord	Conference or journal submissions	2 agencies (FC & Puente); 10 staff
12	* By end of year 2, submit or be in process of submitting peer reviewed conference paper or journal article.	FC: Executive Director, Dir Emeritus - Strategic Partnership, Prgm Coord	Conference or journal submissions	2 agencies (FC & Puente); 10 staff

NOTE: * = activities that are all highly relevant to this proposal, but all involve research and evaluation activities above and beyond the type of evaluation the funder intends to support during this funding cycle. Therefore no funding from this award will be used to complete these activities. Rather, these activities are currently supported with leveraged funds contributed by donors as unrestricted revenue to Family Connections' annual campaign.

First 5 San Mateo County

Scope of Work Dates: October 1, 2016-June 30, 2017 (Year 1)

Lead Agency Name: Family Connections -- Nurturing Pre-K Families

Goal: [Prop 10] Ensure the general public is aware of the benefit of Proposition 10 (Prop. 10) tax dollars in the community

Measurable Objective #6: Keep the public informed of how and where Prop 10 funds are invested in San Mateo County

Total Unduplicated Clients Served Under This Objective

Children 0-5:		Families of 0-5s:	Providers of 0-5s:	Other:
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):
1	Place a placard announcing project funding by F5SMC in a prominent area where services take place. Timeline = Ongoing.	Family Connections & Puente	Placard placement	
2	Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in annual report, public education materials, outreach materials, website, and media communications. Timeline = Ongoing.	Family Connections & Puente	Copies of materials and press releases	
3	Place F5SMC tobacco-free premises placard in a prominent area where funded services take place	Family Connections & Puente	Placard placement	
4	Make tobacco education and cessation resources provided by F5SMC readily available to those served by the agency and to staff of the agency	Family Connections & Puente	Copies of materials provided by F5SMC	



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:	Family Connections
Program/Project Name:	Nurturing Pre-K Families
Amount of Request:	\$86,563.85
Budget Period:	October 1, 2016 - June 30, 2017 (Year 1)
Submission Date:	11/1/2016

** 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			
A. Executive Director	\$ 135,000.00	0.06	\$ -	\$ 8,100.00	\$ 8,100.00
C. Coordinator, Family Edu Prgm	\$ 80,000.00	0.25	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
D. 3 PreK Teaching staff (1 teacher per site)	\$ 66,000.00	3 x .33 FTE	\$ 41,626.50	\$ 23,713.50	\$ 65,340.00
E. Coordinator, Clinical Services	\$ 100,000.00	0.10	\$ 10,000.00	\$ -	\$ 10,000.00
Benefits @ 20 %			\$ 5,662.65	\$ 19,025.35	\$ 24,688.00
Subtotal - Personnel		1.40	\$ 77,289.15	\$ 70,838.85	\$ 148,128.00

II. OPERATING EXPENSES			A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities for PreK Parent Partnership Prgm			\$ -	\$ 135,000.00	\$ 135,000.00
B. Materials & Supplies for PreK Parent Partnership Prgm			\$ -	\$ 7,528.85	\$ 7,528.85
C. Telephone/Communications			\$ -	\$ -	\$ -
D. Postage/Mailing			\$ -	\$ -	\$ -
E. Printing/Copying			\$ -	\$ -	\$ -
F. Equipment Lease			\$ -	\$ -	\$ -
G. Travel Using Personal Vehicle			\$ -	\$ -	\$ -
H. Travel Using Company Vehicle			\$ -	\$ -	\$ -
I. Consultants (itemize):			\$ -	\$ -	\$ -
J. Subcontractors (itemize):			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
K. Other (itemize):			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Subtotal - Operating Expenses			\$ -	\$ 142,528.85	\$ 142,528.85

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.	\$ -		\$ -
	\$ -		\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
12%	\$ 9,274.70	\$ 8,500.66	\$ 17,775.36
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ 9,274.70	\$ 8,500.66	\$ 17,775.36

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 86,563.85	\$ 221,868.36	\$ 308,432.21

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. ==> Of the total \$221,868.36 leveraged funds listed above, Family Connections receives \$105,750.00 in the form of rent subsidies from our landlords. The source for the remaining \$116,118.36 of leveraged funds is Family Connection's unrestricted annual campaign. In 2016, the annual campaign received approx. 430 individual donations totalling over \$566,000 of unrestricted revenue. All anticipated campaign revenue leveraged for this proposal is fully secured via multi-year pledges from donors.

Date Prepared:	7/5/2016	*Prepared By:	
-----------------------	----------	----------------------	---

* Must be signed by an Authorized signor of the agency



First 5 San Mateo County
BUDGET NARRATIVE FORM

Agency Name:	Family Connections
Program/Project Name:	Nurturing Pre-K Families
Amount of Request:	\$86,563.85
Budget period:	October 1, 2016 - June 30, 2017 (Year 1)
Submission Date:	11/1/2016

I. PERSONNEL	A. Amount Requested	Description / Explanation
Position Title		
A. Executive Director	\$ -	Overall leadership & accountability; Eval of prgm model & design-based research on
	0 \$ -	
C. Coordinator, Family Edu Prgm	\$ 20,000.00	Supervise FC's PreK program
D. 3 PreK Teaching staff (1 teacher per site)	\$ 41,626.50	Deliver PreK services to families (non-intensive support only)
E. Coordinator, Clinical Services	\$ 10,000.00	Supervise Palo Alto Univ psych residents leading PreK parent support groups
Benefits @ 20 %	\$ 5,662.65	Most of benefits is leveraged
Subtotal - Personnel	\$ 77,289.15	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities for PreK Parent Partnership Prgm	\$ -	Leveraged
B. Materials & Supplies for PreK Parent Partnership Prgm	\$ -	Leveraged
C. Telephone/Communications	\$ -	
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ -	
G. Travel Using Personal Vehicle	\$ -	
H. Travel Using Company Vehicle	\$ -	
I. Consultants (itemize):	\$ -	
	\$ -	
	\$ -	
J. Subcontractors (itemize):	\$ -	
	\$ -	
	\$ -	
K. Other (itemize):	\$ -	
	\$ -	
	\$ -	
	\$ -	
Subtotal - Operating Expenses	\$ -	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
B.	\$ -	
C.	\$ -	
D.	\$ -	

E.	\$ -	
	\$ -	
Subtotal - Capital Expenditures	\$ -	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
0.12	\$ 9,274.70	Allocated based on analysis of FY16 budget actuals
Subtotal - Indirect Costs	\$ 9,274.70	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 86,563.85

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.

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



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

First 5 San Mateo County: Working to Increase Quality Child Care Facilities for Children, Newborn to Age 5



Early learning settings play a critical role in nurturing children's social, emotional and cognitive development, and are an essential component of any strategy to promote school readiness and success in all aspects of life. In San Mateo County, 71% of children live in families where all parents work; however, there is a severe shortage of child care and early learning programs for these children to attend.

In 2015, child care facilities in San Mateo County had capacity to meet just 68% of the demand for care. By 2025, this number is expected to go down to 62%. Families – already struggling to make ends meet – are spending 31-34% of their net income on child care, and many parents are driving long distances each day to drop their young children off or pick them up from child care facilities.

In San Mateo County, the shortage of quality child care centers is fueled by a number of factors, including:

- Highly competitive real estate market
- Limited financing for construction
- Complicated planning and permitting process

10,789

The number of children impacted by the shortage of child care facilities in San Mateo County in 2015

13,981

The number of children that will be impacted by the shortage of child care facilities in San Mateo County in 2025

69%

of San Mateo County child care providers have waitlists

97%

of full-time infant programs are at capacity

88%

of full-time preschools are at capacity

In the past year alone, four child care sites in San Mateo County were facing closure due to the demand for real estate. This translates into a loss of services for 259 children. While the majority of childcare providers have said that they would consider expanding their services, 55% said that the greatest barrier would be difficulty finding an appropriate location in the competitive real estate market.

As a result of this severe shortage, San Mateo County is missing out on millions of dollars in state funding. Each year, the county turns down \$1 million that would support subsidized care for 4,600 children simply because there is no space for these children within the county's existing child care supply.

Our Impact

First 5 San Mateo County has a strong history of working with other organizations to address the shortage of quality early care and education in San Mateo County. From 2001-2012, we stewarded an Early Learning Facilities Grants program that improved and expanded the number of quality child care and early learning spaces. Funded by First 5 San Mateo and the San Mateo County Human Services Office in partnership with Rebuilding Together Peninsula, the grant resulted in 1,800 new spaces being created for children in 150 centers and family child care homes. In addition, more than 50 child care center renovations were completed in San Mateo County.

In April 2016, we collaborated with First 5 California to award more than \$1.6 million in grants to increase the number of high quality early learning settings for children ages 0-5, including \$1,298,826 to the San Mateo County Office of Education and \$318,328 to the Child Care Coordinating Council of San Mateo County, Inc.

In addition, members of the commission and staff have joined with other public and private leaders to form the San Mateo County Early Care and Education Facilities Task Force. With the completion of an Early Learning Facilities Needs Assessment earlier this year, the task force is currently analyzing a variety of strategies to address the child care shortage, including:

- Inclusion of child care in new development
- Redesignating and repurposing existing space
- Removing zoning and permitting barriers
- Securing public financing
- Incorporating child care-friendly policies in city's general plans

Further, First 5 San Mateo County advocated to the City of San Mateo for the inclusion of a child care facility in the new Hillside Terraces development project.

"Quality child care must be part of our civic dialogue to ensure that our families are supported and our communities thrive."

— **Dave Pine**, San Mateo County Supervisor and First 5 San Mateo County Commissioner & **Kitty Lopez**, executive director at First 5 San Mateo County, Daily Journal OP-ED

"For the last one year since we moved to San Carlos we have been driving an extra hour every week to drop/pick up our daughter from daycare. We could really be spending this time with our daughter."

— **parent**, San Carlos, CA

The shortage of quality child care centers is not just an early childhood development issue, but a public infrastructure issue, linked to housing, employment and transportation, and we need all sectors of our community to work together to address it.



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

Improving Oral Health for Children Prenatal to Age 5



When a pregnant woman has a dental disease, her baby is also at an increased risk of developing a dental infection. Research has shown that without proper oral health practices and good nutrition, dental decay can begin soon after babies get their first teeth. Pain from dental disease impacts nutritional intake and tooth loss, damaged teeth, and other dental issues erode self-esteem and confidence, leading to diminished success in school.

Identified issues facing San Mateo County include:

- Inadequate number of dentists providing care to meet demand, particularly for Medi-cal/Denti-cal eligible populations.
- Current reimbursement rates are insufficient and exacerbate gap in services.
- Appointment wait time can be months at community clinics.
- Parents of children served by First 5 San Mateo County-funded programs, particularly non-English speaking families, have reported difficulties accessing dental care.⁴

Data from the San Mateo Medical Center Emergency Room suggest that more than

25%

of costly dental-related ER visits **could have been prevented** with routine preventive and primary dental care.¹

Flouride varnish, easily applied to young children's teeth during medical or dental visits, leads to a

37%

reduction in the risk of childhood tooth decay.²

Dental sealants, plastic coatings applied to the chewing surfaces of molar teeth, can be

88%

effective in **preventing** the most common form of dental decay in school-age children.³

¹ Data obtained from San Mateo Medical Center's Emergency Room and Stanford Hospital and Clinics for San Mateo residents, August 2015.

² Weyant, Robert J., et al. "Topical fluoride for caries prevention." The Journal of the American Dental Association 144.11 (2013): 1279-1291.

³ Ahovuo-Saloranta, Anneli, et al. "Sealants for preventing dental decay in the permanent teeth." The Cochrane Library (2013).

⁴ Data from Parent Focus Groups around Oral Health, conducted by First 5. March 2011.

Our Impact

Across the country, agencies at the county, state and federal levels are recognizing the need for additional resources to assure access to dental care, improve oral health, and integrate with overall health efforts. First 5 San Mateo has funded a dedicated Oral Health Initiative since 2012, and has been purposefully investing in the development of county-wide solutions using both capacity-building and collective impact strategies.

Most recently, First 5 San Mateo contributed funding toward the creation of an Oral Health Strategic Plan for the county. First 5 San Mateo commissioners, staff and grantees have furthered the investment by leading the efforts of the San Mateo County Oral Health Coalition as convenors and champions. The coalition, which includes more than 30 organizations and individuals from the oral health, medical, philanthropic, and other fields, has accomplished:

- Launch of the strategic planning process December 2015 at a planning retreat attended by more than 60 cross-sector stakeholders.
- Environmental scan of the current data and resources on oral health in San Mateo County.
- Final Oral Health Strategic Plan, released in October 2016.

First 5 San Mateo County's commitment to the implementation of the Oral Health Strategic Plan includes funding support for two new county staff positions: an Oral Health Strategic Plan Director and a Dental Program Specialist. These key staff positions will oversee the implementation of the Strategic Plan, including initiating the ongoing convening of local oral health stakeholders, whose support and direction will continue to be integral to the Plan's success.

Former Menlo Park Assemblyman Rich Gordon is one of the county's original First 5 Commissioners. "Thanks to First 5 San Mateo County and partners like the University of the Pacific School of Dentistry, hundreds of children throughout the county will now have access to high-quality oral hygiene," he said. "Studies have shown there is a relationship between dental care and self-esteem, school performance, and critical developmental health needs."

"I am delighted that the Peninsula is the home of so many test sites of this important pilot project," said **Senator Jerry Hill, D-San Mateo**. "By exploring innovative technology and public-private partnerships, this venture is making dental care more widely available to one of our community's most vulnerable populations — children — and is giving them a head start on a lifetime of healthy dental practices that can influence their overall health and their performance in school."

In parallel with the systems-level work being done through the Oral Health Coalition, First 5 San Mateo County continues to fund for its signature Oral Health investment, the Virtual Dental Home Program, led by Ravenswood Family Health Center. This innovative dental model focuses on prevention through parent education, bringing preventive services to the community and providing children with a dental home. The "virtual dental home" uses a collapsible dental chair, laptop computer, digital camera on the end of a dental probe and a handheld X-ray machine that "extends the opportunity to offer dental diagnostic and preventive services in the comfort of their familiar and non-threatening pre-school environment and introduces the child and the family to preventive dental services and education at a very young age," says Dr. Yogita Thakur, Dental Director at Ravenswood Family Health Center.

- More than 1,125 children in San Mateo County have been served by the Virtual Dental Home since First 5 San Mateo County began the funding model in 2012.
- The Virtual Dental Home is on target to serve 600 children ages 1 through 5 this year in San Mateo County with First 5 funding, including an expanded focus on children with special needs.

**FIRST 5 SAN MATEO COUNTY
REPORT OF THE EXECUTIVE DIRECTOR
FEBRUARY 2017**

OVERVIEW

During the past month, the Executive Director took the following actions under the Commission's delegation authority:

- Hillsdale Terraces Project Childcare Recommendation: At the February 3, 2017 City of San Mateo Planning Commission Hearing, the Hillsdale Terrace Housing Project was agendaized for discussion by the advisory board. Public comment for this agenda item was not taken, but correspondence from the public was allowed and is part of the public record. Prior to the public hearing, Kitty Lopez sent a Letter of Recommendation to Mayor David Lim and San Mateo City Councilmembers advocating for the allocation of the \$400,000 developer contribution for the project be designated for child care. Also requested was that the \$400,000 allocation be added to the funds collected from the City of San Mateo's child care impact fees.

The Hillsdale Terraces project was approved by a 4-1 vote. Child care was part of the discussion about the \$400,000 and was strongly supported by two of the council members. No decision was made about the allocation for the \$400,000 developer contribution.

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

Early Learning

- San Mateo County (SMC) QRIS and CA-QRIS (Quality Rating & Improvement System): F5SMC/Michelle Blakely and 4Cs participated in the Bay Area Governance Committee to determine the structure, representation and decision-making process of the Bay Area Region 4 CA QRIS in determining regional votes for CA QRIS action items.
SMC QRIS Consortium Members SMCOE, CCPC, 4Cs and F5SMC are participating in several, regional and statewide work groups and committees that will identify action items for change, modification or refinement of CA QRIS requirements. Each CA QRIS region will vote on action items; the first slate of action items is expected in March 2017.
F5SMC and partners will provide an update, review and discussion of SMC's QRIS after the Communications plan has been finalized.
- Child Care Partnership Council (CCPC) Child Care Facilities: On behalf of Superintendent & F5SMC Commissioner Anne Campbell, co-chair of the Child Care Partnership Council, F5SMC and partners are working to align efforts to address the child care facilities shortage including developing an initial countywide work plan that incorporates the efforts of the CCPC Facilities Task force, SVCF-Facilities Taskforce, Brion Economics Report recommendations and the Facilities Spring Forum Planning Committee. The SMC Facilities Work Plan will be vetted through the CCPC's Policy

& Advocacy & Facilities Committees. A presentation and discussion of the plan will be provided for F5SMC Commissioners and community review and input.

Child Health and Development

- CHI Oversight Committee: First 5 SMC staff, Kitty Lopez and Emily Roberts, attended the biannual Children's Health Initiative Oversight Committee meeting held on January 27th as a part of First 5 SMC's ongoing commitment to ensuring that all children in San Mateo County have access to health insurance and are utilizing this benefit.
- Systems Change Policy Workgroup: Emily Roberts and Gatepath's Cheryl Oku co-convened the Systems Change for Children with Special Needs Policy Workgroup on February 6th. The meeting was dedicated to reviewing the recommendations from the Centralized Telephone Access Point Feasibility Study authored by Ms. Oku and garnering feedback for next steps toward call center implementation.

Family Engagement

- Friday Café Kick-Off: The San Mateo County Office of Education (SMCOE) and the Peninsula Conflict Resolution Center (PCRC) launched the Friday Café Kick-Off on February 24th. Over 75 family engagement professionals and community members from various sectors attended, including First 5 Commissioners Garb, Frisella, and Campbell.

Attendees helped identify desired outcomes and possible topics for future Friday Cafes. The Friday Café Planning Committee is securing venues and speakers for the upcoming Cafes. The next Friday Café will take place on February 24 from 8:30 to 10:30 at Twin Pines Park.

Friday Cafe is an acronym that stands for Community and Family Engagement and is jointly funded by family engagement grants from First 5 San Mateo County and the W.K. Kellogg Foundation.

POLICY, ADVOCACY, & COMMUNICATIONS UPDATES

- Advocacy Day, January 31, 2017: Executive Director Kitty Lopez attended the 2017 Annual Advocacy Day in Sacramento sponsored by the First 5 Association and F5 California. Over 100 First 5 county representatives met with legislative offices and members of Brown's administration to discuss First 5's critical role in funding children's services.
- Website, Social Media, Commission Communications Update: Website Phase 2 Visual Design: After completion of the Phase 1, Planning: Content Strategy & Information Architecture, Runyon Saltzman, Inc. (RSE) produced two unique website design concepts; the final design was approved. RSE is refining and finalizing the website design and are building out design templates for the homepage and five interior pages; website content is currently being developed by Staff and RSE copywriters. The website soft launch is scheduled for May 15, 2017. Social Media efforts are underway; RSE retweeted ten media articles within the last two weeks. Click on the following links for examples: [Preschool shortage spurs outreach campaign: Advocates seek policy amendments throughout county to address lack of early education centers - - San Mateo Daily Journal](#) and [Let's be sure children aren't lost in the healthcare debate | TheHill](#).

RSE and F5SMC Staff will present a comprehensive communications update at the April 24, 2017 Commission meeting.

ACCOUNTABILITY AND EVALUATION

- Center for American Progress Defines High Quality Early Learning: Quality 101, a new resource from the Center for American Progress (CAP), identifies core components of a high-quality early childhood program and supports and structures that need to be in place for a program to achieve and maintain high-quality. [Check out their new resource here.](#)

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

- Early Childcare Education Coalition Letter on the Governor's Budget: On February 13, 2017, the Early Childcare Education Coalition, and multiple supporters including First 5 California and the First 5 Association of California, submitted comments on the Governor's Budget Proposal to the Assembly and Senate Budget Committees emphasizing that the proposal breaks the promise to continually increase access to early learning opportunities for low-income Californians. The letter references new research from [James Heckman](#) and the [California Budget Project](#).

COMMUNITY AND STATEWIDE EVENTS & UPDATES

- The California Budget Project Report finds that 1.2 million eligible children do not receive child care services in CA: On December 15, 2017, the California Budget Project released a [report](#) finding that 1.2 million (or 6 out of 7) children who qualify for child care subsidies in CA do not receive services. The report also found that state child care spending continues below pre-recession levels. This is the first report in a multiphase effort to study the unmet need of child care services across CA.
- New Brief on Children's Oral Health: A new policy brief, [Strengthening Dental Care for Children Utilizing California's Federally Qualified Health Centers](#) released in December by UCLA School of Dentistry, First 5 LA and Children Now outlines recommendations to expand the capacity of California's Federally Qualified Health Centers to provide quality oral health care to young children across the state. These centers can play a unique role in ensuring children can access integrated medical and dental services they need, regardless of income, insurance type and immigration status.
- California WIC Association's 2017 Annual Conference and Trade Show: [Registration](#) for the CWA's Annual Conference and Trade Show, Engaging Families in Thriving Communities, is now open. The event will be held in San Diego, at the Town and Country Resort and Convention Center, 619-291-7131.

This page is intentionally blank

DATE: February 27, 2017
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Program, Operations and Planning (POP), February 6, 2017

Commissioners Present: Anne Campbell, Sandra Phillips-Sved
 Public Member: Harvey Kaplan, M.D.
 Staff: Michelle Blakely, Kitty Lopez

The following is an overview of program highlights and Committee discussion:

New Commission Meeting Format Update: Kitty Lopez provided an update on the new Commission meeting format which is based on feedback from the 2016 Commission Special Meetings/Retreats and staff's desire to implement strategies that further engage Commissioners based on their interests and the systems level work staff is doing. Our goal is to create a "Learning Organization" and highlight key issues during Commission meetings. In addition, a program dashboard will be developed to provide more information about programs.

Proposed Calendar of 2017 and 2018 Commission Meeting Dates: The proposed calendar for 2017 and 2018 Commission meeting dates reduces the yearly number of Commission meetings to approximately 7-8 meetings a year.

Committee Discussion: Committee members discussed the pros and cons of reducing Commission meetings and conveyed that meetings are needed in key months for budget planning and approval (May & June). Input included informing the public of the new approach and energizing the meeting for the public's benefit through presentations, and discussions with engaging titles.

Early Learning Facilities: Preschool and infant toddler spaces have been identified as high need in San Mateo County. Brion Economics Final Early Childcare Facilities Report which is funded by the SMC Human Service Agency and F5SMC. The Child Care Partnership Council (CCPC), Silicon Valley Community Foundation, Child care Coordinating Council (4C's) and other early learning partners are reviewing systemic issues related to the shortage of preschool & infant toddler spaces such as:

- Creating funding and advocacy;
- Raise awareness with other stakeholders in the community in 2017 to hear about issue and explore how others can be involved (developers, cities and businesses)
- Develop a communications work plan based on Brion's Final Early Childcare Facilities Report Recommendations. Personnel would be needed to develop, coordinate and implement the plan; personnel funding was discussed which included infrastructure, impact versus investment and other contributors such as the Silicon Valley Community Foundation.

Committee Discussion:

- Expansion of and deeper analysis of the existing 7 sites is identified in the final report which also includes the locations of the spaces on a city by city basis.
- Would the personnel position(s) be half time or full time? Could other organizations contribute \$25K (for example) to fund the needed personnel?
- There is a lot of momentum and interest; more conversations are needed to define next steps.

- The child care facilities issue involves every county in the bay area; the committee discussed collaboration with Santa Clara County.

Help Me Grow (HMG) / Centralized Telephone Access Point: The Help Me Grow/Watch Me Grow Centralized Telephone Access Point Feasibility Study feasibility study was distributed and will be discussed further in March. F5SMC and Community Gatepath are developing recommendations to determine a host agency and partners. The goal is to merge, coordinate and align with existing lines for telephone access point for HMG.

Communications Update: An update on the development of the new website, including the new design and social media implantation was provided. Currently RSE is providing 85% of implementation and will continue to do so in 2017-2018 as detailed in year three of their scope of work.

Finance & Administration Committee Meeting, February 13, 2017

Commissioners Present: Michael Garb, Iliana Rodriguez

Commissioners Absent: Lee Michelson

Staff: Khanh Chau, Kitty Lopez

Budget Monitoring Report as of December 31, 2016: The Committee reviewed the Budget Monitoring Report as of December 31, 2016 (**See Attachment 12A**) which reflects a 42% positive variance in Ending Fund Balance Projection than the planned Budget. Attributable to this positive variance are higher Interest Revenue, Prop 10 Tax Revenue disbursements, and under spending in both Program and Administrative and Appropriations line items.

FY16-17 Revised Budget: Kitty Lopez briefly presented key highlights and revisions addressed in the FY16-17 Revised Budget memo, that included positive adjustments of the Beginning Fund Balance and the Prop 10 tax Projections; the increase of Program Appropriations with new contract execution; and the proposed change of personnel needs.

Kitty Lopez made the proposal to convert an Extra-Help/Agile Workforce position to a full-time employee in order to continue of the SPIP implementation and the IMPACT 5-year grant administration. Kitty Lopez cited that, per county personnel policy, an Extra-Help/Agile Workforce position will be eliminated after its 3-year term; the proposed FTE conversion is to prevent losing a key staff member in the middle of implementing the Strategic Plan. Committee members acknowledged the pending workload of the SPIP implementation and endorsed the staffing needs.

Committee members suggested making changes to the Interest Revenue; and review of the Commission Meetings and Conference Expenses, and Staff Business Travel expenses budget lines. Staff will review and make revisions as needed.

The Committee recommended approval of the FY16-17 Revised Budget reflecting the changes suggested at the Finance Committee Meeting.

Verbal Update – Family Connections Contract: Kitty Lopez reviewed the recent restructuring of the Family Engagement contract that was previously presented at the November 28, 2016 Commission meeting. The initial contract to Family Connections is divided into 3 contracts and scopes of work; two contracts are executed and one contract has been recently finalized with Family Connections and will be back dated to October 1, 2016 to be in alignment with the two existing Family Engagement contracts. Committee members supported this alignment.

FIRST 5 SAN MATEO COUNTY
BUDGET MONITORING REPORT AS OF DECEMBER 31, 2016

YTD Benchmark Percentage :50%

	FY16-17 BUDGET	YTD ACTUALS	YTD ACCRUALS*	YTD COMBINED (Actual & Accruals)	YTD Combined versus Budget %	NOTES
REVENUE						
FUND BALANCE (Beginning)	\$ 14,173,599	\$ 15,845,751	\$ -	\$ 15,845,751	100%	Adjusted Beginning Fund Balance as per the FY15-16 Audit Report.
Interest	94,047	32,970	23,512	56,482	60%	\$23K are Q2'17 Interest Revenue Estimates. Interest earning rate increases from 0.7% to 1.0% in recent months.
Tobacco Tax - Prop 10	5,363,000	2,415,652	446,917	2,862,569	53%	\$446K is Dec '16 Prop10 Revenue Estimate.
IMPACT grant	458,000	-	229,000	229,000	50%	\$229K are Q1 and Q2'17 IMPACT Grant Revenue Estimates.
Wellness Grant	-	-	-	-	0%	-
Miscellaneous Reimbursements	-	50	-	50	0%	-
TOTAL REVENUE	5,915,047	2,448,673	699,428	3,148,101	53%	Positive variance due to an adjustment of Prop 10 Revenue declining rate projections by F5CA that resulted in higher disbursements in recent months.
TOTAL AVAILABLE FUNDS	20,088,646	18,294,424	699,428	18,993,852		
APPROPRIATIONS						
1. PROGRAMS						
Family Engagement	1,689,000	368,523	385,189	753,712	45%	\$385K is Q2' 16 expenditure estimates.
Kit for New Parent KNP (KNP)	41,000	3,685	22,000	25,685	63%	\$22K is Q1 and Q2'16 expenditure estimates
Child Health & Development	1,822,000	338,239	395,500	733,739	40%	\$395K is Q2'16 expenditure estimates.
Early Learning	1,995,000	308,606	454,750	763,356	38%	\$454K is Q2' 16 expenditure estimates.
Early Learning - Regional Cost Sharing	30,000	0	0	0	0%	-
IMPACT Grant	349,000	34,194	87,250	121,444	35%	\$87K is Q2 16 expenditure estimates.
Policy Advocacy, Communication	598,000	83,532	92,250	175,782	29%	\$92K is Q2' 16 expenditure estimates.
Policy Advocacy, Communications & Systems Changes - Unallocated Fund	687,000	0	0	0	0%	-
Other Communications	10,000	5,000	0	5,000	50%	California Dental Association sponsorship
Program Salary & Benefits	473,065	214,727	0	214,727	45%	Saving due to a delayed hiring of an Extra-Help
Evaluation	265,000	39,625	27,500	67,125	25%	\$27.5K is Q2'16 Persimmony expenditure estimates
Evaluation - Salaries & Benefits	141,434	71,978	0	71,978	51%	Evaluation Specialist 's salary and benefits. Staff reduces VTO
TOTAL PROGRAM APPROPRIATIONS	\$ 8,100,499	\$ 1,468,109	\$ 1,464,439	\$ 2,932,548	36%	Positive variances due to pending planning of the unallocated fund of the Policy Advocacy, Communications, System Changes budget.
2. ADMINISTRATIVE						
TOTAL ADMINISTRATIVE APPROPRIATIONS	\$ 1,055,252	\$ 453,164	\$ 30,540	\$ 483,705	46%	Positive variances due to under spending in various line items.
Administrative Cost %	12%		2%	14%		
TOTAL APPROPRIATIONS	\$ 9,155,751	\$ 1,921,273	\$ 1,494,979	\$ 3,416,253	37%	Positive variances due to pending planning of the un-allocated fund of the Policy Advocacy, Communication, and System Changes budget line, underspending in Professional Services and various Administrative line items.
FUND BALANCE (ENDING)	\$ 10,932,895	\$ 16,373,150	\$ (795,551)	\$ 15,577,599	142%	Positive variances due to an adjustment of the Beginning Fund Balance, higher Interest Revenue and Prop 10 Tax Revenue disbursements, and under spending in both Program and Admin Appropriations.
Total Salaries and Benefits	\$ 1,251,201.00	\$ 590,088	\$ -	\$ 590,088	47%	Positive variances due to delayed hiring of an Extra-Help