

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

**FIRST 5 SAN MATEO COUNTY COMMISSION MEETING**

**DATE:** Monday, August 28, 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

<b>AGENDA</b>	
<p><b>Call to Order and Preliminary Business</b></p> <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Action to Set Agenda for August 28, 2017 Meeting and Approve Consent Agenda Items <i>(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)</i></li> <li>3. Introduction of Invited Guests</li> <li>4. Public Comment</li> <li>5. Commission Announcements</li> <li>6. Storytelling: First 5 Work / Impact: Commissioner Patel</li> </ol>	4:00 – 4:10
<p><b>Discussion Items</b></p> <ol style="list-style-type: none"> <li>7. Presentation: Strategic Plan Progress and Indicator Update               <ol style="list-style-type: none"> <li>a. Commission and Community Discussion</li> </ol> </li> <li>8. Update: SPIP Funding Carry Over to Fiscal Years 2018-2020               <ol style="list-style-type: none"> <li>a. Commission and Community Discussion</li> </ol> </li> </ol>	4:10 – 5:00
<p><b>Action Items</b></p> <ol style="list-style-type: none"> <li>9. Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) for Fiscal Years 2018-2020               <ol style="list-style-type: none"> <li>a. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.3</li> <li>b. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 1</li> <li>c. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 2</li> <li>d. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Lines 3-6</li> <li>e. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.5</li> <li>f. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.6, Line1</li> </ol> </li> </ol>	5:00-5:40
<p><b>Informational Items</b></p> <ol style="list-style-type: none"> <li>10. Communications Update</li> <li>11. Report of the Executive Director</li> <li>12. Committee Updates</li> </ol> <p><b>Adjourn</b></p>	5:40-6:00

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

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

**IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES**

**ACT:** First 5 San Mateo County Commission meetings are accessible to individuals with disabilities. Contact Chonne Sherman at (650) 823-2911, or at [csherman@smcgov.org](mailto: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**

August 28, 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.

---

- 2.1 Approval of the June 26, 2017 Commission Meeting Minutes  
(See Attachment 2.1)

**This page is intentionally blank**

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

June 26, 2017

**Present:**

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

**Call to Order & Roll Call**

Commissioner Rodriguez called the meeting to order at 4:02 PM; roll call was taken.

1. Action to Set Agenda for June 26, 2017 Meeting and Approve Consent Agenda

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

The Motion was approved.

2. Introduction of Invited Guests

Commissioner Rodriguez introduced Avo Makdessian, Vice President and Director, Center for Early Learning, Silicon Valley Community Foundation.

3. Public Comment

Sarah Poulain updated the Commission on her new position as Executive Director, Family Connections and is excited to engage with the Commission in her new role.

4. Commission Announcements

Commissioner Michelson announced that the December Commission meeting will be his last meeting as he is retiring at the end of the year.

5. Storytelling: First 5 Work / Impact

Commissioner Phillips-Sved shared the impact of mental health and early childhood and elementary school settings.

**Discussion Items**

6. Presentation: 2015-2020 Strategic Plan Implementation Plan Update

Kitty Lopez provided an annual update to the 2015-2020 Strategic Plan Implementation Plan. Commissioners requested that the number of children and/or families that will be impacted by the programs and the names of the organizations who are actually doing the work be added to

future presentations. The presentation can be viewed or downloaded at <https://first5.smcgov.org>.

8. Our Accomplishments in FY2016-2017

Kitty Lopez gave an overview of First 5 San Mateo County's accomplishments for Fiscal Year 2016-2017. The Presentation can be viewed/downloaded at <https://first5.smcgov.org>.

**Other Action Items**

9. Approval of First 5 San Mateo County's Long-Term Financial Plan LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update)

Kitty Lopez gave the presentation for this agenda item. The following is a brief overview of the presentation:

- LTFP (FY16/17) is about strategic financial planning for FY18-20.
- Strategic direction: SPIP Community Investment will be funded at the level of fiscal Prop 10 Tax Revenue; and Operations will be funded from Ending Fund Balance.
- Prop 10 Tax Revenue Projection: Adjusted declining rate of 2.9% from 4.5%; adds approximate \$3.434 Million more revenue to F5SMC.
- SPIP Community Investment average step down 15%; funding considerations will be varied depending on multiple factors and service landscape.
- Operations is at 15% due to increasing in personnel cost, health care cost, and county service charges.
- Staffing structure will remain intact to support the implementation of the 2015-2020 Strategic Plan.
- Ending Fund Balance (before Reserves) is projected \$5.9 Million to ensure a softer reduction in Community Investment and safety cash flow management after FY2020.

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

No public comment; the Motion was approved.

10. Approval of Financial Planning Strategies for Fiscal Year 2018-19 through 2019-2020

Kitty Lopez gave the presentation for this agenda item. The presentation included review of financial planning assumptions, funding considerations and the 2015-2020 strategic planning timeline. The complete presentation can be viewed or downloaded at <https://first5.smcgov.org>.

Commissioner Rogers commented that sustainability, balancing immediate services for families need to be looked and that recommendations need to be made through a transparent process.

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

No public comment; the Motion passed.

11. Approval of First 5 San Mateo County's Event Sponsorship Policy for Fiscal Year 2017-2018

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

No public comment; the Motion passed.

12. Presentation: California Leaders for Children Campaign

Avo Makdessian, Vice President and Director, Center for Early Learning, Silicon Valley Community Foundation (SVCF) gave the presentation for this agenda item. Mr. Makdessian gave a brief overview of the campaign stating that the California Leaders for Children Campaign (CALC) is an aligned coalition-building, communications and early childhood "issue placement" initiative focused on the 2018 California gubernatorial race. The goal of CALC is to ensure the next governor is a champion of early childhood policies and investments. He then provided information on children who live in poverty in California and CALC's "forward-facing" strategy.

The strategies, structure and what is happening now and in the future of CALC can be viewed/downloaded at <https://first5.smcgov.org>

13. Communications Update

There were no additions to the Communications Update.

14. Report of the Executive Director

Kitty Lopez highlighted the hiring of Learning for Action, a mental health systems consultant who will help guide systemic efforts within F5SMC's mental health work.

15. Committee Updates

Program, Operations and Planning Meeting – June 5, 2017: Commissioner Phillips-Sved highlighted the presentation by Michelle Blakely on Build Up for San Mateo County's Children: Early Learning Facilities. The final report from Silicon Valley Community Foundation's Facilities Taskforce has been completed. Taskforce recommendations include strategies for financing new or existing childcare facilities.

LaFrance Associates has been selected to provide consultation services for mental health systems planning. Commissioner Phillips-Sved will be on the Mental Health Systems Planning Committee.

Early Childhood Evaluation Advisory Committee-June 19, 2017: Commissioner Fraser shared that she appreciated the new committee structure, public members, Heather Cleary, Peninsula Family Service and Tracey Fecher, Community Gatepath and the discussion on how evaluation information will be collected.

15. Meeting Evaluation

Commissioner's feedback complimented Kitty Lopez on a good meeting and particularly liked the CLAC and Accomplishments in FY2016-2017 presentations.

**Adjourn**

Commissioner Rodriguez adjourned the meeting at 5:40 PM.

**This page is intentionally blank**



**DATE:** August 28, 2017

**TO:** First 5 San Mateo County Commission

**FROM:** Kitty Lopez, Executive Director

**RE:** Update: SPIP Funding Carry Over to Fiscal Years 2018-2020

---

### **ACTION REQUESTED**

None. This agenda items is an update on the SPIP Funding Carry Over to Fiscal Years 2018-2020.

### **BACKGROUND**

At the June 26, 2017 Commission Meeting, the First 5 San Mateo County's Long-Term Financial Plan LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update) was reviewed and approved (**Attachment 8A**); that includes a proposal of \$1.1 Million of SPIP Funding Carry-Over from FY2015-2018 to FY2018-2020 due to pending strategic investment planning and timing issues.

### **UPDATE SPIP FUNDING CARRY OVER AMOUNT TO FISCAL YEARS 2018-2020**

- Upon a thorough review of agency wide investment portfolio, Strategic Plan Implementation Plan (SPIP), staff proposes increase Funding Carry-Over Amount from FY2015-2018 to FY2018-2020 from \$1.1 Million to \$1.825 Million that represents an increase Funding Carry-Over of \$725K over 2 years period or an increase of \$362.5K per year.
- Proposed Funding Carry Over Amount of \$1.825 Million is a result of projected investment reductions in Child Health Development (\$830K), Early Learning (\$475K), Evaluation (\$265K), Policy, Advocacy, Communications, and System Changes (\$255K) in FY2016-2017 and FY2017-2018 timing considerations, i.e planning, implementation, and appropriate roll-out of investment (**Attachment 8B**). These projected investment reductions will reflect as part of underspending in FY2016-2017 Budget Close-Out and reduction of Program Appropriations in the FY2017-2018 Revised Budget to be presented to Commission in January 2018.
- Funding Carry-Over Amount of \$1,825 Million will increase *SPIP Program Appropriations (excluding Other Grants)* for FY2018-2019 and FY2019-2020 from \$5.750 Million / year to \$6.112 Million / year (**Attachment 8C**). It will not have any impacts to other key fiscal criteria of the F5SMC's LTFP (such as Total Revenue, Operations Appropriations, Ending Fund Balance Before Reserves, Ending Fund Balance After Reserves).
- The Average Step-Down of Continuation Grants in FY2018-2020 might be larger than the Average SPIP Step-Down of -6.35% due to the inclusion of:
  - ✓ New line items \$297K/year in FY2018-2020 associated with projected new Emerging Projects (\$200K/year), Kit for New Parent (KNP-\$42K/year), Regional Cost Sharing (\$45K/year), and Sponsorship (\$10K/year) that are now included in the same funding basket of \$6,113K/year. These additional Program Appropriations have been moved into the SPIP Allocation.
  - ✓ \$522 K of Cycle 2 contracts (\$428K of Bridge to Success; \$88K Evaluation; and \$5.2K of Services Corp) were executed and reported in FY2015-2016 of Cycle 3 on the LTFP (FY16-17 Update).

- ✓ The division of contract in 2 years rather than 3 years creates a larger percentage reduction in FY2018-2020.
- The Chart below provides highlights of the LTFP and SPIP Carry-Over and average percentage step-down decreases:

Row		Approved LTFP (June 26, 2017) With Funding Carry- Over of \$1.100 Million FY2018-2020	Update Funding Carry-Over of \$1.825 Million FY2018-2020
1	SPIP Carry Over to FY2018-2020		Increase \$725K over 2 years or \$362.5 K /year
2	Total SPIP Program Appropriations	\$5.750 Million / year	\$6.112 Million / year
3	Average SPIP Step-Down-Program Appropriations	-15% (per attachment 8A)	-6.35% (per attachment 8C)
4	Average Step-Down of Continuation Grants within SPIP Program Appropriations (row 2 above)		-15%
5	Ending Fund Balance After Reserves	\$4.075 Million	\$4.082 Million
6	Attachment	<b>8A</b>	<b>8C</b>

**NEXT STEPS**

Further detailed discussion of Funding Recommendation as per Strategic Plan Implementation for FY2018-2020 to occur at the September 11, 2017 Program, Operation and Planning Meeting.

**FISCAL IMPACT**

None

**RECOMMENDATION**

None. This agenda items is an update on the SPIP Funding Carry Over to Fiscal Year 2018-2020.

**(FUNDING CARRY-OVER OF \$1.1 Million)**

	CYCLE 2				CYCLE 3					Notes to FY18-20
	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY16-17 Budget	FY 17-18 Projections	FY 18-19 Projections	FY 19-20 Projections	
<b>FUND BALANCE (BEGINNING)</b>	26,138	24,390	22,122	19,820	16,594	15,845	13,125	9,152	7,709	
<b>REVENUE</b>										
Interest	269	178	145	142	136	114	105	64	54	Prop 10 Tax Revenue will be dropped in FY17-18 and will be back-filled in FY18-19.
Tobacco Tax - Prop 10	6,780	6,522	6,268	6,240	6,098	5,854	5,086	5,899	5,655	
F5CA CSP Grants		-	162	227	199					
F5CA IMPACT Grant					20	458	517	598	598	IMPACT grant adds \$500K revenue annually and funds app. \$80K personnel cost a year.
Other Grants (RTT) & Misc. Revenue	126	304	776	480	289	263	-	-	-	
<b>TOTAL REVENUE</b>	<b>7,175</b>	<b>7,004</b>	<b>7,351</b>	<b>7,089</b>	<b>6,742</b>	<b>6,689</b>	<b>5,708</b>	<b>6,561</b>	<b>6,307</b>	
<b>APPROPRIATIONS</b>										
<b>SPIP Average Step Down (%)</b>						<b>-15%</b>		<b>-15%</b>		FY18-20: SPIP average step down is 15% as previous LTFPs, which is approximate the Prop 10 fiscal year revenue.
<b>SPIP Average (\$)</b>			<b>7,941</b>			<b>6,769</b>		<b>5,750</b>		
<b>SPIP (excluding other grants)</b>	<b>7,434</b>	<b>7,846</b>	<b>8,310</b>	<b>8,174</b>	<b>5,663</b>	<b>7,191</b>	<b>7,453</b>	<b>5,750</b>	<b>5,750</b>	
Community Investments (FE, CD, EL)	7,212	7,481	8,128	8,003	5,392	6,336	6,112	5,200	5,200	
Evaluation	222	365	165	160	88	274	454			
Policy, Advocacy, & Communications			17	11	183	581	887	550	550	
<b>Other Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>742</b>	<b>360</b>	<b>580</b>	<b>454</b>	<b>395</b>	<b>395</b>	
Other Grants (RTT, CSP, DLP)				742	350	30	30			
IMPACT Grant					10	550	424	395	395	
<b>Total Program Appropriations</b>	<b>7,434</b>	<b>7,846</b>	<b>8,310</b>	<b>8,916</b>	<b>6,023</b>	<b>7,771</b>	<b>7,906</b>	<b>6,145</b>	<b>6,145</b>	
<b>Operations Average Change (%)</b>						<b>7%</b>		<b>15%</b>		Increasing rent and county internal service charges Include COLA and \$80K personnel cost funded by IMPACT grant annually.
<b>Operations Average (\$)</b>			<b>1,515</b>			<b>1,627</b>		<b>1,877</b>		
Services and Supplies	163	144	121	200	107	92	110	110	110	
Other Charges	488	286	212	211	207	275	312	330	330	
Total Salary & Benefits including 80K IMPACT grant	1,243	996	1,010	988	1,156	1,271	1,352	1,419	1,456	
<b>Operations Appropriations</b>	<b>1,893</b>	<b>1,426</b>	<b>1,343</b>	<b>1,399</b>	<b>1,469</b>	<b>1,638</b>	<b>1,775</b>	<b>1,859</b>	<b>1,896</b>	
<b>Total Appropriations</b>	<b>9,327</b>	<b>9,272</b>	<b>9,653</b>	<b>10,315</b>	<b>7,492</b>	<b>9,408</b>	<b>9,681</b>	<b>8,004</b>	<b>8,041</b>	
<b>FUND BALANCE (ENDING) before RESERVES</b>	<b>23,986</b>	<b>22,122</b>	<b>19,820</b>	<b>16,594</b>	<b>15,845</b>	<b>13,125</b>	<b>9,152</b>	<b>7,709</b>	<b>5,975</b>	FY2020 Ending Fund Balance Before Reserves is approximate 12 months of Prop 10 fiscal year revenue.
<b>Total Reserves</b>	-	1,640	1,640	1,640	1,640	1,850	1,850	1,900	1,900	
<b>FUND BALANCE (ENDING) after RESERVES</b>	<b>23,986</b>	<b>20,482</b>	<b>18,180</b>	<b>14,954</b>	<b>14,205</b>	<b>11,275</b>	<b>7,302</b>	<b>5,809</b>	<b>4,075</b>	Ending Fund Balance After Reserves is a key fiscal controlling item; FY2020 Ending Fund Balance After Reserves is approximate 7.8 months of Prop 10 fiscal year revenue to be used for funding Operations and for safety cash flow after FY2020.

### SPIP Funding Carry-Over to FY2018-2020 Totaling \$1.825 MILLION

SPIP line	Carry-Over to FY2018-2020 (\$)
<b>Child Health Development (CH)</b>	
5d) Mental/ Behavioral Health Systems Building	230,000
5a) Health Insurance Premiums, Enrollment, and Utilization	600,000
<b>Early Learning (EL)</b>	
9b) Expanded Access for Infants and Toddlers	475,000
<b>Evaluation (Eval)</b>	<b>265,000</b>

<b>PAC Carry Over</b>	
13a) Big Lift consultation and planning	45,000
13e) Research need for increased understanding, training, and outreach to physicians to utilize newly covered ACA mandates particular to 0-5 and parents such as developmental screenings and behavior health services	50,000
PAC Unallocated fund	160,000

<b>Total Carry-Over of 3 Focus Areas+Eval+ PAC</b>	<b>\$ 1,825,000</b>
--	---------------------

Green highlight represents changes from LTFP approved at Commission Meeting on June 26, 2017

	CYCLE 2				CYCLE 3					Notes to FY18-20
	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY16-17 Budget	FY 17-18 Projections	FY 18-19 Projections	FY 19-20 Projections	
<b>FUND BALANCE (BEGINNING)</b>	26,138	24,390	22,122	19,820	16,594	15,845	13,275	9,877	8,077	
<b>REVENUE</b>										
Interest	269	178	145	142	136	114	105	69	57	
Tobacco Tax - Prop 10	6,780	6,522	6,268	6,240	6,098	5,854	5,086	5,899	5,655	
F5CA CSP Grants		-	162	227	199					
F5CA IMPACT Grant					20	458	517	598	598	
Other Grants (RTT) & Misc. Revenue	126	304	776	480	289	263	-	-	-	
<b>TOTAL REVENUE</b>	<b>7,175</b>	<b>7,004</b>	<b>7,351</b>	<b>7,089</b>	<b>6,742</b>	<b>6,689</b>	<b>5,708</b>	<b>6,566</b>	<b>6,310</b>	
<b>APPROPRIATIONS</b>										
<b>SPIP Average Step Down (%)</b>						-18%		-6.35%		
<b>SPIP Average (\$)</b>			7,941			6,527		6,113		
<b>SPIP (excluding other grants)</b>	7,434	7,846	8,310	8,174	5,663	7,041	6,878	6,113	6,113	
Community Investments (FE, CD, EL)	7,212	7,481	8,128	8,003	5,392	6,186	5,737	6,113	6,113	During FY18-20, 3 Focus Areas include new Emerging Projects or new strategic projects
Evaluation	222	365	165	160	88	274	254			
Policy, Advocacy, & Communications			17	11	183	581	887			
<b>Other Grants</b>	-	-	-	742	360	580	454	395	395	
Other Grants (RTT, CSP, DLP)				742	350	30	30			
IMPACT Grant					10	550	424	395	395	
<b>Total Program Appropriations</b>	<b>7,434</b>	<b>7,846</b>	<b>8,310</b>	<b>8,916</b>	<b>6,023</b>	<b>7,621</b>	<b>7,331</b>	<b>6,508</b>	<b>6,508</b>	
<b>Operations Average Change (%)</b>						7%		15%		
<b>Operations Average (\$)</b>			1,515			1,627		1,877		
Services and Supplies	163	144	121	200	107	92	110	110	110	
Other Charges	488	286	212	211	207	275	312	330	330	
Total Salary & Benefits including 80K IMPACT grant	1,243	996	1,010	988	1,156	1,271	1,352	1,419	1,456	
<b>Operations Appropriations</b>	<b>1,893</b>	<b>1,426</b>	<b>1,343</b>	<b>1,399</b>	<b>1,469</b>	<b>1,638</b>	<b>1,775</b>	<b>1,859</b>	<b>1,896</b>	
<b>Total Appropriations</b>	<b>9,327</b>	<b>9,272</b>	<b>9,653</b>	<b>10,315</b>	<b>7,492</b>	<b>9,258</b>	<b>9,106</b>	<b>8,366</b>	<b>8,403</b>	
<b>FUND BALANCE (ENDING) before RESERVES</b>	<b>23,986</b>	<b>22,122</b>	<b>19,820</b>	<b>16,594</b>	<b>15,845</b>	<b>13,275</b>	<b>9,877</b>	<b>8,077</b>	<b>5,983</b>	FY2020 Ending Fund Balance Before Reserves is approximate 12 months of Prop 10 fiscal year revenue.
<b>Total Reserves</b>	-	1,640	1,640	1,640	1,640	1,850	1,850	1,900	1,900	
<b>FUND BALANCE (ENDING) after RESERVES</b>	<b>23,986</b>	<b>20,482</b>	<b>18,180</b>	<b>14,954</b>	<b>14,205</b>	<b>11,425</b>	<b>8,027</b>	<b>6,177</b>	<b>4,083</b>	Ending Fund Balance After Reserves is a key fiscal controlling item; FY2020 Ending Fund Balance After Reserves is approximate 7.8 months of Prop 10 fiscal year revenue to be used for funding Operations and for safety cash flow after FY2020.

**This page is intentionally blank**

**DATE:** August 28, 2017

**TO:** First 5 San Mateo County Commission

**FROM:** Kitty Lopez, Executive Director

**RE:** Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) for Fiscal Years 2018-2020

- a. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.3
- b. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 1
- c. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 2
- d. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Lines 3-6
- e. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.5
- f. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.6, Line1

#### **ACTION REQUESTED**

Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) for Fiscal Years 2018-2020

- a. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.3
- b. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 1
- c. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 2
- d. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Lines 3-6
- e. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.5
- f. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.6, Line1

#### **BACKGROUND**

- As part of the Long Term Financial Plan, the Commission will continue to execute the current Strategic Plan 2015-2020, for the last two years of the plan (2018-2020) and begin preparations for a new and/or revised Strategic Plan after 2020.
- The Commission approved the Financial Planning Assumptions and Funding Considerations for Fiscal Years 2018-2020 at the June 26, 2017 Commission Meeting (**See Attachment 9.1-Financial Planning Assumptions and Funding Considerations**).
- The Finance and Administration Committee discussed and reviewed the Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) Funding Recommendations for Fiscal Years 2018-2020 at the August 14, 2017 Committee meeting and were supportive of staff recommendations (**See Attachment 9.2 Master SPIP Funding Recommendations**)

**Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) for Fiscal Years 2018-2020**

The funding recommendations presented today for the SPIP FY 2018-2020 are in the areas of Family Engagement, Child Health & Development, Early Learning, Policy-Advocacy & Communications, Evaluation and Other Program Appropriations.

- Funding recommendations are for continuation contracts/grants, new initiatives and procurement process in alignment with the SPIP (**See Attachments: 9.3 Continuation Grants SPIP Funding Recommendations; 9.4 Recusals - Continuation Grants SPIP Funding Recommendations; 9.5 New Initiatives SPIP Funding Recommendations; 9.6 Recusals - New Initiatives SPIP Funding Recommendations**).
- The average step-down of continuation grants within Program Appropriations of the Long Term Financial Plan (LTFP) is 15% as noted in the Agenda item #8 memo.
- Staff will enter contract negotiations and execute contracts for continuation grants over the next few months. Contract term dates are July 1, 2018-June 30, 2020.
- New initiatives and procurement processes will be brought to the Commission for approval per standard procedures.
- Recommendations for a variance of up to 5% is within the total SPIP budget amount and will be determined by staff as part of contract negotiations with funded partners.
- Discontinued contracts/grants from the current funding cycle are listed in **Attachment 9.7, Discontinued Grants SPIP**.

#### **FISCAL IMPACT**

Budget Allocations for SPIP FY 2018-2020 are included in the approved Long Term Financial Plan (LTFP).

#### **ACTION REQUESTED**

Approval of Phase 2 Strategic Plan Implementation Plan (SPIP) for Fiscal Years 2018-2020

- a. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.3
- b. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 1
- c. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Line 2
- d. Authorize Staff to Negotiate and Execute Continuation Contracts with a 5% Variance on Attachment 9.4, Lines 3-6
- e. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.5
- f. Authorize Staff to Issue Procurement Processes for New Allocations / Funding Recommendations and Contractors on Attachment 9.6, Line 1



**Financial Planning Assumptions for FY 2018 – 2019 and FY 2019-2020**

1. Have facilitated process with Commissioners in Fall, 2017, to determine Commission's priorities after 5 year Strategic Plan is completed / 2020 when First 5 revenue is expected to decrease and reserves have been utilized. Areas of focus/priorities will determine the staffing/resource structure needed
  
2. In order to allow priority setting process to occur + current communication projects, F5 will extend contracts for last 2 year period of current Strategic Plan; end some contracts; and have a few procurement processes if needed. Contracts would reflect reduction in funding from FY 2015-2018
  
3. Research/Evaluate additional sources of revenue: leveraging federal (MAA) dollars; leveraging and partnering with other sources and county departments, like HSA, Health, and others; First 5 CA pending Grants
  
4. System change/policy/advocacy/communications work during FY 2015-18 cycle needs to continue
  
5. F5CA IMPACT Funding which funds and compliments current early learning contract with the County Office of Education & other partners (EQ+IP Project) continues in 2019-2020; revenue supports .5 FTE F5 staff. Grant implementation must continue in 2019-2020

**Funding Considerations for FY 2018-2019 and FY 2019-2020**

- 1. Consideration of uncertainty in local, state, and federal landscape, both positive and negative**
  - a. Federal funding/mandates around health insurance
  - b. Elimination of the Social Innovation Fund (SIF) Grant Program, affecting SMC's Big Lift Initiative
  - c. State funding streams for other targeted populations/strategies (F5CA grants for Dual Language Learners and Family Engagement)
  
- 2. Investments Reviewed Across Focus Areas and Strategies**
  - a. Not recommending a blanket cut across the board; recommendations will be based on consideration of multiple criteria within the current funding and service landscape
  - b. While we are not insistent on equal F5SMC investment across all of our focus areas, we will be mindful of the overall balance of the portfolio
  
- 3. Grantee Performance: Track record in meeting the following requirements**
  - a. SOW deliverables
  - b. Fiscal reporting requirements
  - c. Timely submissions
  - d. Quality of submissions
  
- 4. Contextual Landscape**
  - a. A number of our investments are part of larger regional or statewide efforts which have substantial external support and momentum. We must consider how our contributions to and involvement with these efforts enable larger-scale change both locally and regionally
  
- 5. Sustainability**
  - a. Identify areas where other partners may be able to take on some of the financial obligations that we are unable to sustain
  - b. Some strategies may have opportunities to leverage consistent funding sources, thereby enabling us to reduce our investments over time or in part

- c. Some programs may be able to identify alternate funding sources or to embed the services and practices within their own personnel or operations budget, thereby becoming fully sustainable without F5SMC funding
- d. First 5 is a niche funder: some programs meet critical needs for the population of children 0-5 and their families, yet do not have access to other stable or consistent funding opportunities
- e. Lag-time for receipt of MAA reimbursement is 18-24 months after the services have been provided; will pursue MAA funding if the returns are significant and outweigh administrative costs and burdens

**6. Relationship between systems-level interventions and direct services**

- a. Strategic Plan states that investment trajectory overall is moving from focusing on funding direct service provision to funding more systems-level work. This can occur both by increasing the proportional allocation to systems work at the agency level, and also by including more systems work within contracts with community partners
- b. Systems work is included within grantee contracts, as well as funding these efforts from Policy, Advocacy, and Communications allocation. This depends in part on the specific type of systems work; for example, provider capacity building may be more efficiently situated within the grants to community partners, whereas policy or advocacy work may be more efficiently managed and funded out of the PAC allocation
- c. Funding for direct services places high priority on programs that address the most critical risk factors such as family violence, trauma, and mental health issues

**7. Other Cost Control or Efficiency/Expertise Measures**

- a. Serving more clients with the same amount of F5SMC investment
- b. Streamline/consolidate services, contracts, and subcontractors
- c. Consider the expertise of each organization we fund; where can they provide the maximal value for our investment?

**This page is intentionally blank**

**MASTER SPIP FUNDING RECOMMENDATIONS FY 2018-2020**

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP Continuation /New	Average annual allocation of 2 or 3 year contracts	FY 18-19	FY 19-20	% Funding Change	Notes
		<b>TOTAL SPIP ALLOCATION FY2018-2020</b>					<b>6,112,500</b>	<b>6,112,500</b>		
1	FE	Intensive Supports for Children with Multiple Risk Factors	Peninsula Family Service	Therapeutic Child Development Centers	SPIP Continuation	277,337	224,200	224,200	-19%	
2	FE	Intensive Supports for Children with Multiple Risk Factors	StarVista	Healthy Homes	SPIP Continuation	1,243,576	1,002,534	1,002,534	-19%	
3	FE	Intensive Supports for Children with Multiple Risk Factors	Family Connections	Nurturing Families - Intensive Supports	SPIP Continuation	158,420	127,666	127,666	-19%	Merge with Nurturing Pre-K families contract
4	FE	Training & Capacity Building	SMCOE-FE	Family Engagement Professional Dev	SPIP Continuation	230,000	184,000	184,000	-20%	
5	FE	Parent Partnerships, Parent Connectivity, Training & Capacity Building	StarVista	PAT	SPIP Continuation	100,000	79,000	79,000	-21%	Merge contract with Healthy Homes
6	FE	Parent Partnerships, Parent Connectivity	Family Connections	Nurturing Pre-K Families	SPIP Continuation	86,563	68,850	68,850	-20%	Merge contract with Intensive Supports
7	FE	Parent Partnerships, Parent Connectivity	Puente de la Costa Sur	Suenos Unidos	SPIP Continuation	43,277	53,277	53,277	23%	Program is in need of parent/child activity group for infants (1 mo -13 mos) as wrap around service to fully replicate model
8	FE	Parent Partnerships, Parent Connectivity, Training & Capacity Building	RWC2020	Socios for Success	SPIP Continuation	25,000	30,000	30,000	20%	Increasing to support new utilization of KNP for topic-specific training of CMT's and outreach.
		<b>Family Engagement Total</b>				<b>2,164,173</b>	<b>1,769,527</b>	<b>1,769,527</b>	<b>-18%</b>	
9	CH&D	Health Care Access & Utilization: Oral Health Systems Building	SMC Health System	Oral Health Strategic Plan Implementation	SPIP Continuation	50,000	50,000	25,000	25%	
10	CH&D	Health Care Access & Utilization: Oral Health Service Delivery	Ravenswood Family Health System	Oral Health Services (Virtual Dental Home)	SPIP Continuation	300,000	250,000	250,000	-17%	
11	CH&D	Health Care Access & Utilization: Mental Health Systems Building	TBD	TBD	SPIP Continuation	130,000	130,000	130,000	0%	Rollout for this strategy has been delayed by 1 year
12	CH&D	Integrated Systems for Children with Special Needs and Their Families	TBD	Help Me Grow Call Center	New	0	100,000	100,000	N/A	New funding allocation
13	CH&D	Integrated Systems for Children with Special Needs and Their Families	Gatepath	Watch Me Grow Initiative and Special Needs Family Engagement Project	SPIP Continuation	1,146,000 + 45,000	1,015,000	1,015,000	-15%	This grant amount will combine the work and funding for the current WMG grant with the current Family Engagement grant to Gatepath. The reduction of 15% is from the current total combined contract amounts.

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP Continuation /New	Average annual allocation of 2 or 3 year contracts	FY 18-19	FY 19-20	% Funding Change	Notes
14	CH&D	Safe, Healthy, & Equitable Communities	TBD	TBD	SPIP Continuation	50,000	50,000	50,000	0%	Current project is a pilot. We will be interested in seeing outcomes prior to determining next round of funding for this strategy (hence no designated grant recipient identified at this time).
		<b>Child Health &amp; Development Total</b>				<b>1,721,000</b>	<b>1,595,000</b>	<b>1,570,000</b>	<b>-7%</b>	
15	EL	EL Quality Improvement	SMCOE	SMCOE	SPIP Continuation	1,296,000	1,140,000	1,140,000	-12%	This is a 12% cut from the original average annual SPIP allocation for this strategy. It is a 32% cut from their current year budget due to the use of underspend to backfill the loss of the SIF grant.
16	EL	Access for Children with Special Needs	Subcontracts under EQ+IP	Subcontracts under EQ+IP	SPIP Continuation	475,000	425,000	425,000	-11%	
17	EL	Infant/Toddler Access	TBD	TBD	SPIP Continuation	175,000	50,000	50,000	-71%	Focused more on qualitative data collection, policy, and advocacy
		<b>Early Learning Total</b>				<b>1,946,000</b>	<b>1,615,000</b>	<b>1,615,000</b>	<b>-17%</b>	
18	EVAL	Big Data Projects	TBD	TBD	SPIP Continuation	62,000	62,000	36,000	0%	Our total contribution to the Big Data Project (a 24 month project) is \$62,000. The remainder is covered by our funding partners.
19	EVAL	Online Grant Management System	Persimmony	Online Grant Management System	SPIP Continuation	101,585	100,000	100,000	-2%	
20	EVAL	Other Evaluation Projects	TBD	TBD	New Activities	75,000	145,000	145,000	93%	Increased in order to allow for another administration of the Kindergarten Readiness Assessment and/or Parent Story Project
		<b>Total Evaluation</b>				<b>238,585</b>	<b>307,000</b>	<b>281,000</b>	<b>29%</b>	
21	PAC	Pre-K to Kinder Articulation	Silicon Valley Community Foundation- CEL	Close the Gap	SPIP Continuation	125,000	100,000	100,000	-20%	Mini grants to districts are not decreased. Budget allocation is included in PAC allocation.
22	PAC	HSA or other Social Services Projects	TBD	TBD	SPIP Continuation	50,000	50,000	50,000		This budget allocation was formerly ACA mandates.
23	PAC	Communications Consultant	TBD	F5SMC Communications	SPIP Continuation	150,000	120,000	120,000	20%	Allocation includes budget for ongoing communications including: social media, Blog, web-site.
24	PAC	HMG Coordination & Policy	F5 Association	CA Help Me Grow	New	5,000	5,000	5,000	0%	

Line	Focus Area	Service Strategy	Agency	Program Name	SIIP Continuation /New	Average annual allocation of 2 or 3 year contracts	FY 18-19	FY 19-20	% Funding Change	Notes
25	PAC	Early Learning Facilities-OPERATIONS	TBD ( 4Cs)	Build Up for SMC Kids	SIIP Continuation	50,000	50,000	50,000	0%	F5SMC Allocation for Staff position(s) once full funding has been secured from other entities for staffing costs.
26	PAC	Early Learning Facilities-Consultation	Sarah Kinahan Consulting	Build Up for SMC Kids	SIIP Continuation	50,000	25,000	25,000	50%	SK is providing consultation services to developed implement the communications plan, meeting facilitation, grant writing, TA to to stakeholders and etc.
27	PAC	Leveraging Support (MAA, MHSA, EPSDT, CALworks etc)	TBD	TBD	SIIP Continuation	20,000	20,000	20,000	0%	New allocation in FY 17-18. MAA, MHSA, EPSDT, CalWORKs or other leveraging administration or consultation
28	PAC	F5SMC Collateral Materials		TBD	SIIP Continuation	5,000	15,000	15,000		Communications and Outreach. New Allocation in FY 17-18
29	PAC	KNP (Other Support)	TBD	TBD	SIIP Continuation	15,000	15,000	15,000	0%	New Allocation in FY 17-18
30	PAC	Communications/ Messaging Campaigns/events	TBD	TBS	SIIP Continuation		25,000	25,000	0%	New Allocation in FY 17-18
31	PAC	Policy Systems Work/Consultation	TBD	TBD	SIIP Continuation	50,000	50,000	50,000	50%	FY 15-18 Allocation included in SIIP PAC and Agency budget line item.
32	PAC	Systems - Grantee Level Policy Convening	TBD	TBD	SIIP Continuation		10,000	10,000		
33	PAC	Unallocated	TBD	TBD	TBD		43,973	94,973		
		<b>PAC Total</b>				<b>445,000</b>	<b>528,973</b>	<b>579,973</b>	<b>19%</b>	
34	OPA	Sponsorship Policy	TBD	TBD	Currently move in to SIIP	10,000	10,000	10,000	0%	Allocation not included in SIIP FY15-18. Allocation was included in Agency budget.
35	OPA	Emerging Projects	TBD	TBD	New		200,000	200,000		
36	OPA	Kit For New Parents	Various Vendors	KNP	Currently move in to SIIP	41,000	42,000	42,000	2%	Allocation not included in SIIP Fy 15-18. Allocation was included in Agency budget.
37		Regional Cost Sharing	TBD	TBD	Currently move in to SIIP	30,000	45,000	45,000	50%	
		<b>Other Program Appropriations</b>				<b>81,000</b>	<b>297,000</b>	<b>297,000</b>	<b>267%</b>	

To Note: F5CA- IMPACT

SMCOE and 4Cs

Quality Count SMC

Continuation

These grants are funded through F5CA thru FY 18-20 and support local Quality Rating and Improvement Systems work.

**CONTINUATION GRANTS SPIP FUNDING RECOMMENDATIONS FY 2018-2020**

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP Continuation	FY 18-19	FY 19-20
		<b>TOTAL CONTINUATION GRANT FUNDING ALLOCATION FY2018-2020</b>				<b>3,739,527</b>	<b>3,713,527</b>
1	FE	Intensive Supports for Children with Multiple Risk Factors	Peninsula Family Service	Therapeutic Child Development Centers	SPIP Continuation	224,200	224,200
2	FE	Intensive Supports for Children with Multiple Risk Factors	StarVista	Healthy Homes	SPIP Continuation	1,002,534	1,002,534
3	FE	Intensive Supports for Children with Multiple Risk Factors	Family Connections	Nurturing Families - Intensive Supports	SPIP Continuation	127,666	127,666
5	FE	Parent Partnerships, Parent Connectivity, Training & Capacity Building	StarVista	PAT	SPIP Continuation	79,000	79,000
6	FE	Parent Partnerships, Parent Connectivity	Family Connections	Nurturing Pre-K Families	SPIP Continuation	68,850	68,850
7	FE	Parent Partnerships, Parent Connectivity	Puente de la Costa Sur	Suenos Unidos	SPIP Continuation	53,277	53,277
		<b>Family Engagement Total</b>				<b>1,555,527</b>	<b>1,555,527</b>
10	CH&D	Health Care Access & Utilization: Oral Health Service Delivery	Ravenswood Family Health System	Oral Health Services (Virtual Dental Home)	SPIP Continuation	250,000	250,000
11	CH&D	Health Care Access & Utilization: Mental Health Systems Building	TBD	TBD	SPIP Continuation	130,000	130,000
12	CH&D	Integrated Systems for Children with Special Needs and Their Families	Gatepath	Watch Me Grow Initiative and Special Needs Family Engagement Project	SPIP Continuation	1,015,000	1,015,000
13	CH&D	Safe, Healthy, & Equitable Communities	TBD	TBD	SPIP Continuation	50,000	50,000
		<b>Child Health &amp; Development Total</b>				<b>1,445,000</b>	<b>1,445,000</b>
16	EL	Infant/Toddler Access	TBD	TBD	SPIP Continuation	50,000	50,000
		<b>Early Learning Total</b>				<b>50,000</b>	<b>50,000</b>



Line	Focus Area	Service Strategy	Agency	Program Name	SPIP Continuation	FY 18-19	FY 19-20
17	EVAL	Big Data Projects	TBD	TBD	SPIP Continuation	62,000	36,000
18	EVAL	Online Grant Management System	Persimmony	Online Grant Management System	SPIP Continuation	100,000	100,000
		<b>Total Evaluation</b>				<b>162,000</b>	<b>136,000</b>
19	PAC	Pre-K to Kinder Articulation	Silicon Valley Community Foundation- CEL	Close the Gap	SPIP Continuation	100,000	100,000
21	PAC	Communications Consultant	TBD	F5SMC Communications	SPIP Continuation	120,000	120,000
22	PAC	Early Learning Facilities-OPERATIONS	TBD ( 4Cs)	Build Up for SMC Kids	SPIP Continuation	50,000	50,000
23	PAC	Early Learning Facilities-Consultation	Sarah Kinahan Consulting	Build Up for SMC Kids	SPIP Continuation	25,000	25,000
24	PAC	Leveraging Support (MAA, MHSA, EPSDT, CALworks etc)	TBD	TBD	SPIP Continuation	20,000	20,000
25	PAC	F5SMC Collateral Materials		TBD	SPIP Continuation	15,000	15,000
26	PAC	KNP (Other Support)	TBD	TBD	SPIP Continuation	15,000	15,000
27	PAC	Communications/ Messaging Campaigns/events	TBD	TBS	SPIP Continuation	25,000	25,000
28	PAC	Policy Systems Work/Consultation	TBD	TBD	SPIP Continuation	50,000	50,000
29	PAC	Systems - Grantee Level Policy Convening	TBD	TBD	SPIP Continuation	10,000	10,000
		<b>PAC Total</b>				<b>430,000</b>	<b>430,000</b>
30	OPA	Sponsorship Policy	TBD	TBD	Currently move in to SPIP	10,000	10,000
31	OPA	Kit For New Parents	Various Vendors	KNP	Currently move in to SPIP	42,000	42,000
32		Regional Cost Sharing	TBD	TBD	Currently move in to SPIP	45,000	45,000
		<b>Other Program Appropriations</b>				<b>97,000</b>	<b>97,000</b>

**RECUSALS - CONTINUATION GRANTS SPIP FUNDING RECOMMENDATIONS FY 2018-2020**

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP New	FY 18-19	FY 19-20
		<b>TOTAL ALLOCATION FOR RECUSALS CONTINUATION GRANTS FOR FY2018-2020</b>				<b>1,829,000</b>	<b>1,804,000</b>
1	CH&D	Health Care Access & Utilization: Oral Health Systems Building	SMC Health System	Oral Health Strategic Plan Implementation	SPIP Continuation	50,000	25,000
2	FE	Parent Partnerships, Parent Connectivity, Training & Capacity Building	RWC2020	Socios for Success	SPIP Continuation	30,000	30,000
3	FE	Training & Capacity Building	SMCOE-FE	Family Engagement Professional Dev	SPIP Continuation	184,000	184,000
4	EL	EL Quality Improvement	SMCOE	SMCOE	SPIP Continuation	1,140,000	1,140,000
5	EL	Access for Children with Special Needs	Subcontracts under EQ+IP	Subcontracts under EQ+IP	SPIP Continuation	425,000	425,000
6	EL	F5CA IMPACT-QRIS-EL Quality	SMCOE & 4CS	Quality Counts	SPIP Continuation	tbd	tbd

**NEW INITIATIVES SPIP FUNDING RECOMMENDATIONS FY2018-2020**

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP New	FY 18-19	FY 19-20
		<b>TOTAL ALLOCATION FOR NEW INITIATIVES FOR FY2018-2020</b>				<b>493,973</b>	<b>544,973</b>
1	CH&D	Integrated Systems for Children with Special Needs and Their Families	TBD	Help Me Grow Call Center	New	100,000	100,000
2	EVAL	Other Evaluation Projects	TBD	TBD	New	145,000	145,000
3	PAC	HMG Coordination & Policy	F5 Association	CA Help Me Grow	New	5,000	5,000
4	PAC	Unallocated	TBD	TBD	TBD	43,973	94,973
5	OPA	Emerging Projects	TBD	TBD	New	200,000	200,000

**RECUSALS- NEW INITIATIVES SPIP FUNDING RECOMMENDATIONS FY 2018-2020**

Line	Focus Area	Service Strategy	Agency	Program Name	SPIP New	FY 18-19	FY 19-20
		<b>TOTAL ALLOCATION FOR RECUSALS - NEW INITIATIVES FOR FY2018-2020</b>				<b>50,000</b>	<b>50,000</b>
1	PAC	HSA or other Social Services Projects	TBD	TBD	SPIP Continuation	50,000	50,000

**Discontinued Grants SPIP - Not continuing into FY18-20**

No	Focus Area	Service Strategy	Agency	Program Name	Average annual budget	Notes
1	EL	Understanding of High Quality EL Settings	VIVA	QRIS Communications	\$150,000	We anticipate that this work will be completed by the end of FY 17-18. Any remaining stratgies may be covered under F5CA IMPACT.
2	CH&D	Health Insurance Premiums, Enrollment, & Utilization	San Mateo County Health Authority	Children's Health Initiative	\$350,000	Last funded in FY15-16 prior to State policy change decision to cover all children below a certain % FPL.
3	CH&D	Oral Health Systems Building	San Mateo County Health System- Family Health Services	Oral Health Strategic Plan Development	\$15,000	One year grant for FY15-16
4	CH&D	Mental Health Systems Building	Learning For Action (LFA)	Mental Health Systems Planning Consultation	\$49,995	Funded only for FY17-18
5	FE	Parent Partnerships, Capacity Building	Family Connections	TA to Puente de la Costa Sur	\$40,320	Funded only for FY17-18
		<b>TOTAL</b>			<b>\$605,315</b>	

**This page is intentionally blank**



## August 28, 2017 Commission Meeting

### RECUSALS: CONTINUATION GRANTS SPIP FUNDING RECOMMENDATIONS

#### **9.4 Recusals - Continuation Grants**

##### **Anne Campbell**

- EQ+IP-SMCOE
- FE-SMCOE
- IMPACT-SMCOE
- EQ+IP—SMCOE: Subcontractors

##### **Louise Rogers and Lee Michelson**

- Oral Health Systems

##### **Iliana Rodriguez**

- RWC2020

#### **9.6 Recusals - New Initiatives**

##### **Iliana Rodriguez**

- HSA -collaboration projects

**This page is intentionally blank**



**DATE:** August 28, 2017  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Communications Update

---

**ACTION REQUESTED**

None; this agenda item is for information only.

**COMMUNICATION PLANNING MEETING FOR YEAR 3: 2017- 2018**

First 5 Staff and Runyon Saltzman, Inc. (RSE), recently met to review work performed in Years 1 and 2 and to review the scope of services for the implementation of communications work for Year 3. The meeting was positive; a full report will be provided to the Commission and public at the September 25<sup>th</sup> Commission meeting.

**WEBSITE**

A verbal update on the launch of the website will be provided at the August 28<sup>th</sup> Commission meeting.

**SOCIAL MEDIA**

See **Attachment 10.1** for the social media update for the month of July.

**GRANTEE PARTNER FIELD GUIDE**

Goal 3 in the Strategic Plan Implementation Plan is leverage partnership as a key communications channel. Primary Audience: Funded and Unfunded Partners, Influencers, Parents and Caregivers

Funded Partner Communications: Perhaps the most exciting opportunity identified for First 5 San Mateo County's future communications efforts is engaging and leveraging the amazing work of funded partners. The grantees are an inspiring group whose knowledge and passion is infectious. They are currently the most effective channel for reaching both influencer and parent audiences. One of the activities designed to support the work that they are doing and provide them with useful communications tools and resources is the Funded Partner Field Guide.

The partner Filed Guild will assist in facilitating the collaborative generation of communications tools and resources that partners value and want to disseminate. At the Grantee Roundtable funded partners provided feedback that some organizations prefer to use online tools, while others work with populations that prefer tangible, hardcopy items. The Partner Field Guide will be a resource that will be useful to each funded partner and their respective audiences. The field guide will be a user-friendly reference material for partners as they are working in the community. The Partner Field Guide (PFG) is scheduled to be completed in November. The following is a draft of the PFG Table of Contents:

**Partner Field Guide Table of Contents**

- Introduction to First 5 San Mateo County
- Proposition 10, First 5 California and the First 5 California Association (explanation and relationship to one another)
- Key Messaging for First 5 San Mateo County
- Key Focus Areas (description, key messages, available materials)
- Program Partners (who they are and what they do)
- Impact stories (explanation of collective impact, collection tool)
- Website and Online Tools
- Social Media Engagement
- Brand Guidelines

**This page is intentionally blank**

# First 5 San Mateo County July 2017

## Overview

Of First 5 San Mateo’s four social media platforms, Twitter had the highest increase in engagement in the month of July, and Instagram had the highest increase in followers. Given that the paid social campaign ended on June 30, all activity was organic. RSE will continue to post relevant content, find new ways to engage fans on Facebook and Instagram, and will work with F5SMC to promote the LinkedIn page. RSE will also be looking at ways to improve reach and engagement in the upcoming fiscal year on Twitter and other platforms.

## Activity by Platform

The following report provides engagement statistics by social media platform.



### Facebook

- 767** Followers (to date)
- 89** Total Engagements – Likes and Comments (in July)
- 409** Highest Organic Post Reach (in July)
- 13%** Highest Engagement Percentage (in July)

During the month of July, Facebook engagement and content reach was low compared to other months. Engagement consisted of 89 comments, likes and shares. Although the follower base has not grown a lot, we are beginning to see what content works particularly well with the fans. The post that had the most engagement, at 13%, related to a free lunch program for San Mateo County. The post with the highest reach, as seen below, reached a total of 409 people. Below are the posts with the highest organic reach and engagement.

Highlights:

**First 5 San Mateo County**  
Published by Leslie Valdivia Fuentes [?] · July 12 at 6:07pm · 🌐

"In San Mateo and Santa Clara Counties, 38 percent of kids receive free or reduced-fee lunches during the school year, yet fewer than 20 percent of those children take advantage of free lunch programs in the summer. Most libraries offer summer reading series, which are natural complements to a meal program."

**Libraries Are Helping Feed the Hungry**  
Libraries offer more than a chance for readers to check out the latest Sue Grafton mystery: They can feed the hungry, especially children and especially in the...  
PASTEMAGAZINE.COM

**220** People Reached

**30** Reactions, Comments & Shares

<b>20</b> Like	<b>7</b> On Post	<b>13</b> On Shares
<b>7</b> Love	<b>2</b> On Post	<b>5</b> On Shares
<b>1</b> Comments	<b>0</b> On Post	<b>1</b> On Shares
<b>2</b> Shares	<b>0</b> On Post	<b>2</b> On Shares

**13** Post Clicks

<b>0</b> Photo Views	<b>5</b> Link Clicks	<b>8</b> Other Clicks
----------------------	----------------------	-----------------------

**NEGATIVE FEEDBACK**

<b>1</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts.


229 people reached [Boost Post](#)

Nancy Magee, Jesmamy Rodriguez and 7 others

Like Comment Share

**First 5 San Mateo County**  
Published by Leslie Valdivia Fuentes (?) · July 14 at 2:10pm · 🌐

"Did you know: A child's brain undergoes an amazing period of development producing more than a million neural connections each second? The development of the brain is influenced by many factors, including a child's relationships, experiences, and environment." Learn more at [www.zerotothree.org/resources/529-baby-brain-map](http://www.zerotothree.org/resources/529-baby-brain-map).



**400** People Reached

**3** Likes, Comments & Shares

<b>3</b> Likes	<b>3</b> On Post	<b>0</b> On Shares
<b>0</b> Comments	<b>0</b> On Post	<b>0</b> On Shares
<b>0</b> Shares	<b>0</b> On Post	<b>0</b> On Shares

**2** Post Clicks

<b>1</b> Photo Views	<b>0</b> Link Clicks	<b>1</b> Other Clicks (👁)
----------------------	----------------------	---------------------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts.

👍 **Get More Likes, Comments and Shares**  
Boost this post for \$20 to reach up to 8,000 people.

400 people reached [Boost Post](#)

👤 Mahera May, Kristen Anderson and Help Me Grow VT

👍 Like   💬 Comment   ➦ Share



**149** Followers (to date) (+3 from last month)  
**40** Total Engagements- Retweets/Likes/Mentions (in July)  
**2,491** Tweet Impressions (in July)

## Twitter

During the month of July, the Twitter account continued to see positive interaction. Some interaction included retweets from First 5 California and the San Mateo County libraries. The account has also begun to see tags from organizations on events or articles relating to children. For example, Salud Today tagged the First 5 San Mateo County account on a post promoting a Twitter Chat on making health meals for kids (see below). Interaction such as this are a great indication that F5SMC is developing a though leader persona.

Additionally, we tweeted and retweeted 21 times during the month, and the account received 40 retweets, mentions and likes. This allowed our messages to be delivered to 2,491 timelines over the course of the month. The best tweets are seen below:



**First 5 San Mateo**  
@first5sanmateo

Receive daily Talk. Read. Sing. activities from @First5CA to do with your child on your smartphone. Look up the app today!

**Download the New Talk. Read. Sing. Parent App!**



Receive daily **Talk. Read. Sing.** activities to do with your child on your smartphone.

Search for "First 5 California Talk. Read. Sing."

Download on the **App Store**

GET IT ON

12:45 PM - 26 Jul 2017

2 Retweets 4 Likes

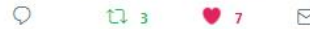


**SaludToday** @SaludAmerica · Jul 17

Moms are getting kids to eat healthier at restaurants w/help from @yourethemom! Join #SaludTues chat on 7/18 at 10amPST 2 learn more!



You, Hunger-Free Oregon, First5SanBernardino and 6 others



**First 5 San Mateo** @first5sanmateo · Jul 19

Get Moving: Physical Activity Boosts Creativity for Kids - Bay Area Discovery Museum | Bay Area Discovery Museum [bayareadiscoverymuseum.org/blog/physical-...](http://bayareadiscoverymuseum.org/blog/physical-...)

[View Tweet activity](#)




**First 5 San Mateo** @first5sanmateo · Jul 19

Get Moving: Physical Activity Boosts Creativity for Kids - Bay Area Discovery Museum | Bay Area Discovery Museum



**Get Moving: Physical Activity Boosts Creativity for ...**

Research shows physical activity boosts creative potential. Here are 3 ways you can foster physical movement and creative thinking for your child.

[bayareadiscoverymuseum.org](http://bayareadiscoverymuseum.org)

2 Likes



88  
59  
48

Followers (+13 from last month)  
Total Engagements- Likes and Comments  
Following (+5 from last month)

### Instagram

Instagram continues to see the most increase in followers month after month, all organically. We published 7 posts during the month and engagement consisted of 59 likes and comments. Other accounts like First 5's and community organizations continue to find the page and follow. The two most popular post resulted in 23 likes. Photos of kids doing learning actives and post about brain development always have positive reactions. The two most popular post are seen below:



first5sanmateo "Did you know: A child's brain undergoes an amazing period of development producing more than a million neural connections each second? The development of the brain is influenced by many factors, including a child's relationships, experiences, and environment." Learn more at ZeroToThree.org.

#earlylearning #children #SanMateoCounty #First5CA #Bayareamoms #First5SanMateoCounty

first5kern Beautiful post! Hello from your friends at First 5 Kern! Keep up the great work!



12 likes

JULY 14

Add a comment...

**Social Emotional Development in Preschool is Essential to Student Success**

Social emotional learning starts early



Preschool aged children develop social emotional skills rapidly, helping them manage stress, solve problems, and succeed at school.



first5sanmateo "Early social-emotional skills are linked with a wide array of positive adult outcomes, including positive mental health, interpersonal relationships, educational attainment, civic engagement, productive employment, and physical health in later life." #First5SanMateoCounty #First5SMC #SanMateoCounty #BayAreaMoms



11 likes

JULY 20

Add a comment...



## LinkedIn

RSE continued to post content during the month of July to the First 5 San Mateo County LinkedIn business page. RSE and F5SMC will work together to find ways to engage internal staff and other county individuals with the page.



### First 5 San Mateo County

4w

"In San Mateo and Santa Clara Counties, 38 percent of kids receive free or reduced-fee lunches during the school year, yet fewer than 20 percent of those children take advantage of free lunch programs in the summer. Most libraries offer su ...see more

Like Comment

#### Organic Reach

Hide stats

Targeted to: All followers

19

Impressions

0

Clicks

0%

Engagement

0

Social Actions

Sponsoring an update allows your company to reach non-followers.

[Learn More](#)

**This page is intentionally blank**





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

---

## OVERVIEW

During the month of August, there have been no actions to report by the Executive Director under the Commission's delegation authority.

---

## STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

### Early Learning

- Quality Counts San Mateo County-San Mateo County's Quality Rating and Improvement System (QRIS): More than one hundred QRIS sites have been rated or received support to improve quality. The Quality Counts QRIS has five tier levels, and measures seven elements of program quality including 1) Child Development and School Readiness, 2) Teachers and Teaching, 3) Program and Environment. When early learning sites agree to join Quality Counts they begin a continuous quality improvement journey that includes objective ratings of their current levels of quality, plus access to high quality training, teacher stipends, technical assistance, coaching, educational technology and quality improvement grants.

### Child Health and Development

- Systems Change for Children with Special Needs Meeting: On July 13th, the group held its regular quarterly meeting for stakeholders interested in early identification and special needs for young children. The agenda included a presentation from First 5 Santa Clara County and Santa Clara County Behavioral Health staff who presented on their collaborative universal screening model, "Kids Connection", in addition to other topics.
- First 5 Trauma Informed Care Collaborative: On July 27th, Michelle Blakely co-facilitated the regular conference call for First 5 staff statewide focused on infusing trauma-informed approaches into First 5-funded efforts. Topics included the hosting of regional convenings focused on messaging around trauma and young children hosted by Berkeley Media Studies Group and the recent 4CA Advocacy Day in Sacramento attended by several call participants.
- SMC Oral Health Coalition Meeting: The quarterly meeting of the Oral Health Coalition on August 15th was well attended and featured a presentation from Eileen Espejo, Senior \_\_\_\_ (have to look this up on their website), who shared information on the Oral Health 2020 Network. The Coalition is chaired by Commissioner Michelson and attended by Program Specialist Emily Roberts.

### Family Support

- Immigration Learning Circle: In collaboration with Legal Aid, F5SMC will be hosting an immigration Learning Circle for grantees/providers on September 27th. The Learning Circle will include:
  - A Legal Aid presentation on current Immigration law, what has changed with the new White House Administration (including executive orders), what hasn't and what providers can do to help their clients;



- An Introduction to “Care, Cope, Connect” the Flip Book created in by the First 5 Association in partnership with Sesame Street aimed at comforting kids during times of stress;
- Possible showing of Abriendo Puerta’s video example of how to talk to kids about Immigration issues and deportation fears.

*NOTE:* The majority of program staff time over the last 6 weeks has been spent on funding step-down work in preparation for the August Finance and Commission meetings.

---

## POLICY & ADVOCACY UPDATES

- American Academy of Pediatrics – Policy Statement: The American Academy of Pediatrics will be publishing a policy statement on quality early education in August (see below). Though geared towards pediatricians, it highlights the benefits and the challenges for achieving quality early education for all children.

*Quality Matters:* Children’s early experiences are all educational, whether they are at home, with extended family and friends, or in early education and child care settings. Those educational experiences can be positive or negative. At present, more than half of children less than 5 years old regularly attend some type of out-of-home child care or early childhood program,<sup>1</sup> and their experiences in these settings will affect their future lives.<sup>1</sup> The arrangements families make for their children can vary dramatically, including care by parents and relatives, center-based child care, family child care provided in a caregiver’s home, care provided in a child’s own home by nannies or baby-sitters, or a combination of these types of care.<sup>1–3</sup> How a family chooses this care is influenced by family values, affordability, and availability.<sup>2,4</sup> For many families, high-quality child care is not available or affordable.<sup>2,4</sup> This policy statement outlines the importance of quality child care and what pediatricians can do to help children get care in high-quality early childhood education (ECE) settings.

Pediatrics, August 2017, VOLUME 140 / ISSUE 2, Quality Early Education and Child Care From Birth to Kindergarten, Elaine A. Donoghue, COUNCIL ON EARLY CHILDHOOD; to view or download the Policy Statement click on <http://pediatrics.aappublications.org/content/140/2/e20171488>.

---

## ACCOUNTABILITY, RESEARCH AND EVALUATION

- Bay Area Regional Evaluators Meeting: On July 14<sup>th</sup>, Jenifer Clark attended the BARES meeting at First 5 Alameda. Topics of discussion included the F5 Association Statewide Indicators project and upcoming changes to the Annual Report to F5 California.
- New Report: U.S. Chamber of Commerce stress importance of high quality child care: The U.S. Chamber of Commerce Foundation’s Center for Education and Workforce has released a report to explore the under-recognized role of high-quality childcare in the education and workforce pipeline. By laying the crucial groundwork for tomorrow’s workforce and promoting a strong workforce today, high-quality childcare provides a powerful two-generation approach to building the human capital that a prosperous and sustainable America requires. It supports parents: increasing completion of postsecondary education, raising labor force participation, increasing workforce productivity, and helping business attract and retain talent. And it ensures that children



have the chance to develop well and begin kindergarten ready to thrive in school, work, and life. The full report is available [here](#).

---

## FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

- Tobacco Tax Oral Health Program - New Funds for Early Childhood Efforts: CDPH has released the county allocation [amounts](#) for the new Local Oral Health Program funded by Proposition 56. This new program is intended to support implementation of the [state's Oral Health Plan](#), which includes a heavy emphasis on children 0-5. As described in the [June letter](#), Local Health Jurisdictions are expressly urged to coordinate with their First 5 commissions.

For most counties this will be a significant increase in local resources for oral health education targeting pregnant mothers and young children. All First 5 commissions have been encouraged to reach out to their county health officer to discuss collaborating to ensure inclusion of children 0-5 and First 5 in the planning process.

The Association is a member of the Oral Health Advisory Board which provided input to the plan development.

---

## COMMUNITY AND STATEWIDE EVENTS & UPDATES

- First 5 California Hosts Equal Rights to Parental Leave Advocacy Day -- Yes of SB 63: The California Endowment, First 5 California, California Newsreel, Legal Aid at Work, The California Work & Family Coalition, and Common Sense Kids Action are pleased to invite you to a “Yes on SB 63” advocacy day and “Equal Rights to Parental Leave: A Strong Start for all Children.”

Join First 5 California for a “Yes on SB 63” advocacy day prior to a special clip of “The Raising of America,” a groundbreaking series broadcast nationwide by public television, a forum on parental leave, and a hosted reception. When and Where: Monday, August 28, 2017, 11:30 a.m. - 4:45 p.m. @ California State Capitol, Room 115; Equal Rights to Parental Leave Event: Monday, August 28, 2017, 4:45 p.m. – 7:00 p.m. @ California State Capitol, Eureka Room

Common Sense Kids Action will be organizing an advocacy day prior to the Equal Rights to Parental Leave event to urge policymakers to support Senate Bill 63, the New Parental Leave Act. Legislative office visits will take place from 11:30 a.m.- 4:45 p.m. on August 28, and café lunch vouchers will be provided. Common Sense will be reaching out to you directly to participate in the advocacy day, but if you have any questions, please contact Leah Cowan at [lcowan@commonsense.org](mailto:lcowan@commonsense.org).

- Fall 2017 Birth to Five Water Cooler Conference: Building on progress in early care and education in California: At Advancement Project California’s two-day conference, we will convene early care and education (ECE) stakeholders from across the state representing preschool, infant/toddler, child care, birth to five, P-16 and higher education, providers, administrators, parents, activists, advocates, philanthropists, and elected officials. Together, we will vet ideas for policy and practice to build cohesion for a state agenda that supports California’s children and families. A few highlights include:
  - Exploring the ECE policy landscape.



- Supporting the whole child from the start: elevating the developmental, health and learning needs of California's infants and toddlers and their families.
- Expanding the discussion of quality to reflect the diverse needs of our youngest learners, including dual language learners.
- Strengthening ECE policy and advocacy with the voice of community and the lens of racial equity.
- Building on ECE principles and pedagogy for greater birth-12 alignment that strengthens instructional practices for students beyond preschool.

The conference is on Monday, October 2, 2017 at 3:00 PM - Tuesday, October 3, 2017 at 4:00 PM (PDT) Sacramento, CA. To register go to [2017 Birth to Five Water Cooler Conference](#).

**DATE:** August 28, 2017  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Committee Updates

---

**Program, Operations and Planning Committee (POP), August 7, 2017**

Commissioners Present: Anne Campbell, David Canepa, Sandra Phillips-Sved  
Commissioners Absent: David Canepa  
Community Member: Harvey Kaplan, M.D.  
Staff: Kitty Lopez

Kitty Lopez, Executive Director, provided the following Program and Communication Highlights:

- Build Up for San Mateo County's Children-Early Learning Facilities: Staff and partners (San Mateo County Office of Education (SMCOE), Child Care Partnership Council (4C's), and Silicon Valley Community Foundation (SVCF), continue to meet regularly to launch and fully implement the next phase of facilities work including funding a dedicated staff person to manage tasks and activities as well as continuing to meet with city councils and or planning and development committees.
- Update on Children's Health Initiative (CHI): There is a reserve in the Healthy Kid's fund balance as a result of the implementation of the Affordable Care Act, Medi-Cal Expansion, and continuous contributions of the long term funding partners, including First 5SMC. First 5's current balance is approximately \$1.2M; Sequoia HealthCare District, Peninsula Health Care District, Lucile Packard Hospital, and SMC Health Department are also funders. The Oversight Committee met in July and decided to monitor State and Federal legislation as a result of the on-going and challenging Affordable Care Act landscape and make a definitive plan for the reserves in January, 2018.
- Quality Counts San Mateo County: San Mateo County's Quality Rating and Improvement System (QRIS) has a brand, logo, and tag line: *Quality Counts San Mateo County- Early learning Excellence* has been officially launched. The communications plans include parent and provider outreach tool kit and website hub development.
- Communications: Staff will be meeting with Runyon Saltzman, Inc. (RSE) to discuss their Scope of Work for Year 3 on August 17, 2017. The website launch has been moved out to the last week in August.

Committee members discussed the need to ensure compliance with ADA and the Office of Civil Rights; the County Office of Education is in this same process for its website.

Committee members also discussed the importance of having the Communications Consultant support the Commissioners in effective use of social media platforms as part of our communications work.

Next Meeting: Monday, September 11<sup>th</sup> from 4:00-5:00 at the SMC Office of Education

**Finance & Administration Committee, August 14, 2017**

Commissioners Present: Iliana Rodriguez, Lee Michelson, Michael Garb

Staff: Khanh Chau, Michelle Blakely, Kitty Lopez

- Update SPIP Funding Carry Over Amount to FY2018-2020 as per Strategic Plan Implementation Plan: Kitty Lopez gave a brief background overview of the approved LTFP at the June 2017 Commission Meeting that included \$1.1 million SPIP Funding Carry-Over to FY2018-2020 (Attachment 3A). The Update SPIP Funding Carry-Over was proposed a total \$1.825 million SPIP Funding Carry-Over to FY2018-2020 as per presented in Attachment 3B that shows where the money comes from of which SPIP lines; Attachment 3C reflects the changes of SPIP Funding Carry-Over to the LTFP with no major fiscal impact to the approved LTFP. Under this proposal, the average SPIP reduction over the period FY2018-2020 is 6.35% while funding recommendation reduction for continuation grants are larger due to the division of 2-year grant versus 3-year grant average.

Committee members reviewed the Update SPIP Funding Carry-Over, the Lists of Funding Recommendations for FY2018-2020 and asked questions about funding allocation to Big Lift, Pre Natal to Three programs; Kitty Lopez responded that we may not use funding for sig Lift Consultation and we should wait until January 2018 for other funding considerations when investment consensus in the Child Health Development may be materialized.

- Verbal Discussion: First 5 San Mateo County's Funding Recommendation per Strategic Plan Implementation for Fy2018-2020 and Reschedule Finance and Administration Committee Meeting: Michelle Blakely cited the attached hand-out present the proposed Funding Recommendation for FY2018-2020 including the allocation to continuing grants, new emerging project, and the list of grants end.

Committee members reviewed the list and recommended to present the Funding Recommendation in each group: Continuation Grants, New Emerging Projects, and Ending Grants for approval of each group at the Commission Meeting.

Committee members also approved to reschedule Finance and Administration Meeting to September 18, 2017 when the Budget Close-Out for FY2016-2017 will become available.

Next meeting: Monday, September 18, 2017 from 9:00am-10:00am at the F5SMC office.

**Early Childhood Evaluation Advisory Committee, August 21, 2017**

Commissioners Present: Pam Frisella, Neel Patel (via phone), Louise Rogers

Commissioners Absent: Michael Garb,

Grantee Representatives: Heather Cleary (Peninsula Family Service); Tracey Fecher (Community Gatepath)

Staff: Michelle Blakely, Jenifer Clark

The F5SMC Early Childhood Evaluation Advisory Committee met on Monday, August 21st from 3:30 to 5pm. The items discussed included the status of the Big Data Pilot Project and a dashboard of our programmatic investments mapped to Strategic Plan indicators.

Big Data Pilot Project: The Gardner Center recently provided a memo outlining the current status of this initiative, which the group reviewed and discussed in detail. Although there has been substantial interest and excitement around the conceptual possibilities for such a data-linkage project, it has been more challenging than anticipated to move beyond the theoretical and begin to

implementing the data sharing and linking. Challenges noted by the Gardner Center include the following:

- Constraints and concerns regarding sharing client data: Generally speaking, agencies are legally allowed to share this information for research purposes. However, some agencies were unsure of this or uncomfortable sharing without explicit consent, and others had promised clients that their data would never be shared without consent even though this degree of restriction was not mandated from a legal or regulatory standpoint. In the current political climate, these concerns are even more pressing for these agencies.
- Resource constraints and competing priorities: Implementing a data sharing project like this requires agencies to allocate resources including staff time to meet with researchers and to handle data transfer, legal fees for questions regarding data security and sharing, etc. Many agencies understandably prioritize their work with clients and their internal needs around data management and analysis.
- Lack of a shared network and vision: The research questions and methods for this project were largely determined by the funders. In retrospect, potential data partners would be more likely to take ownership of the project, allocate resources, and prioritize the work if they were able to participate in conversations at both the conceptual and practical level. Allowing data partners to help shape the direction of the research and to provide a forum where the specific issues around legal constraints, client consent, and the technical aspects of data sharing would foster a sense of community and a shared vision.
- The group discussed these challenges at length, as well as possible ways to move the data-sharing conversation forward. Ideas included:
  - Using qualitative methods to examine the existing research questions.
  - Initiating a collective impact approach to data sharing and linking, with a task force or steering committee and regular meetings among the relevant agencies. Meetings could include presentations by successful data linkage projects in Santa Clara County and Los Angeles County; information regarding HIPAA, FERPA, and other legal or regulatory issues around data sharing; collaborative development of local research questions focused on child and family outcomes; presentation of local data from the CYSOC project, the Big Lift, or other data-heavy efforts.
  - Focusing even more tightly on one or a handful of agencies who are willing to share data that may be able to provide a proof of concept.

There will be ongoing discussion with the Gardner Center, the Evaluation Committee, and the relevant agencies to further flesh out and determine the best way for F5SMC to support a meaningful and actionable conversation on data sharing.

The group also reviewed and provided feedback on child and family indicator trends from F5SMC data spanning 2009-2015, and the Strategic Plan Indicator Dashboard. This information will be presented to the Commission at its upcoming meeting.

Next meeting: Monday, October 16th from 3:30-5:30pm at the F5SMC Office.