

## FIRST 5 SAN MATEO COMMISSION MEETING

### HOW TO PARTICIPATE

- Commission and others, we recommend to be on the call Monday at 3:40 PM so we can test prior to the 4 PM meeting start time and ensure that you have connection.
- Please note that public is attending this meeting and they may join early so please keep that in mind
- Be sure to mute your microphone during the meeting until called upon to speak
- If you plan to join by phone, please let Myra Cruz or other First 5 Staff know the phone number in advance so we can identify you to the Commission, and we will rename your masked phone number to show your name instead. We highly encourage that you join early so we can make this change, OR you can email us your phone # ahead of time to [ecruz@smcgov.org](mailto:ecruz@smcgov.org) .
- **JOINING VIA ONLINE:**  
For those attending the meeting on the Zoom videoconference, (click the link listed on the agenda), we will use the “raise hand” feature in order to organize any public comments. During the general public comment period, and for each item on the Regular Agenda, F5SMC Staff, will ask those members of the public who wish to comment to click the “raise hand” feature to raise your hand to speak on that agenda item.
- **JOINING BY PHONE:**  
The phone number is listed on the agenda.  
Press \*6 to mute and unmute your phone  
Press \*9 if would like to speak. This would notify the staff that you would like to speak.

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

When you hear your name called, F5SMC Staff, will unmute your mic to begin speaking. You may only speak once per agenda item.

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

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act (Government Code section 54950, *et seq.*) to allow for local agency legislative bodies to conduct their meetings remotely either telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), the First 5 San Mateo County Commission meeting will be conducted via remote conferencing.

**DATE: Monday, May 23, 2022**

**TIME: 4:00 PM – 6:00 PM**

**Join Zoom Meeting**

**Online: <https://smcgov.zoom.us/j/97618515225>**

**Phone: US: +1 669 900 6833**

**Webinar ID: 976 1851 5225**

| AGENDA  |   |         |
|---|---|---------|
| <b>Call to Order and Preliminary Business</b> |   |         |
| <b>1</b>                                      | <b>Roll Call</b>  | 4:00 PM |
| <b>2</b>                                      | <b>Adopt a resolution finding that, as a result of continuing COVID-19 pandemic state of emergency, meeting in person for the First 5 San Mateo County Commission would present imminent risks to the health or safety of attendees</b><br><i>(See Attachment 2A. and Attachment 2B.)</i> |         |
| <b>3</b>                                      | <b>Public Comment</b>   |         |
| <b>4</b>                                      | <b>Action to set Agenda for May 23, 2022 meeting and approve Consent Agenda items</b><br><i>(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)</i>   |         |
| <b>5</b>                                      | <b>Commission Announcements</b>   |         |
| <b>6</b>                                      | <b>Storytelling: First 5 Work/Impact: CORA (Community Overcoming Relationship Abuse)</b><br>by Mari Barrera Pacheco, Registered Associate MFT, First 5 Coordinator, CORA  | 4:05 PM |
| <b>Action Items</b>                           |   |         |
| <b>7</b>                                      | <b>Approval of First 5 San Mateo County’s FY 2022-23 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund First 5 San Mateo County’s FY 2022-23 Adopted Budget</b><br><i>(See Attachment 7)</i>  | 4:10 PM |

|                         |  |         |
|-------------------------|--|---------|
| 8                       | <b>Approval of First 5 San Mateo County's Bylaws &amp; Policies</b><br>(See Attachment 8)  | 4:25 PM |
| 9                       | <b>Approval of Amendment to Agreement with VIVA Social Impact Partners Communications Consultation Services Agreement to increase the total amount by \$140,000 for a new total obligation not to exceed \$475,000, Contract Term July 1, 2020 through June 30, 2023</b><br>(See Attachment 9)   | 4:30 PM |
| 10                      | <b>Approval of Amendments to Agreements for Oral Health Access and Utilization to increase the total amounts for new total obligations and with extended terms:</b><br><br><b>A) Approval of Amendment to Agreement with Children Now in the Amount of \$37,825, Contract Term Effective May 10, 2021 through June 30, 2023</b><br><br><b>B) Approval of Amendment to Agreement with South County Community Health Center dba Ravenswood Family Health Network in the Amount of \$213,100, Contract Term Effective July 1, 2021 through June 30, 2023</b><br><br><b>C) Approval of Amendment to Agreement with Sonrisas Dental Health Inc. in the Amount of \$124,075, Contract Term Effective May 10, 2021 through June 30, 2023</b><br><br>(See Attachment 10) | 4:40 PM |
| <b>Discussion Items</b> |  |         |
| 11                      | <b>Presentation: CORA (Community Overcoming Relationship Abuse)</b><br>by Mari Barrera Pacheco, Registered Associate MFT, First 5 Coordinator, CORA and Joan Pezanoski, LMFT, Clinical Supervisor, CORA  | 4:55 PM |
| 12                      | <b>Presentation: Review of First 5 California Annual Report 2021 – 2022</b><br>by Jenifer Clark, Research and Evaluation Specialist, First 5 San Mateo County  | 5:15 PM |
| 13                      | <b>Report of the Executive Director</b><br>(See Attachment 13)   | 5:25 PM |
| 14                      | <b>Committee Updates</b><br>(See Attachments 14 and 14A)   | 5:35 PM |
| 15                      | <b>Adjournment</b>   | 6:00 PM |

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

Persons wishing to address a particular agenda item should speak during that agenda item. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Chair.

The identified times are approximate and are intended to serve as a guide to the public and all First 5 meeting attendees regarding the approximate start times for any one section of the Agenda. The actual start and end times for an agenda item may differ from the noted times.

Public records that relate to any item on the open session agenda for a regular Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The documents are also available on the First 5 Internet Web site at [www.first5.smcgov.org](http://www.first5.smcgov.org).

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Myra Cruz, by 12 Noon on Friday, May 20, 2022 at 650.372.9500 x232 and/or [ecruz@smcgov.org](mailto:ecruz@smcgov.org). Notification in advance of the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**Date:** May 23, 2022  
**To:** First 5 San Mateo County Commission  
**From:** Kitty Lopez, Executive Director  
**Subject:** **Resolution to make findings allowing continued remote meetings under Brown Act**

**RECOMMENDATION:**

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person for the First 5 San Mateo County Commission would present imminent risks to the health or safety of attendees.

**BACKGROUND:**

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers had fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency legislative body to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the legislative body.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows legislative bodies to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that

meeting in person would present an imminent risk to health or safety of attendees. AB 361 became effective on October 1, 2021 and will sunset on January 1, 2024.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings demonstrate the need for teleconferencing persists due to the nature of the ongoing public health emergency. Effectively, this means that legislative bodies must either agendaize a Brown Act meeting once every thirty days to make these findings, or, if a legislative body has not made such findings within the prior 30 days, the legislative body must re-adopt the initial findings if it wishes to conduct a remote meeting.

The County Board of Supervisors has adopted a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person "would present imminent risks to the health or safety of attendees."

The County's resolution states, among other things, that: "The Board of Supervisors strongly encourages all legislative bodies of the County of San Mateo that are subject to the Brown Act, including but not limited to, the Planning Commission, the Assessment Appeals Board, the Civil Service Commission, and all other oversight and advisory boards, committees and commissions established by the Board of Supervisors and subject to the Brown Act, to make a similar finding and avail themselves of teleconferencing until the risk of community transmission has further declined, and directs the County Manager to provide necessary support for these legislative bodies to continue teleconferencing procedures when they have adopted such findings."

**DISCUSSION:**

For these reasons, we recommend that the First 5 San Mateo County Commission avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect and directing staff to take such other necessary or appropriate actions to implement the intent and purposes of the resolution, is attached hereto.

**FISCAL IMPACT:**

None

**RESOLUTION NO.**

**RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR THE FIRST 5 SAN MATEO COUNTY COMMISSION WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES**

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**WHEREAS**, on March 4, 2020, pursuant to Government Code section 8550, *et seq.*, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus, and subsequently, the San Mateo County Board of Supervisors (“Board”) declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board remain in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950, *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 into law, and AB 361 provides that a local agency legislative body subject to the Brown Act may continue to meet without complying with the otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative

bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such finding at least every thirty (30) days during the term of the declared state of emergency; and

**WHEREAS**, on September 28, 2021, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the Board issued a finding that meeting in person would present imminent risks to the health or safety of attendees, and decided to invoke the provisions of AB 361 related to teleconferencing for meetings of the Board; and

**WHEREAS**, the Board also strongly encouraged other County legislative bodies to make a similar finding and continue meeting remotely through teleconferencing; and

**WHEREAS**, the First 5 San Mateo County Commission has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the First 5 San Mateo County Commission finds that meeting in person would present imminent risks to the health or safety of attendees, and the First 5 San Mateo County Commission will therefore invoke the provisions of AB 361 related to teleconferencing for meetings of the San Mateo County Commission.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that



**ATTACHMENT 2B**

1. The recitals set forth above are true and correct.
2. The First 5 San Mateo County Commission finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

\* \* \* \* \*

First 5 San Mateo County Commission Meeting

**CONSENT AGENDA**

May 23, 2022

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

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- 4.1 Approval of the March 28, 2022 Commission Meeting Minutes  
(See Attachment 4.1)

**First 5 San Mateo County (F5SMC)  
COMMISSION MEETING MINUTES  
March 28, 2022  
Via Zoom**

**Call to Order & Roll Call**

**1. Roll Call**

Commission Members: Ken Cole, Sylvia Espinoza, Rosanne Foust, Nancy Magee, Naveen Mahmood, Nkia Richardson, Louise Rogers

Absent: Alexis Becerra, Carole Groom  
Valeria Chavez-Franco (Youth Commission)

Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark, Khanh Chau, Mey Winata, Myra Cruz

County Counsel: Monali Sheth

A quorum was present. Commissioner Foust called the meeting to order at 4:02 PM; roll call was taken.

**2. Adopt a resolution finding that, as a result of continuing COVID-19 pandemic state of emergency, meeting in person for the First 5 San Mateo County Commission would present imminent risks to the health or safety of attendees**

Commissioner Foust presented and requested to adopt the resolution referring to Attachment 2a & 2b.

MOTION: MAGEE/ SECOND: COLE  
AYES: COLE, ESPINOZA, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS  
NOES: NONE  
ABSTAIN: NONE

Motion approved

Public Comments: None

**3. Public Comments: None**

**4. Action to Set Agenda for March 28, 2022 Meeting and Approve Consent Agenda Items**

MOTION: COLE/ SECOND: ROGERS  
AYES: COLE, ESPINOZA, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS  
NOES: NONE  
ABSTAIN: NONE

Motion approved.

**5. Commission Announcements: None**

- o Commissioner Foust announced the following:  
She asked for the staff, public, and fellow Commissioners to join her in congratulating:
  - Commissioner Magee for Superintendent of the Year by the Association of California School Administrators Region 5, citing her leadership during the COVID-19 pandemic.
  - F5SMC's Executive Director, Kitty Lopez, was named by Assembly Speaker pro Tem Kevin Mullin as his selection as the 2022 Assembly District 22 Woman of the Year.

Commissioner Foust announced that this would be the last Commission meeting of F5SMC's Counsel, Monali Sheth, as she will be continuing doing civil rights work at another law firm outside the county. Commissioner Foust acknowledged and thanked Sheth for all her support with F5SMC. Kitty Lopez added that Sheth will be receiving an accolade from F5SMC on behalf of the Commission.

Commission and F5SMC's Staff made comments. Commissioner Magee, Kitty Lopez, and Monali Sheth thanked the Commission and Staff for their remarks.

- Commissioner Rogers announced that the cadence of her updates with the community, partners, and stakeholders regarding the pandemic will change, and she is open for feedback and will adjust to meet the needs. The plan is to make a report publicly to the Board of Supervisors once a month along with other updates.

**6. Storytelling: First 5 Work/Impact: Family Child Care Center Stories**

Edirle Menezes, San Mateo County Office of Education Quality Improvement Coordinator introduced Quality Counts San Mateo (QCSM) participants, Katsuri Basu, Family Child Care Provider and Tiffany Padilla, Center Owner and Program Director, My Busy Town Learning Center.

- Tiffany Padilla shared that she has been a family childcare provider for the past 11 years, and her program is located in Burlingame. She began working with 4Cs in 2011 and joined Quality Counts San Mateo (QCSM) in 2014. Throughout the years of her participation in QCSM, she had attended many professional opportunities offered, and benefitted greatly from the guidance and support from her QCSM coach in reaching her professional goals. Padilla appreciated the crucial support received during the pandemic, such as PPEs, COVID-19 test kits and cleaning supplies to create a safe program for teachers and children. In 2020, she opened a center in San Bruno during pandemic, and thanked QCSM for also helping her implement best practices as a family childcare provider.
- Katsuri Basu shared she started her home-based preschool program in 2021 in Foster City. She is passionate about teaching young children and had been teaching in California for 20 years before she started her program. QCSM resources helped her and the families she served during COVID-19. Basu is grateful for the book bags, masks, sanitizers, COVID-19 test kits, gloves, cleaning supplies, Chrome books provided by QCSM. Her experience as QCSM member has been positive. The facilitator is helpful and inviting. There are constant incentives to help improve her program and a variety of workshops for learning opportunities.

Commission made comments.

Public Comment: None

**7. Approval of Amendment to Agreement with East Bay Agency for Children for the Trauma- and Resiliency-Informed Systems Initiative for an extended term from October 15, 2020 through June 30, 2022 for the same total amount of the agreement for a total obligation amount of \$50,000**

Michelle Blakely provided a brief background of this agenda item. Blakely added that a Proposed Supplemental Scope of Work in Attachment 7A was erroneously added in the Packet.

MOTION: ROGERS/ SECOND: COLE

AYES: COLE, ESPINOZA, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS

NOES: NONE  
 ABSTAIN: NONE

Motion approved.

Public comment: None

8. **Approval of Amendment to Agreement with Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative to increase the total amount of the agreement by \$21,000 for a new total obligation not to exceed \$121,000 with an extended term from October 15, 2020 through June 30, 2022**

Michelle Blakely provided a brief background of this agenda item.

MOTION: COLE/ SECOND: MAGEE  
 AYES: COLE, ESPINOZA, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS  
 NOES: NONE  
 ABSTAIN: NONE

Motion approved.

Commission asked questions and made comments.

Public comment: None

9. **Presentation: First 5 California IMPACT (Improve and Maximize Programs so All Children Thrive) - San Mateo County Quality Counts Update**

Michelle Blakely provided a brief background and introduced the presenter Edirle Menezes, Quality Improvement Coordinator of San Mateo County Office of Education. Menezes highlighted the following:

- o Thanked the partners of Quality Counts of San Mateo (QCSM) which includes First 5 SMC, 4Cs, San Mateo County Office of Education (SMCOE), and Child Care Partnership Council (CCPC) in helping paved the work for childcare providers.
- o Quality Counts California Initiative consists involvement funding from First 5 California IMPACT 2020, California Department of Education, California Department of Social Services, and Local Consortia.
- o Importance of quality and what quality programs must include such as low adult-to-child ratios, developmentally appropriate activities, and culturally and linguistic relevant curricula.
- o Roles of San Mateo County Consortium consist of SMCOE, First 5 SMC, 4Cs, and Consortium Advisory Board, CCPC.
- o Strategies for State Funding Priorities: SMCOE and First 5 SMC
- o QCSM funding landscape. Over \$2 million in quality improvement investments.
- o QCSM data and program composition.
- o Demographics of children served by ethnicity and children's languages.
- o Program participation comparison between FY 20 – 21 and FY 21 - 22 such as Total QCSM sites in FY 21 – 22 is 146 an increase from 111 from FY 20 – 21 and Total QRIS Sites in FY 21 – 22 is 101 an increase from 99 from FY 20 – 21.
- o Program strengths such as an expansion to include home-visiting programs, increase numbers of licensed-FCCs, community-based center programs, and license-exempt programs during COVID-19.
- o Opportunities which include new funding strategies focusing on the child's eco-system such as quality care and education prioritizing infant-toddlers and child health which includes behavioral and mental health including trauma-informed practices.

Commission made comments and asked questions.

Public Comment:

- Alyson Suzuki, Executive Director of Early Learning Support Services at SMCOE acknowledged Edirle Menezes for her presentation and thanked F5SMC and 4Cs for the partnerships, and site administrators and teachers for having the grading scores for the parents to see.

The Power Point Presentation can be found on the F5SMC's website, [March 28, 2022 Commission Meeting Presentations](#).

#### 10. **First 5 San Mateo County Equity Performance Plan**

Kitty Lopez, Executive Director, First San Mateo County, and Michelle Blakely, Deputy Director, First 5 San Mateo County presented the following:

- Slides from Core Equity Team Presentation by Shireen Malekafzali, which includes
  - definition of equity, diversity, inclusion and belonging
  - NFO/RWC Structural and Institutional Racism
  - Countywide Equity Infrastructure
  - Board of Supervisory Racial Equity Resolution which was passed on September 14, 2021
- Inequalities exist across the State data such as 47% of California's children live in or near poverty.
- Advancing equity while creating an impact as a leader, investor and partner
- Current equity focus and Strategic Plan focus by prioritizing those with greatest need and highest risk such as socio-economically disadvantaged, students with special needs and English language learners.
- New equity performance measures which includes tracking the number of clients within different zip codes who receive F5SMC funded services and equity-related characteristics of funded organizations.
- Action plans in addition to equity performance measures such as tracking the number of clients across race/ethnicity and income level who received F5SMC funded services
- Creating action plans by using data analyses, surveys, and population-level indicators and by using learnings from recommendations from Family Story Project, Early Identification and Intervention System in SMC Environmental Scan, data from local, regional and state, and voices from parent, caregiver and provider.

Commission asked questions and made comments.

Public Comment: None

The Power Point Presentation can be found on the F5SMC's website, [March 28, 2022 Commission Meeting Presentations](#).

#### 11. **Report of the Executive Director**

The Executive Director's written report was included in the [March 28, 2022 Commission Meeting Packet](#).

Kitty Lopez, highlighted the following:

- Michelle Blakely was on the panelists of the Women's Leadership Conference hosted by Status of Women the Rise 2022 Women's Leadership Council
- F5SMC will feature the advocacy work of Liz Scully owner of Little Laughs at the National Association for Family Child Care 32<sup>nd</sup> Annual Conference.

- F5SMC signed onto a letter to Governor Gavin Newsom requesting a one-time general fund appropriation of \$250 million to support infant and early childhood mental health services and provider training in the 2022 – 2023 State Budget.
- First 5 California named Jackie Thu-Huong Wong as the new Executive Director.
- First 5 Association is currently recruiting an Executive Director with the help of a search firm.
- Kitty Lopez and Michelle Blakely will be participating in the First 5 Association Advocacy Day virtual event will be on April 19, 2022.

Commissioner Foust adjourned the public meeting at 5:52 PM.

**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of First 5 San Mateo County's (F5SMC) FY 2022-23 Draft Budget and the Use of Ending Fund Balance (*Reserves\**) to Fund F5SMC's FY 2022-23 Adopted Budget

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## **ACTION REQUESTED**

**Approval of F5SMC's FY 2022-23 Draft Budget and the Use of Ending Fund Balance (*Reserves\**) to Fund F5SMC's FY 2022-23 Adopted Budget.**

### **1. BACKGROUND**

- As per F5SMC's Strategic Plan FY 2020-23 approved by the Commission, the Commission has approved higher Community Investments than its fiscal revenues by drawing down funds from the Ending Fund Balance (Ending Reserves\*) to fund the strategic initiatives that are part of the Strategic Plan. As a reminder, F5SMC has continued to draw down \$2 - \$3 million per year, per the Strategic Plan FY2020-23 and per Long-Term Financial Plan.
- In July 2021, State Department of Finance has provided two scenarios of Tobacco Tax Revenue Projections with Flavor Ban and without Flavor Ban. An official annual Tobacco Tax Revenue projection will be released end of May 2022.
- Planning and executions of Strategic Plan Implementation Plan contracts and Other Grants contracts have been delayed to some degree as the impacts of COVID restrictions still exist at some of the funded agencies. Some funders of Other Grants allow Grant Terms extension through 6.30.2023.
- Commission approved the Implementation of the SPIP FY 2018-20 Underspending Fund Carry Over to be in coordination with 3-year time frame of the strategic plan FY 2020-23.
- Finance and Administration Committee reviewed and endorsed the Recommendation of Approval of the F5SMC's FY2022-23 Draft Budget and the Use of Ending Fund Balance (*Reserves\**) to Fund F5SMC's FY2022-23 Adopted Budget at its Finance and Administration Committee Meeting May 16, 2022.

### **2. FY 2022-23 DRAFT BUDGET ASSUMPTIONS**

Please read this Budget memo in conjunction of FY 2022-23 Draft Budget presented in Attachments 7A, 7B, and 7C (Schedule 1 and Schedule 2)

FY 2022-23 Draft Budget is proposed based on the following assumptions:

- Projected Interest earning rate is 1.0% on the projected Ending Fund Balance of FY 2021-22 Revised Budget.
- Staff employs conservative approach to Revenue budget and uses Tobacco Tax Revenue Projections **with Flavor Ban Impact\***, released in July 2021, in which the average annual



declining rate of Tobacco Tax Revenue projections is 5.80% for the period FY2020-25 compared to 4.46% declining rate of the May 2020 Tobacco Tax Revenue projections.

If passed, the Flavor Ban will be implemented on November 16, 2022 and in place for 2.5 quarter of FY2022-23. The First 5 State Association is working on analyzing the impacts of the Flavor Ban across all First 5's. This analysis should become available in the summer/fall.

- Program Appropriations are based on executed contracts and continuation of the strategic plan SPIP FY2020-23 with increased efforts in Policy, Advocacy, Communication, and System Changes (PAC).
- Continue implementation of \$572K balance of SPIP FY 2018-20 Underspending Fund Carry Over in coordination with the 3-year time frame of the strategic plan FY2020-23.
- Execute \$1.108 M Other Grants and continue to seek new revenue sources.
- Continue current shared cost allocation to Program Appropriations with the following rates:
  - ✓ 100% Program and Evaluation Staff's Salaries and Benefits.
  - ✓ 27% Shared Admin Staff time; and
  - ✓ 50% of Shared Operating Budget
- Include 4% COLA in Salaries and Benefits cost projections in FY2023, as per County Union's recent negotiated changes in the SEIU MOU.

### 3. SUMMARY OF FY 2022-23 DRAFT BUDGET

|  | <b>FY 2021-22<br/>Revised<br/>Budget</b> | <b>FY 2022-23<br/>Draft<br/>Budget</b> | <b>Increase /<br/>(Decrease)<br/>\$</b> | <b>Increase /<br/>(Decrease)<br/>%</b> |
|--|--|--|---|--|
| Beginning Fund Balance<br><i>(Beginning Reserves*)</i>                           | 12,844,713                               | 11,127,055                             | <b>(1,717,658)</b>                      | <b>-13%</b>                            |
| Total Revenues   | 6,704,025                                | 6,412,051                              | <b>(291,974)</b>                        | <b>-4%</b>                             |
| <b>Total Available Fund</b><br><i>(Total Sources*)</i>                           | 19,548,738                               | 17,539,106                             | <b>(2,009,632)</b>                      | <b>-10%</b>                            |
| Total Appropriations<br><i>(Net Appropriations*)</i>                             | 8,421,683                                | 8,236,788                              | <b>(184,895)</b>                        | <b>-2%</b>                             |
| Ending Fund Balance<br><i>(Ending Reserves*)</i>                                 | 11,127,055                               | 9,302,318                              | <b>(1,824,737)</b>                      | <b>-16%</b>                            |
| <b>Total Requirements*</b><br><i>(Net Appropriations*+ Ending<br/>Reserves*)</i> | 19,548,738                               | 17,539,106                             | <b>(2,009,632)</b>                      | <b>-10%</b>                            |
| Surplus / (Deficit)<br><i>(Total Revenues – Net<br/>Appropriations*)</i>         | <b>(1,717,658)</b>                       | <b>(1,824,737)</b>                     | <b>(107,079)</b>                        | <b>6%</b>                              |

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

#### 4. ISSUES TO CONSIDER

- We anticipate having FY 2022-23 Revised Budget in February 2023 after:
  - ✓ (1) The official annual Tobacco Tax Revenue Projections will be released end of May 2022.
  - ✓ (2) FY 2021-22 Budget Close-Out becomes available and FY 2021-22 financial audit completion.
  - ✓ (3) Continuing contract obligations of SPIP FY2020-23, SPIP FY2018-20's Funding Carry Over, and Other Grants.

#### 5. FISCAL IMPACT

- Admin Cost Rate of 10%.
- FY 2022-23 Draft Budget result in a Budget Deficit of \$1,824,737. Therefore, we will draw down \$1,824,737 from Ending Fund Balance (Ending Reserves\*) to fund agency FY 2022-23 Adopted Budget.

#### **ACTION**

**Approval of F5SMC's FY 2022-23 Draft Budget and the Use of Ending Fund Balance (Reserves\*) to Fund F5SMC's FY 2022-23 Adopted Budget.**

## FY 2022-23 DRAFT BUDGET NARRATIVES

FY 2022-23 Draft Budget are presented in Summary (Attachment 6A), in Details (Attachment 6B) and accompanied with the Draft Operating Budget (Attachment 6C). Increases and decreases in the Proposed Budget reflect all approved contracts and SPIP funding allocations and executions.

*\*Please read the Budget Memo (Attachment 7) in conjunction with the Budget Spreadsheets (Attachments 7A, 7B, and 7C).*

### **A. Revenues Budget is \$6.412 M** or a net decrease of \$292K or 4% decrease.

Revenue Budget Includes:

- \$84K Interest Revenue
- \$5.156 M Tobacco Tax Revenue
- \$1.171 M Other Grant Revenue projections from 6 Other Grants listed below. This additional revenue sources are approximate 18% of Tobacco Tax Revenue Fiscal Allocations of \$5.156 M.
  - ✓ \$400K F5CA IMPACT Grant.
  - ✓ \$110K F5CA new Home Visiting Grant.
  - ✓ \$250K new Mental Health MHSA Grant from County of San Mateo Behavioral Health & Recovery Services (BHRS).
  - ✓ \$50K Help Me Grow Call Center Grant for calendar year 2022 from Peninsula Healthcare District
  - ✓ \$294K Children with Special Needs Grant from Sequoia Healthcare District; and
  - ✓ \$67K Mental Health Grant from Sequoia Healthcare District.

Major contributions to net decrease in the Revenue Budget are due to lower Interest Revenue and decreases in Other Grants revenue projections associated with some Other Grants ended.

### **B. Program Appropriations Budget is \$7.428 M** or a net decrease of \$185K or 2% decrease

Program Appropriations include:

- \$4.445 M SPIP FY2020-23 contract executions
- \$572K SPIP FY2018-20 Carry Over
- \$1.108 M Other Grants
- \$1.304 M Program Operations

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

- ✓ Lower balance of SPIP FY 2018-20 fund carry over to FY2022-23.
- ✓ Decreases in Other Grants Appropriations projections.
- ✓ 3% increase in Program Operations

### **C. Administrative Appropriations Budget is \$808K** or \$249 net change or 0% change.

- \$224K Admin shared Operation Budget
- \$585K Admin Staff Salaries and Benefits

Major contributions to the net zero change in Administrative Appropriations are associated with 4% COLA inclusion, and net change in healthcare cost projections.

**D. Operating Budget is \$447K or \$42K net increase or 11% increase**

Operating Budget Includes:

**\$151K Services & Supplies Budget** or \$3K net increase or 2% increase.

Major contributions to the net increases in Services and Supplies Budget are associated with new laptop purchases for 3 old laptops retired after 5 years of services and a place holder for IT equipment needs.

**\$296K Other Charges Budget** or \$40K net increase or 15% increase.

Major contributions to the net increases in Other Charges Budget are associated with the increases in A87 allocation and facility lease.

**50% of Operating Budget or 223K is allocated to Program Appropriations and 50% of Operating Budget or 223K is allocated to Administrative Appropriations.**

**E. Salaries and Benefits Budget is \$1.664 M or \$205 increase or 0% increase.**

Major contributions to net zero changes in Salaries and Benefits are associated with 4% COLA inclusion and changes in healthcare cost projections.

Inclusion in \$1.664 M Salaries and Benefits Budget is approximate \$140K or .75 FTE equivalents that are funded from F5CA IMPACT grant, Home Visiting Grants and from Other Grants.

**F. FY 2022-23 ENDING FUND BALANCE (Reserves\*):**

**Ending Fund Balance (Reserves\*) is \$9.302 M** or \$1.825 M decrease or 16% decrease.

- Major contributions to the net decreases in Ending Fund Balance (Reserves\*) are associated with supporting and contributing investment dollars to First 5 San Mateo County's Strategic Plan.

## FIRST 5 SAN MATEO COUNTY

## FY 2022-2023 DRAFT BUDGET SUMMARY

|   | FY 21-22<br>Revised Budget | FY22-23 Draft<br>Budget | FY22-23<br>Draft Budget<br>(+/-) vs.<br>FY21-22<br>Revised Budget<br>(\$) | FY22-23<br>Draft Budget<br>(+/-) vs.<br>FY21-22<br>Revised Budget<br>(%) |
|---|----------------------------|-------------------------|---|--|
| <b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>             | <b>12,844,713</b>          | <b>11,127,055</b>       | <b>(1,717,658)</b>  | <b>-13%</b>  |
| <b>A. Interest Revenue</b>                                      | <b>96,000</b>              | <b>84,000</b>           | <b>(12,000)</b>   | <b>-13%</b>  |
| <b>B. Tobacco Tax Revenue</b>                                   | <b>5,106,000</b>           | <b>5,156,751</b>        | <b>50,751</b>   | <b>1%</b>  |
| Tobacco Tax Revenue Fiscal Year Allocations                     | 5,106,000                  | 5,156,751               | 50,751  | 1%   |
| <b>C. Other Grant Revenues</b>                                  | <b>1,502,025</b>           | <b>1,171,300</b>        | <b>(330,725)</b>  | <b>-22%</b>  |
| F5CA Other Grants / IMPACT Grant                                | 620,000                    | 510,300                 | (109,700)   | -18%   |
| Non-Tobacco Tax Grants (DLP, PHD, SHD, MHTSA)                   | 882,025                    | 661,000                 | (221,025)   | -25%   |
| <b>TOTAL REVENUES</b>   | <b>6,704,025</b>           | <b>6,412,051</b>        | <b>(291,974)</b>  | <b>-4%</b>   |
| <b>TOTAL AVAILABLE FUND (Total Sources*)</b>                    | <b>19,548,738</b>          | <b>17,539,106</b>       | <b>(2,009,632)</b>  | <b>-10%</b>  |
| <b>PROGRAM APPROPRIATIONS</b>                                   |                            |                         |   |  |
| <b>D1. Strategic Plan Investment - SPIP FY 20-23</b>            | <b>4,185,094</b>           | <b>4,444,725</b>        | <b>259,631</b>  | <b>6%</b>  |
| Community Investments (FE, CH&D, EL)                            | 3,836,854                  | 3,442,353               | (394,501)   | -10%   |
| Evaluation  | 43,643                     | 57,074                  | 13,431  | 31%  |
| Policy, Advocacy, & Communications (PAC)                        | 304,597                    | 945,298                 | 640,701   | 210%   |
| <b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b> | <b>901,034</b>             | <b>571,997</b>          | <b>(329,037)</b>  | <b>-37%</b>  |
| Community Investments (FE, CH&D, EL)                            | 387,799                    | 318,600                 | (69,199)  | -18%   |
| Evaluation  | 350,000                    | 160,000                 | (190,000)   | -54%   |
| Policy, Advocacy, & Communications (PAC)                        | 163,235                    | 93,397                  | (69,838)  | -43%   |
| <b>E. Other Grants</b>  | <b>1,266,296</b>           | <b>1,107,870</b>        | <b>(158,426)</b>  | <b>-13%</b>  |
| F5CA Other Grants / IMPACT Grant                                | 562,803                    | 461,870                 | (100,933)   | -18%   |
| Non-Tobacco Tax Grants (DLP, PHD, SHD, MHTSA)                   | 703,493                    | 646,000                 | (57,493)  | -8%  |
| <b>F. Program Operations</b>                                    | <b>1,261,149</b>           | <b>1,303,837</b>        | <b>42,688</b>   | <b>3%</b>  |
| Program Shared Operating Budget                                 | 202,300                    | 223,666                 | 21,366  | 11%  |
| Program Staff S&B & Shared Admin Staff Time                     | 873,309                    | 887,424                 | 14,115  | 2%   |
| Evaluation Staff S&B  | 185,540                    | 192,747                 | 7,207   | 4%   |
| <b>Total Program Appropriations (D1+D2+E+F)</b>                 | <b>7,613,573</b>           | <b>7,428,429</b>        | <b>(185,144)</b>  | <b>-2%</b>   |
| <b>ADMIN APPROPRIATIONS</b>                                     |                            |                         |   |  |
| <b>G. Admin Shared Operating Budget</b>                         | <b>202,300</b>             | <b>223,666</b>          | <b>21,366</b>   | <b>11%</b>   |
| <b>H. Admin Staff S&amp;B</b>                                   | <b>605,810</b>             | <b>584,693</b>          | <b>(21,117)</b>   | <b>-3%</b>   |
| <b>Total Admin Appropriations (G+H)</b>                         | <b>808,110</b>             | <b>808,359</b>          | <b>249</b>  | <b>0%</b>  |
| <b>TOTAL APPROPRIATIONS (Net Appropriations*)</b>               | <b>8,421,683</b>           | <b>8,236,788</b>        | <b>(184,895)</b>  | <b>-2%</b>   |
| Surplus / (Deficit) (Total Revenues - Total Appropriations)     | (1,717,658)                | (1,824,737)             | (107,079)   | 6%   |
| <b>ENDING FUND BALANCE</b>                                      | <b>11,127,055</b>          | <b>9,302,318</b>        | <b>(1,824,737)</b>  | <b>-16%</b>  |
| <b>Total S&amp;B</b>  | <b>1,664,659</b>           | <b>1,664,864</b>        | <b>205</b>  | <b>0%</b>  |

FIRST 5 SAN MATEO COUNTY

FY 2022-2023 DRAFT BUDGET DETAILS

|  | ORG/ACCT#  | FY 21-22 Revised Budget | FY22-23 Draft Budget | FY22-23 Draft Budget (+/-) vs. FY21-22 Revised Budget (\$) | FY22-23 Draft Budget (+/-) vs. FY21-22 Revised Budget (%) | Notes to FY2022-23 Draft Budget  |
|--|------------|-------------------------|----------------------|--|---|--|
| <b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>                      |            | <b>12,844,713</b>       | <b>11,127,055</b>    | <b>(1,717,658)</b>   | <b>-13%</b>   | Beginning Fund Balance is Ending Fund Balance projections of FY21-22 Revised Budget  |
| <b>A. Interest Revenue</b>   | 19510-1521 | 96,000                  | 84,000               | (12,000)   | -13%  |  |
| <b>B. Tobacco Tax Revenue</b>  |            | <b>5,106,000</b>        | <b>5,156,751</b>     | 50,751   | 1%  |  |
| Tobacco Tax Revenue Fiscal Year Allocations                              | 19510-1861 | 5,106,000               | 5,156,751            | 50,751   | 1%  | Tobacco Tax Projections with flavor ban  |
| <b>C. Other Grant Revenues</b>   |            | <b>1,502,025</b>        | <b>1,171,300</b>     | <b>(330,725)</b>   | <b>-22%</b>   |  |
| F5CA IMPACT Grant FY20-23  | 19510-1861 | 400,000                 | 400,000              | 0  | 0%  |  |
| F5CA Home Visiting Grant FY20-22   | 19510-1861 | 220,000                 | 110,300              | (109,700)  | -50%  | Y2 of full grant execution.  |
| F5SF IMPACT HUB TA FY21-22   | 19510-2643 | 138,998                 |                      | (138,998)  | -100%   | Grant ended 6.30.22  |
| County of San Mateo BHRS - Mental Health Services MHSA Prop 63           | 19510-2643 | 85,000                  |                      | (85,000)   | -100%   | Grant ended 6.30.22  |
| New MHSA Grant award FY2023  | 19510-2643 |                         | 250,000              | 250,000  |   | New MHSA grant award FY2023 for a leverage funding with F5SMC  |
| Peninsula Healthcare District - HMG Call Center Grant calendar year 2022 | 19510-2643 |                         | 50,000               | 50,000   |   |  |
| David Lucile Packard- Help Me Grow FY20-22                               | 19510-2643 | 75,000                  |                      | (75,000)   | -100%   |  |
| Sequoia Healthcare District - Special Needs Grant FY20-23                | 19510-2643 | 339,000                 | 294,000              | (45,000)   | -13%  |  |
| Sequoia Healthcare District - Mental Health Grant FY20-23                | 19510-2643 | 57,000                  | 67,000               | 10,000   | 18%   |  |
| Aurrera Health Group - ACES Aware  | 19510-2643 | 15,277                  |                      | (15,277)   | -100%   |  |
| CHI Refund   | 19510-2643 | 171,750                 |                      | (171,750)  | -100%   |  |
| F5SMC Wellness Grant   | 19510-2658 |                         |                      | 0  |   |  |
| Miscellaneous Reimbursements   | 19510-2647 |                         |                      | 0  |   |  |
| <b>TOTAL REVENUES</b>  |            | <b>6,704,025</b>        | <b>6,412,051</b>     | <b>(291,974)</b>   | <b>-4%</b>  |  |
| <b>TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)</b>                            |            | <b>19,548,738</b>       | <b>17,539,106</b>    | <b>(2,009,632)</b>   | <b>-10%</b>   |  |
| <b>APPROPRIATIONS</b>  |            |                         |                      |  |   |  |
| <b>PROGRAM APPROPRIATIONS</b>  |            |                         |                      |  |   |  |
| <b>D1. Strategic Plan Investment - SPIP FY 20-23</b>                     |            | <b>4,185,094</b>        | <b>4,444,725</b>     | <b>259,631</b>   | <b>6%</b>   | Pending planning and contracting of SPIP FY20-23 at the 3rd year of the SPIP implementation.   |
| Resilient Family   | 19540-6125 | 1,134,950               | 1,127,634            | (7,316)  | -1%   |  |
| Healthy Children   | 19540-6156 | 1,327,078               | 1,254,961            | (72,117)   | -5%   |  |
| Quality Care and Education   | 19540-6263 | 1,374,826               | 1,059,757            | (315,069)  | -23%  |  |
| Grant Management and Other Evaluation Projects                           | 19540-6265 | 43,643                  | 57,074               | 13,431   | 31%   |  |
| Other Evaluation Projects  | 19540-6265 | 0                       |                      | 0  |   |  |
| Policy Advocacy, Communications & Systems Change                         | 19540-6814 | 294,597                 | 432,798              | 138,201  | 47%   |  |
| Emerging Projects  | 19540-6814 | 10,000                  | 512,500              | 502,500  | 5025%   | Pending planning and coordination with ARPA system integration and strategic planning  |
| <b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b>          |            | <b>901,034</b>          | <b>571,997</b>       | <b>(329,037)</b>   | <b>-37%</b>   | FY20-21 actual expenditures was \$199K. Balance SPIP FY18-20 carry over will be expended through 6.30.2023 or return back to Fund Balance. |
| Children Health & Development - Carry Over                               | 19540-6156 | 287,799                 | 268,600              | (19,199)   | -7%   | Leverage funding to the shared contribution of the new MHSA grant award FY2023   |
| Early Learning - Carry Over  | 19540-6263 | 100,000                 | 50,000               | (50,000)   | -50%  |  |
| Other Evaluation Projects - Carry Over                                   | 19540-6265 | 350,000                 | 160,000              | (190,000)  | -54%  |  |
| PAC - Carry Over   | 19540-6814 | 118,357                 | 85,397               | (32,960)   | -28%  |  |
| Emerging Projects - Carry Over   | 19540-6814 | 44,878                  | 8,000                | (36,878)   | -82%  |  |

|  |            |                   |                   |                    |             |   |
|--|------------|-------------------|-------------------|--------------------|-------------|---|
| <b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>                      |            | <b>12,844,713</b> | <b>11,127,055</b> | <b>(1,717,658)</b> | <b>-13%</b> | Beginning Fund Balance is Ending Fund Balance projections of FY21-22 Revised Budget |
| <b>E. Other Grants</b>   |            | <b>1,266,296</b>  | <b>1,107,870</b>  | <b>(158,426)</b>   | <b>-13%</b> |   |
| F5CA IMPACT Grant  | 19540-6126 | 388,803           | 353,240           | (35,563)           | -9%         |   |
| F5CA Home Visiting Grant   |            | 174,000           | 108,630           | (65,370)           | -38%        | Final year of the 2-year grant  |
| F5SF IMPACT HUB TA FY21-22   | 19540-6126 | 128,000           |                   | (128,000)          | -100%       | New grant award   |
| County of San Mateo BHRS - Mental Health Services MHSA Prop 63           | 19540-6131 | 71,706            |                   | (71,706)           | -100%       | Final year of the 3-year grant  |
| New MHSA grant FY2023  | 19540-6131 |                   | 250,000           | 250,000            |             | New grant execution   |
| Peninsula Healthcare District - HMG Call Center Grant calendar year 2021 | 19540-6131 | 42,000            |                   | (42,000)           | -100%       | Calendar year grant   |
| Peninsula Healthcare District - HMG Call Center Grant calendar year 2022 |            |                   | 45,000            | 45,000             |             | New grant execution   |
| David Lucile Packard- Help Me Grow                                       | 19540-6131 | 20,000            |                   | (20,000)           | -100%       | Calendar year grant   |
| Sequoia Healthcare District - Special Needs Grant                        | 19540-6131 | 393,792           | 294,000           | (99,792)           | -25%        |   |
| Sequoia Healthcare District - Mental Health Grant                        | 19540-6131 | 34,000            | 57,000            | 23,000             | 68%         |   |
| Aurrera Health Group - ACES Aware  | 19540-6131 | 13,995            |                   | (13,995)           | -100%       |   |
| <b>F. Program Operations</b>   |            | <b>1,261,149</b>  | <b>1,303,837</b>  | <b>42,688</b>      | <b>3%</b>   |   |
| Program Shared Operating Budget  |            | 202,300           | 223,666           | 21,366             | 11%         |   |
| Program Staff S&B & Shared Admin Staff Time                              |            | 873,309           | 887,424           | 14,115             | 2%          |   |
| Evaluation Staff S&B   |            | 185,540           | 192,747           | 7,207              | 4%          |   |
| <b>Total Program Appropriations (D1+D2+D3+E+F)</b>                       |            | <b>7,613,573</b>  | <b>7,428,429</b>  | <b>(185,144)</b>   | <b>-2%</b>  |   |
| <b>ADMIN APPROPRIATIONS</b>  |            |                   |                   |                    |             |   |
| G. Admin Shared Operating Budget   |            | 202,300           | 223,666           | 21,366             | 11%         |   |
| H. Admin Staff S&B   |            | 605,810           | 584,693           | (21,117)           | -3%         |   |
| <b>Total Administrative Appropriations</b>                               |            | <b>808,110</b>    | <b>808,359</b>    | <b>249</b>         | <b>0%</b>   |   |
| Administrative Cost Rate %   |            | 10%               | 10%               |                    |             |   |
| <b>TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)</b>                        |            | <b>8,421,683</b>  | <b>8,236,788</b>  | <b>(184,895)</b>   | <b>-2%</b>  |   |
| <b>ENDING FUND BALANCE (ENDING RESERVES*)</b>                            |            | <b>11,127,055</b> | <b>9,302,318</b>  | <b>(1,824,737)</b> | <b>-16%</b> |   |

**Color Coding**

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

Schedule 1- FY 2022-23 DRAFT OPERATING BUDGET

Attachment 7C

|  | ORG / ACCT# | FY21-22 Revised Budget | FY22-23 Draft Budget | FY22-23 Draft Budget (+/-) vs. FY21-22 Revised Budget (\$) | FY22-23 Draft Budget (+/-) vs. FY21-22 Revised Budget (%) | Notes to FY2022-23 Draft Budget  |
|--|-------------|------------------------|----------------------|--|---|--|
| <b>I. Services and Supplies</b>            |             |                        |                      |  |   |  |
| Outside Printing & Copy Svc                | 19510-5191  | 2,000                  | 2,000                | 0  | 0%  |  |
| General Office Supplies                    | 19510-5193  | 8,000                  | 8,000                | 0  | 0%  |  |
| Photocopy Lease & Usage                    | 19510-5196  | 5,000                  | 5,000                | 0  | 0%  |  |
| Computer Supplies                          | 19510-5211  | 15,000                 | 25,000               | 10,000   | 67%   | Software licenses and Place holder for IT equipment for the Meeting room |
| County Memberships - (e.g. F5 Assn Dues)   | 19510-5331  | 15,000                 | 15,000               | 0  | 0%  |  |
| Auto Allowance                             | 19510-5712  | 11,000                 | 11,000               | 0  | 0%  |  |
| Meetings & Conference Expense              | 19510-5721  | 10,000                 | 10,000               | 0  | 0%  |  |
| Commissioners Meetings & Conference Exp    | 19510-5723  | 5,000                  | 5,000                | 0  | 0%  |  |
| Other Business Travel Expense              | 19510-5724  | 10,000                 | 10,000               | 0  | 0%  | Reopening business travel  |
| Dept. Employee Training Expense            | 19510-5731  | 17,000                 | 10,000               | (7,000)  | -41%  | Staff leadership training  |
| Wellness grant                             | 19510-5856  | 0                      | 0                    | 0  |   |  |
| Other Professional Services                | 19510-5858  | 50,000                 | 50,000               | 0  | 0%  | 10K Place holder for Accounting Consultation                             |
| <b>Sub Total - Services &amp; Supplies</b> |             | <b>148,000</b>         | <b>151,000</b>       | <b>3,000</b>   | <b>2%</b>   |  |
| <b>II. Other Charges</b>                   |             |                        |                      |  |   |  |
| Telephone Service Charges                  | 19510-6712  | 5,500                  | 5,500                | 0  | 0%  | Include direct Communication Services                                    |
| Automation Services - ISD                  | 19510-6713  | 57,000                 | 53,000               | (4,000)  | -7%   |  |
| Annual Facilities Lease                    | 19510-6716  | 70,000                 | 105,000              | 35,000   | 50%   | 4-months free rent was offered last year                                 |
| General Liability Insurance                | 19510-6725  | 10,500                 | 11,232               | 732  | 7%  | Liability Insurance increase   |
| Official Bond Insurance                    | 19510-6727  | 800                    | 800                  | 0  | 0%  |  |
| Human Resources Services                   | 19510-6733  | 2,000                  | 2,000                | 0  | 0%  | County Human Resources training  |
| Countywide Security Services               | 19510-6738  | 800                    | 800                  | 0  | 0%  |  |
| All Other Service Charges                  | 19510-6739  | 60,000                 | 60,000               | 0  | 0%  | include Card Keys, Audit, County Counsel and Accounting Services         |
| A-87 Expense                               | 19510-6821  | 50,000                 | 58,000               | 8,000  | 16%   | Revised AB87 allocation  |
| <b>Sub Total - Other Charges</b>           |             | <b>256,600</b>         | <b>296,332</b>       | <b>39,732</b>  | <b>15%</b>  |  |
| <b>Total Operating Budget</b>              |             | <b>404,600</b>         | <b>447,332</b>       | <b>42,732</b>  | <b>11%</b>  |  |
| <b>Program Shared Operating Budget</b>     |             | <b>202,300</b>         | <b>223,666</b>       | <b>21,366</b>  | 11%   | Allocation rate 50%  |
| <b>Admin Shared Operating Budget</b>       |             | <b>202,300</b>         | <b>223,666</b>       | <b>21,366</b>  | 11%   | Allocation rate 50%  |

Schedule 2 - FY 2022-23 DRAFT SALARIES & BENEFITS BUDGET

|                                    |  |                  |                  |            |           |  |
|------------------------------------|--|------------------|------------------|------------|-----------|--|
| Program Staff & Shared Admin Staff |  | 873,309          | 887,424          | 14,115     | 2%        | 27% Admin staff time allocated to Program  |
| Evaluation Staff                   |  | 185,540          | 192,747          | 7,207      | 4%        |  |
| Admin Staff                        |  | 605,810          | 584,693          | (21,117)   | -3%       | Changes in staff healthcare cost selection |
| <b>Total Salaries and Benefits</b> |  | <b>1,664,659</b> | <b>1,664,864</b> | <b>205</b> | <b>0%</b> |  |

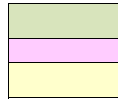
Color Coding

Shared Budget/Shared Cost





Revenue ; Fund Balance  
Appropriations  
Salaries & Benefits



**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of the First 5 San Mateo County Policies and Bylaws for FY 2022-23

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**ACTION REQUESTED**

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2022-23

**BACKGROUND**

**Mandate Policies:** The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission’s policies to ensure compliance with legislative mandates and other administrative processes and to strengthen F5SMC’s internal controls for operations. Currently, there are seven (7) policies, four (4) of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and 2006 Senate Bill 35 (Flores). These four policies include: Contracting and Procurement, Conflict of Interest, Salary and Benefits, and Administrative Costs. All seven (7) policies were reviewed and approved by the Commission on May 24, 2021.

The Finance & Administration Committee reviewed all policies and Bylaws at its May 16, 2022 meeting.

**Bylaws:** On May 24, 2021, the Commission reviewed and approved First 5 San Mateo County’s Amended Bylaws.

**UNCHANGED POLICIES**

The following policies remain unchanged:

- Contracting and Procurement Policy (Attachment 8A)
- Conflict of Interest Policy (Attachment 8B)
- Salary and Benefits Policy (Attachment 8C)
- Administrative Costs Policy (Attachment 8D)
- Supplantation Policy (Attachment 8E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 8F)
- Amended Event Sponsorship Policy (Attachment 8G)
- Bylaws (Attachment 8H)

**FISCAL IMPACT**

None

**RECOMMENDATION**

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2022-23.



**SUBJECT: AMENDED CONTRACTING AND PROCUREMENT POLICY**

**PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code Section §130151(b)(1), which requires that the contract and procurement policy contains provisions to ensure that grants and contracts are consistent with the commission's strategic plan.**

**To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.**

Part I. STATEMENT OF POLICIES

The First 5 San Mateo County Commission ("First 5 San Mateo County" or the "Commission") and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission, including ensuring that contracting and procurement are consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

When purchasing food, First 5 San Mateo County will give preference to United States-grown produce and United States processed foods when there is a choice and it is economically feasible to do so.

If fitness and quality are equal, First 5 San Mateo County will purchase recycled products, as defined in Section 12200 of the Public Contract Code, instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items.

In accordance with Section 130140 and Section 130105 of the Health and Safety Code, First 5 San Mateo County has autonomy to expend moneys from the trust fund only for the purposes as described in the Commission's approved Strategic Plan.

Part II. CONTRACTING & GRANT PROCESSES

A. First 5 San Mateo County shall use a competitive selection, negotiation and approval process ("Request for Proposal Process" or "RFP Process") whereby potential contractors and/or grantees may submit applications for Commission funding. Use of the RFP Process is intended to ensure that

all qualified contractors and/or grantees are given an opportunity to be considered a service provider to the Commission.

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this process on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. The RFP Process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- B. In addition to particular criteria are important and appropriate to the project/grant, the criteria for choosing the contractor and/or grantee may include and may include:
- Experience of the agency and specific staff assigned to complete the work, including description of experience with similar projects
  - Proposed methodology, work plan and timeline to complete the scope of work
  - Proposed cost to complete the work
  - Payment terms (when payment is due to the contractor and/or grantee throughout the timeframe of the contract)
  - Start date and completion date of the work/service.

Once the Commission has selected the contractor(s) and/or grantee(s) that can best perform the necessary work, Commission staff will negotiate the terms of the contract in accordance with the Commission's approval for such services.

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$50,000. Any related contract amendment shall also be approved and executed by the Commission.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,000 and \$50,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.
- E. Any service agreements, memorandums of understanding, and/or contracts that do not use or otherwise substantively amend the standard San Mateo County template agreement will be reviewed by County Counsel. Approval must be obtained by County Counsel prior to finalization.



**SUBJECT: CONFLICT OF INTEREST POLICY**

**PURPOSE:** To facilitate compliance with Health and Safety Code Section 130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of the commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

**PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE SECTION 87100**

- A. The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) has a Conflict of Interest Code, which has been approved by the San Mateo County Board of Supervisors. Pursuant to Section 87306.5 of the Government Code, First 5 San Mateo County will review that Conflict of Interest Code biennially. First 5 San Mateo County has designated the following positions in its Code: Commissioners, Executive Director, Financial Analyst, and Consultants (when applicable).
  
- B. Form 700 filing. All individuals holding positions designated by the Conflict of Interest Code shall file the Form 700 of the California Fair Political Practices Commission, when assuming office, annually thereafter, and when leaving office as required by regulation.
  
- C. The Commission shall continue to have a conflict of interest code in effect at all times.

**PART II. GOVERNMENT CODE SECTION 1090, et seq.**

First 5 San Mateo County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, *et seq.*, hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code, First 5 San Mateo County Commissioners will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTION 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The Commission shall continue to conduct its operations consistent with Government Code Section 1125, *et seq.* Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination or removal from the Commission (whichever is applicable). Any disciplinary action related to violation of this policy will be conducted in accordance with the Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel, the Executive Director and the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

## First 5 San Mateo County

### List of Designated Positions in the First 5 San Mateo County and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

| <u>Designated Employees</u> | <u>Disclosure Category</u> |
|-----------------------------|----------------------------|
| Commission Member           | 1,2,3,4                    |
| Executive Director          | 1,2,3,4                    |
| Consultants*                | 1,2,3,4                    |

\*The Executive Director, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the Commission. Those consultants who, within the meaning of Section 18700 (a)(2) of Title 2 of the California Code of Regulations are required to file statements of economic interests, shall do so. During each calendar year, First 5 San Mateo County shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

#### Disclosure Categories

Category 1. A designated official or employee assigned to category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position



**SUBJECT: SALARY AND BENEFITS POLICY**

**PURPOSE:** To facilitate compliance with Health and Safety Code Section 130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

As required by Health and Safety Code Section 130140(d)(6), salaries and benefits shall conform with established First 5 San Mateo County Commission and San Mateo County government policies.

II. **SALARY AND BENEFITS POLICIES AND PROCESSES**

The San Mateo County Board of Supervisors created the First 5 San Mateo County Commission in March 1999, Ordinance No. 3889. As an agency of the County, the First 5 San Mateo County Commission complies with the salaries and benefits policies and procedures that are applicable to all Boards and Commissions in the County, including:

- The Memorandum of Understanding between County of San Mateo and the applicable union that establishes the salaries for each job classification, as may be amended from time to time; and
- County Resolutions that provide salaries and related matters for exempt management, confidential and other unrepresented employees, as may be amended from time to time.

Employee hiring, termination, payroll, pay increases and benefits are processed through the San Mateo County Employee and Personnel Services Department and the Controller's Office.





**SUBJECT: ADMINISTRATIVE COSTS POLICY**

- Categorizing Administrative costs, Program costs, and Evaluation costs
- Defining Administrative costs.
- Determining the maximum allowable Administration costs as a percentage of the commission's total operating budget.
- Monitoring the Administrative cost percentage to ensure the actual Administrative costs do not exceed the maximum rate adopted by the commission.

**PURPOSE:** To facilitate compliance with Health and Safety Code Section 130140(d)(5) requiring the county commission to adopt, in a public hearing, a limit on the percentage of the county commission's operating budget that may be spent on administrative functions.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

First 5 San Mateo County will consistently identify Administrative costs following the guidelines outlined in this policy and monitor the actual Administrative costs as a percentage of its annual operating budget.

II. **COST CATEGORIES**

All costs fall into one of three major categories: Administrative, Program, or Evaluation. Administrative costs are differentiated from Program costs and Evaluation costs in accordance with the guidelines provided through the *Financial Management Guide*<sup>1</sup> of First 5 Association of California; its *Cost Allocation and Administrative Cost*<sup>2</sup> provide guidelines in categorizing and allocating costs.

III. **ADMINISTRATIVE COST DEFINITION**

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<sup>1</sup> The Guide is a product of the California First 5 Association's and the State Commission's joint technical assistance effort and a direct result of a financial management assessment conducted by the Government Finance Officers Association (GFOA) in response to new legislation.

<sup>2</sup> Financial Management Guide, First 5 Association of California (the Fifth Edition, 2015) Cost Allocation (pages 36-37); Administrative Cost, (page 61-65)

Administrative costs: Costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than Evaluation and Program activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Administrative costs include all salaries, benefits, services, and supply costs not readily identifiable as costs of the Commission's Evaluation or Program activities. Commission staff will adhere to the above definition for budgeting, accounting, and financial reporting processes. Staff utilizes certain codes for reporting processes to identify costs as Program, Evaluation, or Administration according to their nature. Except when there is information to determine a direct allocation of operating costs, shared operating costs/office expenses will be allocated by a systematic, valid and rational allocation methodology. The methodology will be reviewed annually and presented with the annual budget.

III. MAXIMUM ALLOWABLE ADMINISTRATIVE COSTS AS A PERCENTAGE OF THE OPERATING BUDGET

The Commission will monitor actual Administrative costs so that, in any one year, Administrative costs do not exceed 15% of the Commission's annual operating budget. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.

IV. MONITORING

The Administrative costs' percentage will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director and Finance Committee. In the event that Administrative costs exceed 15% of the operating budget, the Commission will review and approve a corrective action plan to achieve the desired percentage. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.



**SUBJECT: SUPPLANTATION POLICY**

**PROHIBITING USE OF COMMISSION FUNDS TO SUPPLANT STATE OR LOCAL GOVERNMENT FUNDS**

**PURPOSE:** The purpose of the policy is to assure compliance with Proposition 10, adopted by the voters in 1998. Revenue & Taxation Code Section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the commission's trust fund shall be used to supplant state or local general fund money for any purpose.

**POLICY:**

1. No Commission funds shall be used to supplant state or local general fund money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local general funds unless the proponent demonstrates to the Commission's satisfaction that the Commission's funding will be used to improve the quality or quantity of an existing service, and not to supplant existing funding.
3. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commissions. The prohibition on supplantation does not refer to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government general funds, and which are "existing" as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

**Definitions:**

*Existing* means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission's action.

*State general funds* means funds which are received into the treasury of the State and not required by law to be credited to any other fund.<sup>1</sup>

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<sup>1</sup> See Gov. Code § 16300.

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

*Level of service* includes both the quality and quantity of services.

*Pilot* with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.<sup>3</sup>

*Supplant* shall be given its ordinary meaning, that is, “to take the place of.”

**Guidelines:**

1. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
2. Any applicant that discloses that state or local government funding has been received for the proposed program or service within the last three years must also demonstrate to the Commission’s satisfaction:
  - a) That the program or service has not received state or local general funds within the 12 month period preceding the Commission’s action, or
  - b) That, if received, such funds have not been reduced during the 12 month period preceding the Commission’s action, or
  - c) That the program or service was a pilot project, and
  - d) That the Commission’s funds will be used to augment or improve the existing level of service, either in terms of quantity or quality.
3. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is executed. For multi-year contracts or commitments, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

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<sup>2</sup> See Gov. Code § 29301

<sup>3</sup> See Penal Code § 5058.1



**SUBJECT: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO TAKE ACTION TO SUPPORT OR OPPOSE LEGISLATION OR OTHER INITIATIVES**

**PURPOSE: On occasion, the Executive Director is approached with a time-sensitive request to sign a letter of support for (or opposition to) legislation or other initiatives related to First 5 San Mateo County Commission’s mission. This policy is intended to delegate authority to the Executive Director to take necessary action to provide that support (or opposition) consistent with the First 5 San Mateo County Commission’s mission when certain conditions are met.**

**POLICY:**

The First 5 Commission hereby delegates its authority to the Executive Director to sign documents or other materials on behalf of First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”), when all of the following conditions are met:

1. The legislation or other initiative is directly related to, and consistent with First 5 San Mateo County’s mission.
2. Because of time constraints, bringing the matter to the Commission at its next scheduled meeting is not practical.
3. Calling a special meeting to address the matter is either not practical or not appropriate under the circumstances.
4. The Executive Director has conferred with the Chair of the Commission and both the Executive Director and the Chair agree that: (a) the position that the Executive Director intends to take is consistent with the mission of First 5 San Mateo County; (b) bringing the matter to the Commission at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Commission is appropriate under the circumstances.
5. The Executive Director reports at the next regularly scheduled Commission meeting as part of the Executive Director’s Report any position taken pursuant to this policy.



**SUBJECT: EVENT SPONSORSHIP POLICY**

**PURPOSE:** To provide support for events targeted at children prenatally to age 5 and their families in San Mateo County.

**POLICY:** First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of **success for every child** would not be possible without the collaboration of our partners throughout the County.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Healthy Children
- Resilient Families
- Quality Care and Education

**Event Sponsorship Eligibility Criteria**

Parents or providers may request a sponsorship if the event meets the following criteria:

- The event ties to one or more of the focus areas above and are consistent with the Commission's vision and mission.
- The event targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC.
- The event takes place in San Mateo County.
- The event provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions **prior** to, and **during** the event (e.g., print, radio, web, and televised advertisement and promotions).
- The event provides a booth space for F5SMC staff to participate during the event, if appropriate.
- The requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible.
- The event is designated smoke free.
- The event is not used to lobby for or against or otherwise attempt to influence legislation.
- The event is not used for religious purposes.
- The event is not used for fundraising purposes.

**Event Sponsorship Award Amounts**

- The Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.
- Event Sponsorship requests up the amount of \$5,000 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

**Standards for Collaboration**

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

**Post Event Reporting**

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment.
- A representative from the requesting agency may also be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the Sponsorship Request Form, which can be obtained from First 5 San Mateo County staff or downloaded at [first5sanmateo.org](http://first5sanmateo.org).

Requests must be received eight weeks prior to the proposed event date. Event Sponsorship Requests will be accepted on a continuous basis as long as funding is available.

**Submit Questions and/or Sponsorship Requests to:**

**Myra Cruz**

1700 S. El Camino Real, Suite 405

San Mateo, CA 94402

[ecruz@smcgov.org](mailto:ecruz@smcgov.org)

**FIRST 5 SAN MATEO COUNTY COMMISSION  
BYLAWS  
Adopted May 2021**

ARTICLE I (Authority)

These bylaws (“Bylaws”) are adopted by the First 5 San Mateo County Commission (the “Commission” or “F5SMC”) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision, Mission, Outcomes and Status)

The vision of the Commission is “Success for every child.”

The mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

F5SMC adopted the following desired outcomes to guide its efforts in its 2020 - 2025 Strategic Plan:

1. San Mateo County prioritizes young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and are able to nurture their children’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

F5SMC is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of F5SMC shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act or omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:



- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the State Act and any other applicable state laws and County guidelines.
- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate, and conduct at least one public hearing on the Commission's review of the plan before any revisions to the plan are adopted and submitted to the First 5 California Commission (the "State Commission").
- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150, and conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California Commission annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the State Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the State Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the State Act or the County Ordinance.

#### ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

#### ARTICLE V (Conflicts of Interest Policy)

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy, and any amendments thereto, shall be consistent with County policies and requirements.

Each Commissioner shall file a statement disclosing reportable economic interests in accordance with the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission and the Commission's Conflict of Interest Policy.

#### ARTICLE VI (Officers)

##### 1. Officers:

- A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of

standing and *ad hoc* committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.

- B. The Vice Chair shall be a Commissioner, and in the Chair's absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair will be absent or unable to act at a meeting at which a quorum of the Commission will be present, the Chair may in advance of said meeting appoint a Commissioner to preside at said meeting over all business of the Commission, appoint chairs of standing and *ad hoc* committees, and exercise such powers and perform such other duties of the Chair as may be prescribed by the Commission.

2. Terms and Removal:

Officers of the Commission shall be chosen annually through an election to be held at the last scheduled meeting of each calendar year, unless an earlier election is necessary because of a vacancy or vacancies on the Commission. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VII (Staffing)

1. Executive Director:

The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff:

The Executive Director hires, evaluates and terminates F5SMC Staff.

ARTICLE VIII (Meetings)

1. Regular and Special Meetings:

- A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (the "Ralph M. Brown Act" or the "Brown Act").
- B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the fourth (4th) Monday of the month.
- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff shall give notices of regular and special meetings in accordance with the Brown Act.

2. Open and Public:

All meetings of the Commission shall be held in accordance with the Brown Act.

3. Quorum:

A quorum is required to initiate the transaction of business at any regular or special meeting of the Commission. A quorum is a majority of the seated members of the Commission. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by at least four Commissioners.

4. Voting:

Except as otherwise provided by these Bylaws, all official acts of the Commission require the affirmative vote of a majority of the Commissioners who are present and voting as long as the quorum requirements are met. No official act shall be approved with less than the affirmative vote of four Commissioners.

5. Recusals:

A Commissioner shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on a contract or grant where the contract or grant directly relates to services to be provided by that Commissioner or the entity that the Commissioner represents or financially benefits the Commissioner or the entity that he or she represents, or as otherwise required by applicable law or by the Conflict of Interest Policy of the Commission.

6. Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission.

ARTICLE IX (Committees)

1. Advisory Committees:

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purpose of the State Act and of the Commission. Advisory committees shall meet and shall make recommendations and reports as deemed necessary or appropriate.

A. Early Childhood Evaluation Advisory Committee:

The duties and responsibilities of this Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full Commission.

2. Standing Committees and Appointment of Members:

The Commission may establish standing and *ad hoc* committees and appoint members to those committees, wherever necessary. The following standing committees have been established: the Finance and Administration Committee and the Program, Operations and Planning Committee.

A. Finance and Administration Committee:

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations and Planning Committee:

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the First 5 San Mateo County Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

3. Conflicts of Interest:

Commission members shall abide by all applicable laws, policies and regulations governing conflicts of interest, including those adopted by this Commission, the Board of Supervisors and the State Commission.

4. Committee Membership:

Notwithstanding section 3 above, persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings:

Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum for that committee.

6. Open and Public:

All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

1. Executive Director Signature Authority:

The Executive Director shall have such signature authority to approve and execute service agreements, memorandums of understanding and/or contracts up to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts above \$25,000 and up to \$50,000 on behalf of the Commission.

2. Apply for Grants:

All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for

the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commissioners who are present and voting as long as the quorum requirements are met. No amendment to or repeal of these Bylaws shall be approved with less than the affirmative vote of five Commissioners.

DATE ADOPTED: \_\_\_\_\_

SIGNED BY:

\_\_\_\_\_  
Chair, First 5 San Mateo County Commission

**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Approval of Amendment to Agreement with VIVA Social Impact Partners Communications Consultation Services Agreement to increase the total amount by \$140,000 for a new total obligation not to exceed \$475,000, Contract Term July 1, 2020 through June 30, 2023

**ACTION REQUESTED**

Approval of Amendment to Agreement with VIVA Social Impact Partners Communications Consultation Services Agreement to increase the total amount by \$140,000 for a new total obligation not to exceed \$475,000, Contract Term July 1, 2020 through June 30, 2023

**BACKGROUND**

F5SMC 2020-2025 Strategic Plan and Implementation Plan: At its October 2018 meeting the Commission updated and adopted its 2020-2025 Strategic Plan, approved the Long-Term Financial Plan (LTFP) and the Strategic Plan Implementation Plan (SPIP) **See Attachment 10.1.**

The proposed amendment was discussed verbally with the Finance & Administration Committee at their May 16, 2022 meeting.

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

In June 2020, the Commission approved funding an agreement to VIVA Social Impact Partners, in collaboration with F5SMC Staff.

**The Table below reflects the Objectives of [F5SMC’s Communications Plan](#):**

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

Over the course of the last year, communications implementation has focused on sharing First 5 San Mateo County priorities and impact in five areas:

1. **Importance of the first 5 years**
2. **Economic prosperity and equity**
3. **Family wellbeing**
4. **Early learning and care**
5. **Community responsibility**

A presentation on communications activities will be presented at today’s Commission meeting.

**CONSIDERATIONS:**

- F5SMC Staff are recommending an amendment to the current contract agreement (\$335,000) to increase the approved budget allocation by \$140,000. The term of the agreement remains the same. The amended agreement, if approved, would be from July 1, 2020- thru June 30, 2023 in an amount not to exceed \$475,000.
- The \$140,000 budget increase is allocated from the approved LTFP & SPIP FY 20-23 focus area Policy- Advocacy and Communications: \$40,000 from Leadership, Education & Advocacy and \$100,000 from Community Partnership respectively.
- The amendment rationale:
  - The pandemic required a substantial increase in communication supports (material, social media, Child Care Essential Workforce appreciation campaign etc.) that were unforeseen which affected the budget expenditures for FYs 20 and 21. We originally targeted \$100,000 annually for the communications budget.
  - We have a better understanding of the depth and frequency of communication activities to support the strategic plan. (Budget range annually would be between \$118k and \$140k).
  - In addition to F5’s general communications activities, we support communications for a few funded initiatives such as: Help Me Grow, Build Up, Quality Count and Friday CAFÉ (new).

**SCOPE OF WORK**

The following is an overview of the proposed scope of work. See **Attachment 9.1** for the Exhibit A full detailed VIVA Social Impact Partners Scope of Work and **Attachment 9.2** for their Budget for Fiscal Year 2022 – 2023

|   |  |
|---|--|
| <p><b>Social media evergreen refresh &amp; overview session:</b><br/>Revisit and update existing evergreen, review analytics with client and discuss approaches.</p>  | <p><b>Timeline</b><br/>July 2022 (one time activity)</p> |
| <p><b>Social media content and management:</b> social media content development and posting for strategic/priority focus areas to promote content created for F5SMC (blogs, strategic initiatives, etc.)</p>                    | <p><b>Timeline</b><br/>Monthly</p>                       |
| <p><b>Monthly blog content development:</b> develop up to 10 blogs focused on priority areas for F5 audiences and uplifting family voice and their lived experience; alternating each month between news &amp; family blogs</p> | <p><b>Timeline</b><br/>Monthly</p>                       |



|  |                              |
|--|------------------------------|
| <b>Quarterly newsletter development:</b> four (4) newsletters; one per quarter.  | <b>Timeline</b><br>Quarterly |
| <b>Website updates:</b> content updates on existing pages; blog pages; translation management.   | <b>Timeline</b><br>Ongoing   |
| <b>Implementation of communications for emerging priority areas:</b> including strategic communications support, campaign development, graphic design, and/or other asset development. Specific activities to be directed by the client. | <b>Timeline</b><br>Ongoing   |
| <b>Support to program areas, including Help Me Grow, Build Up, Friday CAFE, and Quality Counts:</b> Areas for support to be directed by the client.  | <b>Timeline</b><br>Ongoing   |
| <b>Monthly Project Team Meetings:</b> Project meetings with F5SMC once per month to communicate progress, discuss opportunities and identify priorities.   | <b>Timeline</b><br>Monthly   |
| <b>Project Management:</b> Project coordination, budget and schedule management, and internal check-ins.   | <b>Timeline</b><br>Ongoing   |
| <b>TOTAL BUDGET: \$140,000</b>   |                              |

### FISCAL IMPACT

The recommended amended agreement for Communication Consultation Services to VIVA Social Impact Partners is in accordance with the approved funding allocations of the SPIP and the LTFP. The \$140,000 budget increase is allocated from the LTFP & SPIP FY 20-23 focus area Policy- Advocacy and Communications: \$40,000 from Leadership, Education & Advocacy and \$100,000 from Community Partnership respectively.

### RECOMMENDATION

Approval of Amendment to Agreement with VIVA Social Impact Partners Communications Consultation Services Agreement to increase the total amount by \$140,000 for a new total obligation not to exceed \$475,000, Contract Term July 1, 2020 through June 30, 2023



**First 5 San Mateo County  
Communications Consulting Services  
FY 2022-2023 Scope of Work**

| <b>Phase 3: Year 3 Implementation   7/1/22 - 6/30/23</b>   |                               |                               |
|--|-------------------------------|-------------------------------|
| Budget of \$140,000 for planning and coordination of implementation activities and emerging priorities. Budget includes project management, indirect costs, and \$4,249 in expenses.   |                               |                               |
| <b>SOW Activities</b>  | <b>Estimated Hours</b>        | <b>Timeline</b>               |
| <b>Social media evergreen refresh &amp; overview session:</b> Revisit and update existing evergreen; review analytics with client and discuss approaches.  | 12 hours                      | July 2022 (one time activity) |
| <b>Social media content and management:</b> social media content development and posting for strategic/priority focus areas to promote content created for F5SMC (blogs, strategic initiatives, etc.)                                    | 96 hours (8 hours/month)      | Monthly                       |
| <b>Monthly blog content development:</b> develop up to 10 blogs focused on priority areas for F5 audiences and uplifting family voice and their lived experience; alternating each month between news & family blogs                     | 70 hours (7 hours/blog)       | Monthly                       |
| <b>Quarterly newsletter development:</b> four (4) newsletters; one per quarter.  | 28 hours (7 hours/quarter)    | Quarterly                     |
| <b>Website updates:</b> content updates on existing pages; blog pages; translation management.   | 60 hours (5 hours/month)      | Ongoing                       |
| <b>Implementation of communications for emerging priority areas:</b> including strategic communications support, campaign development, graphic design, and/or other asset development. Specific activities to be directed by the client. | 164 hours                     | Ongoing                       |
| <b>Support to program areas, including Help Me Grow, Build Up, Friday CAFE, and Quality Counts:</b> Areas for support to be directed by the client.  | 108 hours (9 hours per month) | Ongoing                       |
| <b>Monthly Project Team Meetings:</b> Project meetings with F5SMC once per month to communicate progress, discuss opportunities and identify priorities.   | 72 hours (6 hours/month)      | Monthly                       |
| <b>Project Management:</b> Project coordination, budget and schedule management, and internal check-ins.   | 84 hours (7 hours/month)      | Ongoing                       |



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

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

|                       |   |
|-----------------------|---|
| Agency Name:          | <b>VIVA Social Impact Partners</b>        |
| Program/Project Name: | <b>Communications Consulting Services</b> |
| Amount of Request:    | <b>\$140,000</b>                          |
| Budget Period:        | <b>July 2022 - June 2023</b>              |
| Submission Date:      | <b>5/12/2022</b>                          |

| <b>I. PERSONNEL</b>                    | A. Hourly Totals | B. Hourly Rate | C. Total Program Budget (AxB) |
|--|------------------|----------------|-------------------------------|
| <u>Position Title</u>                  | <u>Hours</u>     |                |                               |
| A. Communications Director             | 91               | \$185          | \$ 16,835.00                  |
| B. Communications Specialist           | 385              | \$165          | \$ 63,525.00                  |
| C. Sr. Communications Spec., Graphic D | 148              | \$175          | \$ 25,900.00                  |
| D. Consultant                          | 98               | \$175          | \$ 17,150.00                  |
| <b>Subtotal - Personnel</b>            |                  |                | <b>\$ 123,410.00</b>          |

| <b>II. OPERATING EXPENSES</b>           | A. Amount Requested | C. Total Program Budget (A) |
|---|---------------------|-----------------------------|
| A. Rent and Utilities                   | \$ -                | \$ -                        |
| B. Office Supplies and Materials        | \$ -                | \$ -                        |
| C. Telephone/Communications             | \$ -                | \$ -                        |
| D. Postage/Mailing                      | \$ -                | \$ -                        |
| E. Printing/Copying                     | \$ -                | \$ -                        |
| F. Equipment Lease                      | \$ -                | \$ -                        |
| <b>G. Travel Using Personal Vehicle</b> | \$ -                | \$ -                        |
| H. Travel Using Company Vehicle         | \$ -                | \$ -                        |
| I. Consultants (itemize):               |                     | \$ -                        |
|   | \$ -                | \$ -                        |
|   | \$ -                | \$ -                        |
| J. Subcontractors (itemize):            |                     | \$ -                        |
|   | \$ -                | \$ -                        |
| <b>K. Other (itemize):</b>              |                     | \$ -                        |
| Printing/production/translation         | \$ 500.00           | \$ 500.00                   |
| Stock photos/video                      | \$ 350.00           | \$ 350.00                   |
| Website costs                           | \$ 99.00            | \$ 99.00                    |
| Advertisement                           | \$ 3,300.00         | \$ 3,300.00                 |
| Incentives                              | \$ -                | \$ -                        |
|   |                     |                             |
| <b>Subtotal - Operating Expenses</b>    | <b>\$ 4,249.00</b>  | <b>\$ 4,249.00</b>          |

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

| IV. INDIRECT COSTS               |             | Amount Requested    |
|----------------------------------|-------------|---------------------|
| 10% of hourly costs              |             | \$ 12,341.00        |
|                                  |             |                     |
| <b>Subtotal - Indirect Costs</b> | <b>\$ -</b> | <b>\$ 12,341.00</b> |

| V. TOTAL PROGRAM COSTS   |  | Amount Requested |
|--------------------------|--|------------------|
| Total of sections I - IV |  | \$ 140,000.00    |

|                       |           |                     |             |
|-----------------------|-----------|---------------------|-------------|
| <b>Date Prepared:</b> | 5/12/2022 | <b>Prepared By:</b> | Laura Bowen |
|-----------------------|-----------|---------------------|-------------|

| First 5 San Mateo County Use Only |  |                     |  |
|-----------------------------------|--|---------------------|--|
| <b>Date Approved:</b>             |  | <b>Approved By:</b> |  |



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

|                       |   |
|-----------------------|---|
| Agency Name:          | <b>VIVA Social Impact Partners</b>        |
| Program/Project Name: | <b>Communications Consulting Services</b> |
| Amount of Request:    | <b>\$140,000.00</b>                       |
| Budget period:        | <b>July 2022 - June 2023</b>              |
| Submission Date:      | <b>5/12/2022</b>                          |

| <b>I. PERSONNEL</b>                         | A. Hourly Totals    | Description / Explanation   |
|---|---------------------|---|
| Position Title                              |                     |   |
| A. Communications Director                  | \$ 16,835.00        | Communication strategy and creative direction, strategic integration among and  |
| B. Communications Specialist                | \$ 63,525.00        | Project management, communications strategy, copywriting and content development, social media management, community and partner outreach/relations |
| C. Sr. Communications Spec., Graphic Design | \$ 25,900.00        | Graphic design, video production, website development/design and management, technical support  |
| D. Consultant                               | \$ 17,150.00        | Project leadership, key point of contact, creative direction, editorial oversight,  |
|   |                     |   |
| <b>Subtotal - Personnel</b>                 | <b>\$123,410.00</b> |   |

| <b>II. OPERATING EXPENSES</b>        | A. Amount Requested | Description / Explanation  |
|--------------------------------------|---------------------|--|
| A. Rent and Utilities                | \$ -                |  |
| B. Office Supplies and Materials     | \$ -                |  |
| 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):            | \$ -                |  |
|                                      | \$ -                |  |
|                                      | 0 \$ -              |  |
| J. Subcontractors (itemize):         | \$ -                |  |
|                                      | 0 \$ -              |  |
| K. Other (itemize):                  | \$ -                |  |
| Printing/production/translation      | \$ 500.00           | Budget for expenses associated with printing or producing communications |
| Stock photos/video                   | \$ 350.00           | Budget for purchase of stock photography or video, if needed             |
| Website costs                        | \$ 99.00            | Budget allocation for website costs, eg. translation tool and plug-ins   |
| Advertisement                        | \$ 3,300.00         | Budget for F5SMC social media advertisements                             |
|                                      | \$ -                |  |
| <b>Subtotal - Operating Expenses</b> | <b>\$ 4,249.00</b>  |  |

| III. CAPITAL EXPENDITURES       | A. Amount Requested | Description / Explanation |
|---------------------------------|---------------------|---------------------------|
| A.                              | 0                   |                           |
| B.                              | 0                   |                           |
| C.                              | 0                   |                           |
| D.                              | 0                   |                           |
| E.                              | 0                   |                           |
|                                 | 0                   |                           |
| Subtotal - Capital Expenditures | 0                   |                           |

| IV. INDIRECT COSTS         | A. Amount Requested | Allocation Method / Formula Used |
|----------------------------|---------------------|----------------------------------|
| <u>10% of hourly costs</u> | \$ 12,341.00        | 10% of hourly costs              |
|                            |                     |                                  |
|                            |                     |                                  |
| Subtotal - Indirect Costs  | \$ 12,341.00        |                                  |

| V. TOTAL PROGRAM COSTS   | A. Amount Requested |            |
|--------------------------|---------------------|------------|
| Total of sections I - IV | \$                  | 140,000.00 |

Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :

**First 5 San Mateo County**  
**Attn: F5SMC Program Specialist**  
**1700 S. El Camino Real, Suite 405**  
**San Mateo, CA 94402 – 3050**

Electronic copy must also be submitted to:

**F5SMC Program Specialist**

**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director

**RE:** Approval of Amendments to Agreements for Oral Health Access and Utilization to increase the total amounts for new total obligations and with extended terms:

- A) Approval of Amendment to Agreement with Children Now in the Amount of \$37,825, Contract Term Effective May 10, 2021 through June 30, 2023**
- B) Approval of Amendment to Agreement with South County Community Health Center dba Ravenswood Family Health Network in the Amount of \$213,100, Contract Term Effective July 1, 2021 through June 30, 2023**
- C) Approval of Amendment to Agreement with Sonrisas Dental Health Inc. in the Amount of \$124,075, Contract Term Effective May 10, 2021 through June 30, 2023**

---

#### **ACTION REQUESTED**

Approve Amendments to Agreements for Oral Health Access and Utilization to increase the total amounts for new total obligations and with extended terms:

- A) Approval of Amendment to Agreement with Children Now in the Amount of \$37,825, Contract Term Effective May 10, 2021 through June 30, 2023
- B) Approval of Amendment to Agreement with South County Community Health Center dba Ravenswood Family Health Network in the Amount of \$213,100, Contract Term Effective July 1, 2021 through June 30, 2023
- C) Approval of Amendment to Agreement with Sonrisas Dental Health Inc. in the Amount of \$124,075, Contract Term Effective May 10, 2021 through June 30, 2023

#### **BACKGROUND**

F5SMC 2020-2025 Strategic Plan and Implementation Plan: At its October 2018 meeting the Commission updated and adopted its 2020-2025 Strategic Plan, approved the LTFP and the Strategic Plan Implementation Plan (**SPIP— See Attachment 10.1**) At the same time the Commission authorized staff to conduct the procurement processes associated with all investment strategies within the SPIP, including the awards under consideration at this meeting.

The Long-Term Financial Plan involves two funding phases: Phase One is a three- year period from July 1, 2020 to June 30, 2023; and Phase Two is a two-year period from July 1, 2023 to June 30, 2025. One of the strategies identified for investment in the Strategic Plan is Oral Health Access and Utilization, particularly partnerships to improve young children’s utilization of preventative oral health care and advocating for policies and practices that increase dental utilization for children on Medi-Cal.

The Finance & Administration Committee discussed and reviewed these proposals verbally at their May 16, 2022 meeting and are in agreement with the proposals.

Context for 2021 Procurement Process

While First 5 SMC had planned for a renewed investment in oral health starting at the beginning of FY 2020-21, the challenges presented by COVID-19 beginning in the Spring of 2020 presented many hurdles for oral health service delivery for children. At the onset of the pandemic, many dental providers provided care only for emergent needs with additional health protocols and measures to implement and families being weary of close contact, it took time for providers to see their service numbers fully recover. Additionally, for providers implementing models where the service delivery depended on in-person visits in classrooms, the impact of school closures and the need to maintain stable cohorts for early learning sites that remained open was effectively brought to a standstill. Additionally, as many families struggled with balancing multiple stressors, providers saw evidence that routine oral health care may not have been a high priority, which resulted in increased need and poor outcomes.

Due to the significant shifts required by oral health providers in 2020-21, First 5 SMC initially held off on releasing a procurement document to fund services addressing Oral Health Access and Utilization. However, recognizing that the need for oral health prevention and services had not disappeared with the onset of the pandemic, First 5 SMC staff issued a Request for Proposals (RFP) process on March 1, 2021 with support from the Commission. The RFP process allocated up to two-thirds (\$250,000) of the overall 3-year allocation for the Oral Health Access and Utilization strategy for an approximately 14-month term of service in response to the following Areas of Interest:

1. Address Priority Issues:
  - a. COVID-19: Needs created or exacerbated by the COVID-19 pandemic
  - b. Equity: Center equity and address the disproportionate oral health burden shouldered by children of color and those who are low-income
  - c. Persistent Barriers: Such as access to care and provider shortages
2. Elevate Family-Centered Partnerships to Leverage Impact:
  - a. Include partnership or collaboration with other sectors that serve young children and families (such as early learning, education, and primary care
  - b. Reach families in familiar settings and/or through familiar modalities
3. Promote Awareness and Alignment:
  - a. Advocate for child-friendly oral health policies
  - b. Support continued alignment with state and local policies, guidelines, and promising practices
  - c. Elevate awareness of oral health as a key issue for children among the general public and with policy makers
4. Build Toward Sustainability:
  - a. Are time-limited in nature or show potential for economic sustainability beyond June of 2022
  - b. Utilize resources efficiently and/or leverage other funding streams to increase the impact First 5 SMC's investment

A review panel comprised of local content, organizational, and systems level experts diverse in their experience unanimously recommended the approval of funding to the following three organizations for the services and amounts indicated in the table below. This recommendation was approved by the Commission on April 26, 2021.

Amendment Rationale



As articulated at the April 26, 2021 Commission Meeting, the plan for FY 2022-23 was to reevaluate the oral health and COVID landscape and the work of the grantees at this time to determine how best to direct the remaining \$125,000 already approved by the Commission as part of the SPIP.

All grantees have worked diligently since last spring to carry out the services for which they were contracted. Despite a continually shifting landscape largely due to new COVID variants and the need for the health and education sectors to adapt their procedures and protocols, grantees are on target to meet their goals or to use their already approved funding to do so within an amended timeline.

### Recommendations

Therefore, First 5 SMC staff is recommending amending all three current contracts in the amounts indicated below to continue services within the already approved scopes of work for FY 2022-23. For detailed budget and budget narratives, **see Attachments 10A (Children Now), 10B (Ravenswood), and 10C (Sonrisas).**

| Agency and Project Name  | Short Service Description  | Original Contract Amount/<br>Amended Amount<br><b>Not to Exceed</b> | Highlights of Grantee's Work in FY 2021-22 and Proposed Changes for FY 2022-23   |
|--|--|---|--|
| Children Now: Improving Access to Oral Health Care for Children (0-5) Enrolled in Medi-Cal | Educate and engage stakeholders about state policies that support the implementation of the county's oral health strategic plan.   | \$20,000/<br><br>\$37,825<br><i>(amended agreement amount)</i>      | <ul style="list-style-type: none"> <li>- Children Now staff hold increasingly significant leadership roles in local and statewide oral health efforts</li> <li>- Addresses the advocacy and alignment area of interest of F5SMC</li> <li>- Clear oral health advocacy priorities and quality staffing</li> </ul>   |
| Ravenswood Family Health Network: Preventative Oral Health Project                         | Provide preventative oral health care to children 0-5 through: 1. Virtual Dental Home model in partner preschools, 2. Disease prevention model utilizing telehealth, 3. Oral health literacy using parents as oral health promoters, and 4. Dental desensitization visits at a clinic for children with special needs. | \$160,000/<br><br>\$213,100<br><i>(amended agreement amount)</i>    | <ul style="list-style-type: none"> <li>- RFHN continues their strong history of high-quality service delivery and partnerships with the Virtual Dental Home model</li> <li>- Launched one of two new strategies in FY 2021-22 - dental desensitization for children with special needs</li> <li>- Plan to launch the second of two new strategies in FY 2022-23 – promotoras model for oral health literacy</li> <li>- Moved away from telehealth disease prevention as most services are now in-person</li> </ul> |
| Sonrisas Dental Health, Inc.: Early Childhood Oral Health Programming                      | Provide dental screenings, education, oral health supply toolkits, and care coordination to  | \$70,000/<br><br>\$124,075  | <ul style="list-style-type: none"> <li>- Sonrisas has demonstrated the ability to pivot to deliver oral health services during the pandemic in partnership with schools and early learning sites</li> </ul>  |

|  |   |                            |   |
|--|---|----------------------------|---|
|  | low-income children ages 0-5 in San Mateo County. | (amended agreement amount) | <ul style="list-style-type: none"> <li>- Have increased connections with early learning and childcare sites in FY 2021-22</li> <li>- Clear model of screening and connection to consistent provider for ongoing care</li> </ul> |
|--|---|----------------------------|---|

### ISSUES TO CONSIDER

- Over the last year, the oral health service delivery landscape and the need for adaptations and flexibility haven't changed significantly enough to warrant a new procurement process with different priorities
- The two recommended proposals that support direct services to children (Ravenswood Family Health Network and Sonrisas Dental Health, Inc.) will continue to offer geographically complementary service delivery
- Contract amendment negotiations will commence upon Commission approval of this recommendation. This approval includes authorization for staff to complete negotiations and for the agencies to execute the contract without additional review by subcommittees or the full Commission.

### FISCAL IMPACT

The recommended awards to Children Now, Ravenswood Family Health Network, and Sonrisas Dental Health Inc. for oral health access and utilization total \$375,000 combined. Up to \$250,000 was previously appropriated when these three contracts were originally approved in April 2021. The amended amount adds an additional collective \$125,000. To fund these amendments, First 5 SMC will utilize the remainder of the Oral Health Access and Utilization allocation for FY 2020-2023. This award is in accordance with the approved funding allocations of the SPIP and the LTFP.

### RECOMMENDATION

Approve Amendments to Agreements for Oral Health Access and Utilization to increase the total amounts for new total obligations and with extended terms:

- A) Approval of Amendment to Agreement with Children Now in the Amount of \$37,825, Contract Term Effective May 10, 2021 through June 30, 2023
- B) Approval of Amendment to Agreement with South County Community Health Center dba Ravenswood Family Health Network in the Amount of \$213,100, Contract Term Effective July 1, 2021 through June 30, 2023
- C) Approval of Amendment to Agreement with Sonrisas Dental Health Inc. in the Amount of \$124,075, Contract Term Effective May 10, 2021 through June 30, 2023

2020 – 2025 STRATEGIC PLAN IMPLEMENTATION PLAN\*

**RESILIENT FAMILIES**

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

HEALTHY CHILDREN

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

**QUALITY CARE AND EDUCATION**

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

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

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

**ATTACHMENT 10.1**

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

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



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

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

|                       |  |
|-----------------------|--|
| Agency Name:          | <b>Children Now</b>  |
| Program/Project Name: | <b>Engaging San Mateo County Stakeholders in CA Policy to Improve Oral Health Access</b> |
| Amount of Request:    | <b>\$17,825</b>  |
| Budget Period:        | <b>7/1/22 - 6/30/23</b>  |
| Submission Date:      | <b>5/3/2022</b>  |

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

| <b>I. PERSONNEL</b>                    |               |        | A. Amount Requested | B. Leveraged Amount Available** | C. Total Program Budget (A+B) |
|--|---------------|--------|---------------------|---------------------------------|-------------------------------|
| Position Title                         | Salary Range  | # FTEs |                     |                                 |                               |
| A. Senior Managing Director, Health ar | \$ 163,886.00 | 0.07   | \$ 11,060.00        | \$ -                            | \$ 11,060.00                  |
| B.                                     | \$ -          | 0.00   | \$ -                | \$ -                            | \$ -                          |
| C.                                     | \$ -          | 0.00   | \$ -                | \$ -                            | \$ -                          |
| D.                                     | \$ -          | 0.00   | \$ -                | \$ -                            | \$ -                          |
|  |               |        |                     |                                 |                               |
| Benefits @ 28%                         |               |        | \$ 3,096.00         | \$ -                            | \$ 3,096.00                   |
|  |               |        |                     |                                 |                               |
| <b>Subtotal - Personnel</b>            |               |        | <b>\$ 14,156.00</b> | <b>\$ -</b>                     | <b>\$ 14,156.00</b>           |

| <b>II. OPERATING EXPENSES</b>        |  |  | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|--------------------------------------|--|--|---------------------|----------------------------------|-------------------------------|
|                                      |  |  |                     |                                  |                               |
| A. Rent and Utilities                |  |  | \$ 1,220.00         | \$ -                             | \$ 1,220.00                   |
| B. Office Supplies and Materials     |  |  | \$ -                | \$ -                             | \$ -                          |
| C. Telephone/Communications          |  |  | \$ 240.00           | \$ -                             | \$ 240.00                     |
| D. Postage/Mailing                   |  |  | \$ -                | \$ -                             | \$ -                          |
| E. Printing/Copying                  |  |  | \$ -                | \$ -                             | \$ -                          |
| F. Equipment Lease                   |  |  | \$ -                | \$ -                             | \$ -                          |
| G. Travel Using Personal Vehicle     |  |  | \$ 300.00           | \$ -                             | \$ 300.00                     |
| H. Travel Using Company Vehicle      |  |  | \$ -                | \$ -                             | \$ -                          |
| I. Consultants (itemize):            |  |  |                     |                                  |                               |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
| J. Subcontractors (itemize):         |  |  |                     |                                  |                               |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
| K. Other (itemize):                  |  |  |                     |                                  |                               |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
|                                      |  |  | \$ -                | \$ -                             | \$ -                          |
|                                      |  |  |                     |                                  |                               |
| <b>Subtotal - Operating Expenses</b> |  |  | <b>\$ 1,760.00</b>  | <b>\$ -</b>                      | <b>\$ 1,760.00</b>            |

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

| IV. INDIRECT COSTS   | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|--|---------------------|----------------------------------|-------------------------------|
| 12%  | \$ 1,909.00         | \$ -                             | \$ 1,909.00                   |
| (Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval) |                     |                                  | \$ -                          |
| <b>Subtotal - Indirect Costs</b>   | <b>\$ 1,909.00</b>  | <b>\$ -</b>                      | <b>\$ 1,909.00</b>            |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|---------------------------------|---------------------|----------------------------------|-------------------------------|
| <b>Total of sections I - IV</b> | <b>\$ 17,825.00</b> | <b>\$ -</b>                      | <b>\$ 17,825.00</b>           |

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

**VII. LEVERAGED FUNDS ARE FROM:** Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

|                       |           |                     |             |
|-----------------------|-----------|---------------------|-------------|
| <b>Date Prepared:</b> | 4/28/2022 | <b>Prepared By:</b> | Maya Kamath |
|-----------------------|-----------|---------------------|-------------|

| First 5 San Mateo County Use Only |  |                     |  |
|-----------------------------------|--|---------------------|--|
| <b>Date Approved:</b>             |  | <b>Approved By:</b> |  |





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

|                       |  |
|-----------------------|--|
| Agency Name:          | <b>Children Now</b>  |
| Program/Project Name: | <b>Engaging San Mateo County Stakeholders in CA Policy to Improve Oral Health Access</b> |
| Amount of Request:    | <b>\$17,825</b>  |
| Budget period:        | <b>7/1/22 - 6/30/23</b>  |
| Submission Date:      | <b>5/3/2022</b>  |

| <b>I. PERSONNEL</b>                         | A. Amount Requested | Description / Explanation   |
|---|---------------------|---|
| <u>Position Title</u>                       |                     |   |
| A. Senior Managing Director, Health and The | \$ 11,060.00        | Will conduct the strategic planning and policy engagement activities described in the |
| B.  | \$ -                |   |
| C.  | \$ -                |   |
| D.  | \$ -                |   |
| Benefits @ 28%                              | \$ 3,096.00         | Calculated at 28% of salary costs.  |
| <b>Subtotal - Personnel</b>                 | <b>\$ 14,156.00</b> |   |

| <b>II. OPERATING EXPENSES</b>        | A. Amount Requested | Description / Explanation  |
|--------------------------------------|---------------------|--|
| A. Rent and Utilities                | \$ 1,220.00         | Rent and utilities calculated based on the time on project.                    |
| B. Office Supplies and Materials     | \$ -                |  |
| C. Telephone/Communications          | \$ 240.00           | Internet and telephone costs associated with executing project activities.     |
| D. Postage/Mailing                   | \$ -                |  |
| E. Printing/Copying                  | \$ -                |  |
| F. Equipment Lease                   | \$ -                |  |
| G. Travel Using Personal Vehicle     | \$ 300.00           | Travel costs associated with traveling to and from San Mateo County to conduct |
| H. Travel Using Company Vehicle      | \$ -                |  |
| I. Consultants (itemize):            |                     |  |
|                                      | \$ -                |  |
|                                      | \$ -                |  |
| J. Subcontractors (itemize):         |                     |  |
|                                      | \$ -                |  |
|                                      | \$ -                |  |
| K. Other (itemize):                  |                     |  |
|                                      | \$ -                |  |
|                                      | \$ -                |  |
| <b>Subtotal - Operating Expenses</b> | <b>\$ 1,760.00</b>  |  |

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

| IV. INDIRECT COSTS               | A. Amount Requested | Allocation Method / Formula Used |
|----------------------------------|---------------------|----------------------------------|
| <u>0.12</u>                      | \$ 1,909.00         | Calculated at 12%.               |
|                                  |                     |                                  |
|                                  |                     |                                  |
| <b>Subtotal - Indirect Costs</b> | <b>\$ 1,909.00</b>  |                                  |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested |
|---------------------------------|---------------------|
| <b>Total of sections I - IV</b> | <b>\$ 17,825.00</b> |

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

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

*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  
BUDGET REQUEST FORM**

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

|                       |   |
|-----------------------|---|
| Agency Name:          | <b>Ravenswood Family Health Network</b>   |
| Program/Project Name: | <b>Preventive Oral Health Project</b>     |
| Amount of Request:    | <b>\$70,000.00</b>                        |
| Budget Period:        | <b>July 1, 2022 through June 30, 2023</b> |
| Submission Date:      | <b>4/25/2022</b>                          |

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

| <b>I. PERSONNEL</b>   |               |        | A. Amount Requested | B. Leveraged Amount Available** | C. Total Program Budget (A+B) |
|---|---------------|--------|---------------------|---------------------------------|-------------------------------|
| Position Title  | Salary Range  | # FTEs |                     |                                 |                               |
| Project Director (Chief Dental Officer (CDO))               | \$ 302,258.00 | 0.10   |                     | \$ 30,226.00                    | \$ 30,226.00                  |
| Registered Dental Hygienist in Alternative Practice (RDHAP) | \$ 135,850.00 | 0.30   |                     | \$ 40,755.00                    | \$ 40,755.00                  |
| Dental Navigator (DN)                                       | \$ 43,680.00  | 0.68   | \$ 29,484.00        | \$ -                            | \$ 29,484.00                  |
| Dental Biller   | \$ 70,200.00  | 0.05   | \$ 3,510.00         |                                 | \$ 3,510.00                   |
| Benefits @ 25.3 %   |               |        | \$ 8,347.00         | \$ 17,958.00                    | \$ 26,305.00                  |
|   |               |        |                     |                                 |                               |
| <b>Subtotal - Personnel</b>                                 |               |        | <b>\$ 41,341.00</b> | <b>\$ 88,939.00</b>             | <b>\$ 130,280.00</b>          |

| <b>II. OPERATING EXPENSES</b>  | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|--|---------------------|----------------------------------|-------------------------------|
| A. Rent and Utilities  | \$ -                | \$ -                             | \$ -                          |
| B. Office Supplies and Materials   | \$ 500.00           |                                  | \$ 500.00                     |
| C. Telephone/Communications  | \$ 1,000.00         |                                  | \$ 1,000.00                   |
| D. Postage/Mailing   | \$ -                |                                  | \$ -                          |
| E. Printing/Copying  | \$ 500.00           |                                  | \$ 500.00                     |
| F. Equipment Lease   | \$ -                | \$ -                             | \$ -                          |
| G. Travel Using Personal Vehicle   | \$ -                | \$ -                             | \$ -                          |
| H. Travel Using Company Vehicle  | \$ 500.00           | \$ 500.00                        | \$ 1,000.00                   |
| I. Consultants (itemize):  |                     |                                  | \$ -                          |
| Pediatric Dental Expert on Addressing Children's Oral Health Disparities | \$ 9,200.00         | \$ -                             | \$ 9,200.00                   |
| Behavioral Health Consultant   | \$ 3,000.00         |                                  | \$ 3,000.00                   |
| J. Subcontractors (itemize):   |                     |                                  | \$ -                          |
|  | \$ -                | \$ -                             | \$ -                          |
|  | \$ -                | \$ -                             | \$ -                          |
| K. Other (itemize):  |                     |                                  | \$ -                          |
| Incentives for parent education - gift cards for food                    | \$ 7,500.00         | \$ -                             | \$ 7,500.00                   |
| Personal Protective Equipment & Clinical Supplies                        | \$ 1,500.00         | \$ 500.00                        | \$ 2,000.00                   |
| <b>Subtotal - Operating Expenses</b>                                     | <b>\$ 23,700.00</b> | <b>\$ 1,000.00</b>               | <b>\$ 24,700.00</b>           |

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

| IV. INDIRECT COSTS   | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|--|---------------------|----------------------------------|-------------------------------|
| 12%  | \$ 4,959.00         | \$ -                             | \$ 4,959.00                   |
| (Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval) |                     |                                  | \$ -                          |
|  |                     |                                  | \$ -                          |
| <b>Subtotal - Indirect Costs</b>   | <b>\$ 4,959.00</b>  | <b>\$ -</b>                      | <b>\$ 4,959.00</b>            |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|---------------------------------|---------------------|----------------------------------|-------------------------------|
| <b>Total of sections I - IV</b> | <b>\$ 70,000.00</b> | <b>\$ 89,939.00</b>              | <b>\$ 159,939.00</b>          |

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

**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. 1) \$10,000 from private foundation; and 2) \$79,939 from a combination of RFHN earned income and RFHN general operating funds. Leveraged funds for our project will come from a combination of private foundation funding, RFHN's general operating funds, and billable VDH visits. VDH visits for Medi-Cal patients assigned to RFHN are billable for the hygiene portion of the visits (fluoride varnish, cleaning, etc.) as well as the dentist reviewing the x-rays.

|                       |           |                     |             |
|-----------------------|-----------|---------------------|-------------|
| <b>Date Prepared:</b> | 4/25/2022 | <b>Prepared By:</b> | Jessica Yee |
|-----------------------|-----------|---------------------|-------------|

| First 5 San Mateo County Use Only |  |                     |  |
|-----------------------------------|--|---------------------|--|
| <b>Date Approved:</b>             |  | <b>Approved By:</b> |  |



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

|                       |   |
|-----------------------|---|
| Agency Name:          | <b>Ravenswood Family Health Network</b>   |
| Program/Project Name: | <b>Preventive Oral Health Project</b>     |
| Amount of Request:    | <b>\$70,000.00</b>                        |
| Budget period:        | <b>July 1, 2022 through June 30, 2023</b> |
| Submission Date:      | <b>4/25/2022</b>                          |

| <b>I. PERSONNEL</b>   | <b>A. Amount Requested</b> | <b>Description / Explanation</b>   |
|---|----------------------------|--|
| <u>Position Title</u>                                       |                            |  |
| Project Director (Chief Dental Officer [CDO])               | \$ -                       | Oversees all project activities, including, but not limited to: providing administrative and clinical supervision and guidance to the VDH team as well as designing and overseeing the oral health promoters and dental desensitization projects.                      |
| Registered Dental Hygienist in Alternative Practice (RDHAP) | \$ -                       | Lead for delivering VDH services, including, but not limited to: overseeing implementation and training of oral health promoters program, as well as training staff and parents. Leads implementation of oral health risk assessments and goal setting via telehealth. |
| Dental Navigator (DN)                                       | \$ 29,484.00               | Supports the RDHAP and CDO in carrying out the project. Provides care coordination and family engagement.  |
| Dental Biller   | \$ 3,510.00                | Responsible for collecting, reviewing, and verifying dental patients' billing information; submitting claims to Medi-Cal; and following-up on denials.   |
| Benefits @ 25.3 %   | \$ 8,347.00                | Fringe benefit rate @ 25.3% (includes Medical, Dental, Vision, Life Insurance; FICA; Unemployment Insurance; 403B Match; Workers' Comp Insurance; Miscellaneous Benefits)  |
|   |                            |  |
| <b>Subtotal - Personnel</b>                                 | <b>\$ 41,341.00</b>        |  |

| <b>II. OPERATING EXPENSES</b>  | <b>A. Amount Requested</b> | <b>Description / Explanation</b>  |
|--|----------------------------|---|
| A. Rent and Utilities  | \$ -                       |   |
| B. Office Supplies and Materials   | \$ 500.00                  | For purchasing and developing materials for our desensitization program (video, visual story board on dental visits, photos, tools, etc.) that act as coping tools and help revamp our desensitization exam room. |
| C. Telephone/Communications  | \$ 1,000.00                | For purchasing and developing materials for our desensitization program (video, visual story board on dental visits, photos, tools, etc.) that act as coping tools and help revamp our desensitization exam room. |
| D. Postage/Mailing   | \$ -                       |   |
| E. Printing/Copying  | \$ 500.00                  | For printing materials for our desensitization program.   |
| F. Equipment Lease   | \$ -                       |   |
| G. Travel Using Personal Vehicle   | \$ -                       |   |
| H. Travel Using Company Vehicle  | \$ 500.00                  | For staff travel--to and from community sites.  |
| I. Consultants (itemize):  |                            |   |
| Pediatric Dental Expert on Addressing Children's Oral Health Disparities | \$ 9,200.00                | Provide continuous feedback and expertise on our oral health promoters program, desensitization program, and overall engagement with patients.  |
| Behavioral Health Consultant   | \$ 3,000.00                | For bringing on a behavioral health consultant to train our dental team to better support children with special health care needs and assist in developing materials.   |
| J. Subcontractors (itemize):   |                            |   |
|  | \$ -                       |   |
|  | \$ -                       |   |

|   |                     |  |
|---|---------------------|--|
| K. Other (itemize):                                   |                     |  |
| Incentives for parent education - gift cards for food | \$ 7,500.00         | We will provide gift cards for parents who complete our oral health education. This will both incentivize parents to fit in education in their busy lives, and assist them with the social determinants of oral health. Gift cards will be to local farmers' markets to enable healthy food purchases. |
| Personal Protective Equipment & Clinical Supplies     | \$ 1,500.00         | For PPE and clinical supplies such as gloves, N95 masks, face shields, disposable gowns, and fluoride varnish.   |
| <b>Subtotal - Operating Expenses</b>                  | <b>\$ 23,700.00</b> |  |

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

| IV. INDIRECT COSTS               | A. Amount Requested | Allocation Method / Formula Used  |
|----------------------------------|---------------------|---|
| <u>0.12</u>                      | \$ 4,959.00         | Includes expenses for accounting and grant management; audit; utilities; facilities maintenance; IT support; security; data and communications. |
|                                  |                     |   |
| <b>Subtotal - Indirect Costs</b> | <b>\$ 4,959.00</b>  |   |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested |
|---------------------------------|---------------------|
| <b>Total of sections I - IV</b> | <b>\$ 70,000.00</b> |

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

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. 1) \$10,000 from private foundation; and 2) \$79,939 from a combination of RFHN earned income and RFHN general operating funds. Leveraged funds for our project will come from a combination of private foundation funding, RFHN's general operating funds, and billable VDH visits. VDH visits for Medi-Cal patients assigned to RFHN are billable for the hygiene portion of the visits (fluoride varnish, cleaning, etc.) as well as the dentist reviewing the x-rays.

*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  
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.

|                              |   |
|------------------------------|---|
| <b>Agency Name:</b>          | <b>Sonrisas Dental Health, Inc.</b>   |
| <b>Program/Project Name:</b> | <b>Early Childhood Oral Health Programming/ Screenings and Education and Access to Care</b> |
| <b>Amount of Request:</b>    | <b>\$54,075</b>   |
| <b>Budget Period:</b>        | <b>FY 2022/23</b>   |
| <b>Submission Date:</b>      | <b>4/30/2022</b>  |

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

| <b>I. PERSONNEL</b>                  |                     |               | <b>A. Amount Requested</b> | <b>B. Leveraged Amount Available**</b> | <b>C. Total Program Budget (A+B)</b> |
|--------------------------------------|---------------------|---------------|----------------------------|--|--------------------------------------|
| <u>Position Title</u>                | <u>Salary Range</u> | <u># FTEs</u> |                            |  |                                      |
| A. Clinical Staff: Dentists          | 149,760-\$208,00    | 0.09          | \$ 10,800.00               | \$ 914,400.00                          | \$ 925,200.00                        |
| B. Clinical Staff: Dental Hygienists | 124,800-\$135,20    | 0.04          | \$ 4,200.00                | \$ 816,000.00                          | \$ 820,200.00                        |
| C. Clinical Staff: Dental Assistants | \$52,000-\$72,800   | 0.08          | \$ 4,000.00                | \$ 209,000.00                          | \$ 213,000.00                        |
| D. Care Coordinator                  | \$56,160-\$62,400   | 0.25          | \$ 11,553.00               | \$ 218,447.00                          | \$ 230,000.00                        |
| E. Director of Development: Reg      | \$130,000           | 0.02          | \$ 1,800.00                | \$ 23,450.00                           | \$ 25,250.00                         |
| F. Community Outreach Director       | \$175,000.00        | 0.07          | \$ 10,000.00               | \$ 177,650.00                          | \$ 187,650.00                        |
| Benefits @ 9 %                       |                     |               | \$ 3,811.77                | \$ 212,305.23                          | \$ 216,117.00                        |
| <b>Subtotal - Personnel</b>          |                     |               | <b>\$ 46,164.77</b>        | <b>\$ 2,571,252.23</b>                 | <b>\$ 2,617,417.00</b>               |

| <b>II. OPERATING EXPENSES</b>    | <b>A. Amount Requested</b> | <b>B. Leveraged Amount Available **</b> | <b>C. Total Program Budget (A+B)</b> |
|----------------------------------|----------------------------|---|--------------------------------------|
| A. Rent and Utilities            | \$ -                       | \$ 85,555.00                            | \$ 85,555.00                         |
| B. Office Supplies and Materials | \$ -                       | \$ 19,925.00                            | \$ 19,925.00                         |
| C. Telephone/Communications      | \$ -                       | \$ -                                    | \$ -                                 |
| D. Postage/Mailing               | \$ 17.00                   | \$ 108.00                               | \$ 125.00                            |
| E. Printing/Copying              | \$ 11.23                   | \$ 104.00                               | \$ 115.23                            |
| F. Equipment Lease               | \$ -                       | \$ 39,000.00                            | \$ 39,000.00                         |
| G. Travel Using Personal Vehicle | \$ 710.00                  | \$ 1,290.00                             | \$ 2,000.00                          |
| H. Travel Using Company Vehicle  | \$ -                       | \$ -                                    | \$ -                                 |
| I. Consultants (itemize):        |                            |   |                                      |
|                                  | \$ -                       | \$ -                                    | \$ -                                 |
|                                  | \$ -                       | \$ -                                    | \$ -                                 |
| J. Subcontractors (itemize):     |                            |   |                                      |
|                                  | \$ -                       | \$ -                                    | \$ -                                 |

|                                      |                    |                      |                      |
|--------------------------------------|--------------------|----------------------|----------------------|
|                                      | \$ -               | \$ -                 | \$ -                 |
| K. Other (itemize):                  |                    |                      |                      |
| PPE Costs                            | \$ 2,024.00        | \$ 74,525.00         | \$ 76,549.00         |
|                                      |                    |                      |                      |
| Supplies                             | \$ 2,855.00        | \$ 149,614.95        | \$ 152,469.95        |
| Equipment                            | \$ 350.00          | \$ 148,457.16        | \$ 148,807.16        |
| Lab Fees                             | \$ 1,000.00        | \$ 149,000.16        | \$ 150,000.16        |
| Oral Health Tool Kits                | \$ 943.00          | \$ 2,109.00          | \$ 3,052.00          |
| <b>Subtotal - Operating Expenses</b> | <b>\$ 7,910.23</b> | <b>\$ 669,688.27</b> | <b>\$ 677,598.50</b> |

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

| IV. INDIRECT COSTS   | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|--|---------------------|----------------------------------|-------------------------------|
| %  | \$ -                | \$ 14,597.53                     | \$ 14,597.53                  |
| (Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval) |                     |                                  | \$ -                          |
|  |                     |                                  |                               |
| <b>Subtotal - Indirect Costs</b>   | <b>\$ -</b>         | <b>\$ 14,597.53</b>              | <b>\$ 14,597.53</b>           |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested | B. Leveraged Amount Available ** | C. Total Program Budget (A+B) |
|---------------------------------|---------------------|----------------------------------|-------------------------------|
| <b>Total of sections I - IV</b> | <b>\$ 54,075.00</b> | <b>\$ 3,255,538.03</b>           | <b>\$ 3,309,613.03</b>        |

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

**VII. LEVERAGED FUNDS ARE FROM:** Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. SEE SHEET 3: LEVERAGED FUNDS

|                       |          |                     |                                    |
|-----------------------|----------|---------------------|------------------------------------|
| <b>Date Prepared:</b> | 5/5/2022 | <b>Prepared By:</b> | Bonnie Jue and Maura LeBaron-Hsieh |
|-----------------------|----------|---------------------|------------------------------------|

| First 5 San Mateo County Use Only |  |                     |  |
|-----------------------------------|--|---------------------|--|
| <b>Date Approved:</b>             |  | <b>Approved By:</b> |  |





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

|                       |   |
|-----------------------|---|
| Agency Name:          | <b>Sonrisas Dental Health, Inc.</b>   |
| Program/Project Name: | <b>Early Childhood Oral Health Programming/ Screenings and Education and Access to Care</b> |
| Amount of Request:    | <b>\$54,075</b>   |
| Budget period:        | <b>FY22/23</b>  |
| Submission Date:      | <b>4/30/2022</b>  |

| <b>I. PERSONNEL</b>                   | <b>A. Amount Requested</b> | <b>Description / Explanation</b>  |
|---------------------------------------|----------------------------|---|
| <u>Position Title</u>                 |                            |   |
| A. Clinical Staff: Dentists           | \$ 10,800.00               | These costs will cover 4 Dentists spending the equivalent of 0.09 FTE to achieve the objectives in this RFP. There will be 2 Pediatric Dentists performing all ATC and Hospital dentistry and 2 Dentists performing the oral health screenings.   |
| B. Clinical Staff: Dental Hygienists  | \$ 5,000.00                | These costs will cover 3 Dental Hygienists spending the equivalent of 0.04 FTE to achieve the objectives in this RFP. They will perform dental screenings, oral hygiene checkups, and oral health education.  |
| C. Clinical Staff: Dental Assistants  | \$ 4,800.00                | These costs will cover 1 Dental Assistant spending the equivalent of 0.08 FTE to achieve the objectives in this RFP. The Dental Assistant assists at drive-up/on-site screenings, assists with hospital dentistry, and caring for patients through ATC.   |
| D. Care Coordinator                   | \$ 11,553.00               | These costs will cover 3 Care Coordinators spending the equivalent of 0.25 FTE to achieve the objectives in this RFP. The Care Coordinators follow up with caregivers after screenings, connect caregivers and children's to a dental home, make dental appointments for children aged 0-5, and provide wrap around support.        |
| E. Director of Development: Reporting | \$ 1,800.00                | These costs will cover SDH's Director of Development spending the equivalent of 0.02 FTE to achieve the objectives in this RFP. The Director of Development will attend all reporting trainings and meetings, be solely responsible for data collection and aggregation for all reports during the funding period.                  |
| F. Community Outreach Director        | \$ 10,000.00               | These costs will cover SDH's Community Outreach Director spending the equivalent of 0.07 FTE to achieve the objectives in this RFP. The Community Outreach Director manages all relationships with partner organizations and sites for the Dental Screenings Programs, manages Care Coordinators, and attends all community events. |
| Benefits @ 9 %                        | \$ 3,811.77                | Benefits are calculated at 9% to cover benefits for the positions detailed above include insurance, workers compensation, payroll expenses etc.   |
| <b>Subtotal - Personnel</b>           | <b>\$ 46,164.77</b>        |   |

| <b>II. OPERATING EXPENSES</b>    | <b>A. Amount Requested</b> | <b>Description / Explanation</b>   |
|----------------------------------|----------------------------|--|
| A. Rent and Utilities            | \$ -                       |  |
| B. Office Supplies and Materials | \$ -                       |  |
| C. Telephone/Communications      | \$ -                       |  |
| D. Postage/Mailing               | \$ 17.00                   | Sending postcards and communications to parents including consent forms and appointment reminders. |
| E. Printing/Copying              | \$ 11.23                   | Education materials and fliers that are distributed to children.                                   |
| F. Equipment Lease               | \$ -                       |  |
| G. Travel Using Personal Vehicle | \$ 710.00                  |  |
| H. Travel Using Company Vehicle  | \$ -                       |  |
| I. Consultants (itemize):        |                            |  |
|                                  | \$ -                       |  |
|                                  | \$ -                       |  |
| J. Subcontractors (itemize):     |                            |  |
|                                  | \$ -                       |  |
|                                  | \$ -                       |  |
| K. Other (itemize):              |                            |  |

|                                      |                    |   |
|--------------------------------------|--------------------|---|
| PPE                                  | \$ 2,024.00        | Costs of PPE for all staff at the proposed screening events and ATC/Hospital Dentistry in clinic. PPE breakdown: \$612 for ATC; \$506 for Hospital Dentistry; and \$906 for Screenings. PPE includes masks, shields, gloves, and gowns for infection control and safety.  |
| Supplies                             | \$ 2,816.00        | \$36.10 per clinic visit on average, for 75 ATC and 3 Hospital Dentistry projected visits, to include: silver pre-made crowns (\$4 ea, two per ATC visit on average and six per Hospital Dentistry visit on average), SDF fluoride (\$1/visit), x-ray bitewing film and holders and acrylic and finishing supplies for fillings (\$14/visit on average), nitrous oxide mask (\$10 each treatment visit), and disposable visit supplies (cotton, plastic bibs, eye covers, etc) (\$2/visit), after-visit stickers (\$0.60/visit) |
| Equipment                            | \$ 350.00          | \$350 (33% of cost for one pediatric dental instrument set including band crimping pliers, band pusher, spoon, prophylaxis electric handpiece (full cost \$1560)  |
| Lab Fees                             | \$ 1,000.00        | \$600 Lab fees for custom dental appliances such as crowns<br>\$400 Space maintainers   |
| Oral Health Tool Kits                | \$ 943.00          | Oral Health Tool Kits are calculated at \$2.5/screening or clinic visit to provide 377 tool kits with this grant: one for each screening and one for each clinic visit.   |
| <b>Subtotal - Operating Expenses</b> | <b>\$ 7,871.23</b> |   |

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

| IV. INDIRECT COSTS               | A. Amount Requested | Allocation Method / Formula Used |
|----------------------------------|---------------------|----------------------------------|
| <u>        </u> %                | \$ -                |                                  |
|                                  |                     |                                  |
| <b>Subtotal - Indirect Costs</b> | <b>\$ -</b>         |                                  |

| V. TOTAL PROGRAM COSTS          | A. Amount Requested |
|---------------------------------|---------------------|
| <b>Total of sections I - IV</b> | <b>\$ 54,075.00</b> |

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

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. SEE SHEET 3: LEVERAGED FUNDS

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 (F5SMC)  
REPORT OF THE EXECUTIVE DIRECTOR  
APRIL AND MAY 2022**

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## **OVERVIEW**

### **STRATEGIC INVESTMENT FOCUS AREAS – UPDATE**

#### **QUALITY CARE AND EDUCATION**

##### **Child Care Workforce Survey**

In April and May 2021, The San Mateo County Child Care Partnership Council in partnership with Seed Collaborative and Brion Economics is conducting an online survey and encouraging anyone who works in child care (defined as working with children ages 0-12 years old, including children in day-care, preschool, or before/after school care) in San Mateo County to complete. The survey is to better understand the needs and experiences of child care workers (including day-care, preschool, and after school workers) in the County. The survey is anonymous and confidential, and individuals who complete the survey will be eligible to enter a drawing in which four people will each receive a \$75 gift card. The survey is open until June 1<sup>st</sup> and can be accessed [here](#). The Child Care Workforce study as part of the Child Care Needs Assessment is co-funded through Silicon Valley Community Foundation and Fits 5 San Mateo County.

#### **HEALTHY CHILDREN**

##### **Systems Change for Children with Special Needs (CSN) Group:**

On April 21 the Systems Change for CSN met on the typical quarterly schedule with local community service providers, co-convened by Help Me Grow SMC Consultant Cheryl Oku and First 5 SMC staff member Emily Roberts. The agenda included a pulse check on current issues that are impacting providers and featured a presentation on Visions and Planning for Universal Pre-K from Marco Chavez, Associate Superintendent of Educational Services at San Mateo County Office of Education.

##### **Trauma- and Resiliency-Informed Systems Initiative (TRISI) Funding:**

In April, the County Board of Supervisors approved an MOU between County Behavioral Health and Recovery Services and First 5 SMC for continued funding for the TRISI work to promote trauma-informed organizational practices for local child- and family-serving agencies. The MOU funds First 5 SMC for up to \$250,000 through fiscal year 2022-23 via Mental Health Services Act (MHSA) dollars to support agencies via multi-agency cohorts and one-to-one coaching to become more trauma-informed in their internal organizational practices. The goal for this fiscal year will be to focus on three of our largest public agencies and departments that serve children and their families.

**Children's Oral Health Workgroup:**

Co-chairs Eileen Espejo of Children Now and Emily Roberts of First 5 SMC convened the Children's Oral Health Workgroup on May 11 for a bi-monthly meeting. This month's agenda highlighted updates from Children Now on state policy and the County Oral Public Health Program on their work over the past two months. The primary topic of discussion centered the objectives from the County Oral Health Strategic Plan and attendees provided updates and feedback on these priorities.

**RESILIENT FAMILIES****Friday Café (Community and Family Engagement) Update:**

Friday Cafés are held the fourth Friday of each month throughout the school year from 9:00 to 10:30 virtually (until further notice) and all who work at the intersection of early learning and family support are welcome. The final Friday Café of the season will be held on May 27<sup>th</sup> and Commissioners are welcome to attend.

**Friday Café Evaluation** - F5SMC is in the process of designing and implementing a deeper Friday Café evaluation that includes three prongs: a) Retrospective Survey of Friday Café participants (instrument currently being designed); b) Key Informant Interviews; and c) Social Network Analysis. We know from post-Friday Café evaluations and anecdotal evidence that the Friday Cafes are popular and are serving their intended purpose: to bolster the family engagement network in our county while creating a restorative, peer-support, and educational experience. The Retrospective Survey will be issued within the next month. Through the more robust evaluation we will capture the impact of this program more fully, which can help inform our future systems-level efforts.

**CORA's Systems-Level Coordinated Community Response Team (CCRT):**

The purpose of these meeting is to create a trauma-informed approach to smooth referral pathways for particularly vulnerable 0-5 families and ultimately create an effective system that promotes trauma-informed care. The quarterly CCRT meetings began last fall and continued in the winter with a group of participants representing a breadth of family engagement partners/agencies. During the first two meetings the group explored cross-agency referral aspects that were beneficial for the clients and agencies, as well as those that were challenging. This information was very helpful in gaining a clear picture of the general challenges faced by clients when attempting to access services in a timely fashion.

CORA also conducted a survey of their clients to identify the most pressing referral issues complicated by systemic barriers. They are: housing, child care, and speedy access to health insurance/medical services. For the next phase of the project, CORA will convene a subset of partners related to the areas of need identified in the client survey so that systemic barriers to service access can be mitigated. MOUs will be

created outlining the specific activities of each agency partner to ensure clients most at-risk access services quickly and easily. The larger CCRT group will be reconvened sometime in FY 22/23 to see if the approaches implemented with the more focused partner group are applicable more broadly, thereby creating a more user-friendly system of support for the most at-risk 0-5 children and their families.

**Puente de la Cosa Sur’s Trauma Transformed Training for Providers in Spanish:**

On April 28<sup>th</sup> Lizeth Hernandez, Puente’s Education Director, and Arlae Alston, Puente’s Program Director, piloted as systems-improvement effort via a Trauma Transformed training for bilingual-Spanish-speaking providers, provided in Spanish (the providers’ first language). Trauma Transformed trainings are very impactful and draw on the participants’ personal, early experiences in their own lives. The training process is designed to “go deep” emotionally. When provided in the primary language of participants, attendees can be 100% engaged without the additional mental work of translating nuanced material from English to Spanish. By providing this deep training in the primary language of participants the information is easier grasp and assimilate. When participants were asked to share one important thing they learned that would benefit them in their work, one participant responded, “En comprender a las personas pues no sabemos que estén pasando” (we don’t always know what people are going through). Of the 6 participants who took the training, five were family childcare providers, and gave the training a 5 out of 5 (one rated the training 4 out of 5). We are exploring options to offer this training again next fiscal year.

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## **POLICY & ADVOCACY UPDATES**

**First 5 Association of California Advocacy Day**

On April 19, 2022, F5SMC’s Executive Director, Kitty Lopez and Deputy Director, Michelle Blakely, attended the First 5 Association Advocacy Day where they met virtually with SMC Assembly and Senate lawmakers to emphasize the importance of prioritizing young children and families in all aspects of the state policy and budget. Among the discussions were supporting Medi-Cal continuous eligibility, funding for Infant and Early Childhood Mental Health (IECMH), expanding home visiting programs, and 2022 – 2023 Budget priority ask for the Early Care and Education. See Attachment #13.1 for Fact Sheets.

**“A day without day care: Providers go on strike - Childhood development facilities close in protest over lawmakers' inaction”**

An article from *USAToday* published on May 11, 2022 by Alia Wong states that “Hundreds of child care providers in 27 states and Washington, D.C., went on strike Monday to remind policymakers how essential they are, not only to families but to the nation's economy.” See attachment #13.2

**Response to CA Governor Newsom's May Revised Budget**

Parents, advocates, providers, legislators, and etc. are busy providing analysis and follow-up to address some good news and concerning gaps in the CA proposed budget. F5SMC and partners local and statewide including the Child Care Partnership Council and others are doing the same. Parent Voices CA has weighed in already underscoring that not even \$1.00 was proposed to address the child care wage crisis:

**Parent Voices CA Letter of Response to May Revised Budget**

See Attachment #13.3

**CA Budget and Policy Center Analysis**

<https://calbudgetcenter.org/resources/understanding-the-governors-2022-23-may-revision-california-state-budget/>

**Children's Health and Disability Prevention Program (CHDP) Sunset Opposition Letter**

F5SMC joined Children now and California's local health departments, county social services agencies, county supervisors, their workforce, the children, and families served to express disappointment to see that the Administration's proposal to sunset the Children's Health and Disability Prevention Program (CHDP) continues to be reflected in the Governor's May Revision. It is requested that specifically, the legislature addresses this concern as a priority and does the following: modify the sunset date to no sooner than July 1, 2024; require robust stakeholder engagement that is inclusive of local health departments, health care delivery system, social services, labor, and consumer/family interests to inform a transition of CHDP, define new partnerships and roles that harness CHDP expertise, and ensure the commitment to pediatric excellence and quality assurance into the future; ensure that children do not experience gaps in services or reductions in the quality of care; ensure post-CHDP sunset commitment to fully fund the Health Care Program for Children in Foster Care and minimize the loss of crucial local health department workforce. See Attachment #13.4.

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**ACCOUNTABILITY, RESEARCH AND EVALUATION****Stanford Social Innovation Review (SSIR): How to Tell Visually Impactful Stories with Data**

First 5 SMC Research & Evaluation Specialist, Jenifer Clark, recently completed a program offered by the SSIR on communicating more meaningfully with data visualizations. This program was produced in conjunction with the Hasso Plattner Institute for Design at Stanford University (commonly known as the Stanford d. School) and taught by the d. School Director of Teaching + Learning, Carissa Carter.

**Co-Producing Knowledge with Communities: Equity in Federal Research Programs**

On March 12<sup>th</sup>, Research & Evaluation Specialist, Jenifer Clark attended a virtual symposium hosted by the National Academy of Sciences on the importance of community co-creation of research processes and products to inform public policy and resource allocation. White House Office of Science and Technology Policy's Dr. Alondra Nelson spoke about how research conducted for the purpose of decision-making involves broad and diverse publics, each with their own knowledge systems and values. While many policy researchers understand and endorse the value of co-producing new knowledge and products alongside the communities those learnings are intended to benefit, challenges remain in developing equitable processes that address the needs of these stakeholders and facilitate their ability to meaningfully participate.

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## FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

### **New Chairperson of First 5 California**

On April 27, 2022, Governor Gavin Newsom appointed Giannina Perez as the new Chairperson of First 5 California. Perez was a former Senior Policy Advisor for Early Childhood in the Office of the Governor and succeeds former California Surgeon General Dr. Nadine Burke Harris who is stepping down from her role. See Attachment #13.5 for the First 5 California Press Release.

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## COMMUNITY AND STATEWIDE EVENTS & UPDATES

### **Choose Children 2022: Silicon Valley Community Foundation**

Choose Children and Silicon Valley Community of Foundation on May 3, 2022 released the results of a survey that showcases the economic struggles felt by many voters in San Mateo and Santa Clara counties and the associated issue of the high costs and limited availability of high-quality childcare. In San Mateo County specifically findings from voters indicated that most voters were in support of investing in programs to support early literacy, mental health programs, investing in family resources centers, and providing dedicated resources for childcare facilities where the most strongly supported investments. In addition, families are making difficult decisions due to the high cost of living and majority of voters responded that the cost of childcare or preschool is a financial strain. Nearly half of respondents are seriously considering moving out of the Bay Area and Four in five are not confident that future generation will be able to afford living in their community. Click the link for the press release: <https://www.siliconvalleycf.org/press-release-may-3-2022>.

F5SMC will utilize results of the survey for ongoing public education, advocacy, and discussions to support strategic plan implementation.

### **An Evening with Geoffrey Canada**

On May 24, 2022 from 6:00 – 7:15 pm, the Stanford Graduate School of Education will be presenting, An Evening with Geoffrey Canada, Helping All Children Unlock a Lifetime of Learning, as one of its Cubberley Lecture Series. Canada is an author, children's

advocate, and founder of Harlem Children’s Zone. The moderators include Ted Lempert, President of Children Now, Kitty Lopez, Executive Director of First 5 SMC, and Jelena Obradovic, Associate Professor of Stanford Graduate School of Education. The lecture will be held in-person and Livestream. Tickets are required for this free event. Click the link to register [ed.stanford.edu/alumni/cubberley-lecture/2022](https://ed.stanford.edu/alumni/cubberley-lecture/2022) or see Attachment #13.6 for further details.

### **Woman of the Year - Kitty Lopez**

Assembly Speaker Pro Tem Kevin Mullin named F5SMC’s Executive Director, as the 2022 Assembly District 22 Woman of the Year. Each Assemblymember and State Senator selects a woman from their district to celebrate the achievements of women throughout the state. Lopez was part of panel discussion on Women in Leadership, along with the other 8 previous honorees virtually last March 29, 2022. See Attachment #13.7 for the Press Release.

### **Children’s Day, Book Day**

On Saturday, April 30, 2022, First 5 SMC participated on Children’s Day, Book Day at San Bruno City Park. The staff briefly educated children and families about the importance of first 5 years of children’s life. Collateral materials such Kits for New Parents, bibs, thermometers, books, and etc. were also distributed. Approximately 50 – 75 children and families visited the First 5 table.



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## **COMMUNICATIONS**

First 5 SMC’s communications firm, VIVA Social Impact Partners, will provide a communications update on the May 23, 2022 Commission Meeting.

**Social Media and Analytics Report** (See Attachment #13.8)



# EXPAND HOME VISITING PROGRAMS



Home visiting services support family resiliency and improve child and family outcomes.

## ***Support Funding to Expand Home Visiting Programs***

***First 5 urges State Leaders to increase funding for home visiting programs, including supporting \$50 million in ongoing General Fund proposed in the Governor's January budget for the California Department of Public Health (CDPH) California Home Visiting Program (CHVP) and the Black Infant Health (BIH) program.***

## **?** What is Home Visiting?

Home visiting links expectant mothers and new parents with trained professionals including nurses, social workers, and community health workers who seek to understand the early needs of a family and baby. Home visits are voluntary, scheduled at a time and place that is convenient for families and offer essential guidance, coaching and connections for families and caregivers, including prenatal care and other health and human services during this critical development period in a child's life. Family-resiliency services, like home visiting, improve birth outcomes, reduce parental stress, teach positive parenting techniques, and nurture stable, healthy, loving attachments for infants and their caregivers

## **!** Why is Home Visiting Important for Children 0-5?

For decades, home visiting has been found to be among the most effective services in improving child and family outcomes. Because of its robust evidence base, the California Surgeon General has identified home visiting as a key strategy to prevent and mitigate Adverse Childhood Experiences (ACEs) and toxic stress. The benefits of home visiting include:

- » Decreased incidence and intergenerational transmission of ACEs, including the prevention of child abuse—particularly when programs enroll mothers at or before gestational age of 24 weeks.
- » Among caregivers, enhanced mental health, reduced stress, improved social support, and increased parenting readiness. The multi-generational approach embedded in home visiting has been shown to strengthen parent-child bonding and attachment, which is crucial for children's optimal development.
- » Among children, improved cognition and development, reduced externalizing and internalizing behaviors, decreased rates of low birth weights, increased immunization rates, and reduced illnesses, injuries, and feeding challenges.

## RESILIENCY DURING THE COVID-19 PANDEMIC

The pandemic brought concerns regarding family stress, isolation, and mental health challenges to the forefront for families with young children and highlighted the need for family resiliency services. The pandemic forced home visiting services to shift their delivery model to virtual services. Home visitors and home visiting programs moved quickly to serve families in new ways, demonstrating the resilience and dedication of the home visiting workforce.



### California Can Do Better

The unmet need for home visiting programs in California vastly exceeds current services and funding provided. One of the major sources of funding for home visiting in California is the [California Home Visiting Program \(CHVP\)](#). CHVP operates in 34 of 58 counties, and is funded by the federal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program as well as state general funds. The proposed increased funding for CHVP would strengthen the system of home visiting services and ensure more families receive services.

The Governor's Budget proposal would continue services for 3,700 currently served by CHVP and 1,650 served by the Black Infant Health Program, and allow for expansion to approximately 6,000 additional families over five years. In addition, the Governor's budget proposes greater flexibility for current home visiting models to meet the diverse needs of families across the state, expand home visiting services to additional counties, and ensure the services are accessible to families with the highest needs.

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The First 5 Association of California supports the 58 First 5 county commissions in building the early childhood systems and supports needed to ensure California's young children are safe, healthy, and ready to succeed in school and life. The First 5 vision is that, one day, California's success will be measured by the well-being of its youngest children.

**#HomeVisiting #CABlueprint**

# FUND INFANT & EARLY CHILDHOOD MENTAL HEALTH



This could be a pivotal moment in history for California's mental health landscape and the future of our youngest children.

## ***Support Funding for Infant and Early Childhood Mental Health (IECMH)***

***First 5 supports a \$250 million budget augmentation for IECMH services to prevent and mitigate mental health concerns, promote healthy social emotional development, and train existing providers of infants and toddlers.***



## **What are the mental health needs of infants and young children?**

Infants and young children can—and do—suffer from mental and behavioral health challenges. However, their need for intervention and services is often overlooked, and difficult for providers to identify and address, because young children handle emotional experiences and traumatic events differently from adults and older children.

It is especially critical to address trauma, mental and behavioral health challenges in infants and young children in the early years; 90% of a child's brain development happens before age 5. In addition, the isolation, stress, and trauma of the Covid-19 pandemic intensified mental health problems, including for young children.



## **What are Infant & Early Childhood Mental Health (IEMCH) services for children 0-5?**

IECMH services range from promotion to prevention, to developmentally appropriate assessment and diagnosis, treatment and maintenance. IECMH interventions use a two-generational approach, helping caregivers to provide a nurturing relationship that promotes children's social-emotional growth. Services occur with families in the home or at the community level, and might include facilitated playgroups, parenting support classes, or IECMH consultation, among others. IECMH consultation is evidence-based and prevention focused, and pairs mental health consultants with families and adults where young children learn and grow.

### **The benefits of IECMH services include:**

- » Helping families overcome access barriers to mental health care, and connect families and educators with more intensive health, mental health, or early intervention services.
- » Building adult capacity and supporting the healthy social and emotional development of children—early and before intervention is needed.
- » Reaching families from historically marginalized communities, including immigrant and low-income families of color, through community-based IECMH programs and services.

## IMPACT OF ACEs ON YOUNG CHILDREN

Forty-two percent of California children have experienced at least one Adverse Childhood Experience (ACE). ACEs are specific types of adversity, including physical and emotional abuse, neglect, and household dysfunction, shown to affect later health outcomes. Experiencing multiple ACEs during early childhood, as well as external factors like racism and community violence, can cause toxic stress in children with long-lasting impacts on health and well-being.



### California Can Do Better

Despite the growing need, and the importance of reaching children and their families early, the mental health needs of California's young children are not being met by existing programs.

The recently established Children & Youth Behavioral Health Initiative (CYBHI) offers the promise of transforming and vastly expanding children's mental health services. However, the majority of CYBHI program funding relies on partnerships with K-12 schools. Unless there is dedicated funding focused specifically on the mental health of infants and toddlers, California will miss addressing their needs at the most critical time in their development.

Investing in IECMH would expand culturally-responsive, two-generational approaches tailored to fit the needs of families in the home and in communities. Eligible entities would include Medi-Cal county behavioral health, tribal entities, community-based organizations including early care and education providers, behavioral health providers, county offices of education, and First 5 county commissions. The dedicated funds would also help train IECMH clinical and non-clinical staff.

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The First 5 Association of California supports the 58 First 5 county commissions in building the early childhood systems and supports needed to ensure California's young children are safe, healthy, and ready to succeed in school and life. The First 5 vision is that, one day, California's success will be measured by the well-being of its youngest children.

**#IECMHmatters #IECMH #ChildrensMentalHealthMatters #MentalHealth #CABlueprint**

# SUPPORT MEDI-CAL CONTINUOUS ELIGIBILITY: FIRST 5 YEARS



Consistent health coverage, and regular prevention and wellness services, lay the foundation of a healthy life for our youngest children.

***First 5 Urges State Leaders to support AB 2402 (Rubio), which extends continuous coverage for all infants in the Medi-Cal program until their 5th birthday, ensuring they have uninterrupted access to needed medical care.***

## What is meant by continuous coverage in Medi-Cal?

Multi-year continuous Medi-Cal coverage means children eligible for Medi-Cal can stay continuously enrolled until their 5th birthday without having to complete an annual review of eligibility. In 2000, California adopted the federal option to provide 12-months of continuous Medi-Cal, which includes infants in their first year of life, with annual renewals up to age 19.

Many California families face barriers when seeking to renew their Medi-Cal coverage. Paperwork errors and administrative barriers can result in children being disenrolled from Medi-Cal. The estimated average length of Medi-Cal coverage loss due to “churn,” cycling on and off health coverage, is three to four months. In a meeting with the Department of Health Care Services, staff shared that approximately 50 percent of the time children lose Medi-Cal coverage the reason is a catch-all category called “failure to respond.”

## Why focus on continuous coverage for children under five?

Ninety percent of brain development occurs during the first five years, a time when the American Academy of Pediatrics recommends children receive fourteen well-child visits to administer critical preventive care, like immunizations, and track developmental milestones. Approximately ten percent, or 100,000 children ages zero to five in California, experience Medi-Cal enrollment churn.

**The benefits of continuous eligibility include:**

- » Continuity of care and access to the essential health and preventative services all children need to grow up safe, healthy, and ready to succeed in school and life.
- » Reduced administrative costs for providers, health navigators, and counties (such as costs for new presumptive eligibility screenings, preparing new applications, and determining eligibility), as well as lowering health care costs that can otherwise increase as children cycle back onto coverage after a gap.
- » Improve ability of Medi-Cal health plans to provide and track preventive services children are entitled to under federal law, and comply with state meet quality metrics.

## INEQUITIES AND COVERAGE DISRUPTIONS

Long-standing, structurally racist policies and practices have created an environment where families of color experience a significantly greater degree of volatility in employment, income, and housing. These economic and housing impacts heighten the risk of insurance churn and coverage loss. Inconsistent health coverage leads to a higher likelihood of unmet medical needs and lower likelihood of having a usual source of care, exacerbating health inequities.



### California Can Do Better

Ensuring continuous coverage for children under age 5, without administrative barriers, will significantly contribute to improving continuity of care for young children. The large number of Medi-Cal children losing coverage for “failure to respond” during the redetermination process may be driven by administrative hurdles (not receiving required forms at current address, difficulty responding to additional documentation requirements), or housing insecurity.

Under the current national public health emergency, all Medi-Cal enrollees have temporary continuous enrollment. However, this protection is likely to expire in 2022. States will have to recheck eligibility for everyone enrolled in Medicaid, including children. Many children are estimated to lose coverage. We urge California leaders to act quickly to prevent this churn.

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The First 5 Association of California supports the 58 First 5 county commissions in building the early childhood systems and supports needed to ensure California’s young children are safe, healthy, and ready to succeed in school and life. The First 5 vision is that, one day, California’s success will be measured by the well-being of its youngest children.

**#AB2402 #ContinuousCoverage #CABlueprint**



day without day care: Providers go on strike - - USA TODAY (USA) - May 11, 2022 - page A1

May 11, 2022 | USA TODAY (USA) | Alia Wong; USA TODAY | Page A1

"Many providers and I really believed that when the pandemic occurred that everyone kind of got it – yeah, this thing is essential."

Kelly Dawn Jones Runs a child care center out of her home

"Enough with the talking. ... Why should I have to sacrifice taking care of my family? Why am I constantly in a position where I have to choose?"

Shineal Hunter

Family Circle Academy in Philadelphia

Hundreds of child care providers in 27 states and Washington, D.C., went on strike Monday to remind policymakers how essential they are, not only to families but to the nation's economy.

Early childhood professionals – and the parents they serve – said they're fed up with the lack of progress on policy promises such as better wages and expanded subsidies.

"I've never met a family who has said child care is affordable," said Allyx Schiavone, a member of the Ideal Learning Roundtable, a national group of developmental early childhood education experts. Schiavone helped organize a Connecticut-specific day of activism this year.

Few providers make much profit, and many are in the red.

Center closures were part of "A Day Without Child Care: A National Day of Action."

Nearly 400 providers pledged to participate in more than 50 confirmed events, closing their doors or striking Monday, according to Wendoly Marte, a community organizer in New York City who helped coordinate the national initiative. Some organizers simply asked parents to wear to work pins with statements such as "I wouldn't be here today without child care."

Demand for child care far exceeds the supply, and one reason is a staffing crisis. There are few incentives to work in early learning: The jobs tend to pay poverty-level wages and lack fringe benefits.

A survey conducted last summer found that 4 in 5 early learning and care centers nationally were understaffed, according to the National Association for the Education of Young Children. Providers participating in the day of action said the problem has gotten worse, pushing some of their workers to lower-stress, higher-paying jobs at warehouses and chain restaurants.

Before COVID-19, Shineal Hunter's Family Circle Academy in Philadelphia served 65 children. Now, Hunter has only three teachers, so she's down to about two dozen kids.

In consultation with staff and parents, she decided to close down her center Monday to make a statement as a Black woman and fourth-generation child care provider. "Enough with the talking. ... Why should I have to sacrifice taking care of my family? Why am I constantly in a position where I have to choose?" Hunter said. "I want to leave my business to my children, but I'm strongly against advocating for my daughters coming into this industry."

Many of the women spearheading protests relied on – and struggled to afford – child care when their kids were younger. They paid their dues and got their degrees, studying early childhood education, working in classrooms and complying with all the licensing rules to retain their designation as high-quality.

Women account for almost all of the child care workforce, and a disproportionate number are women of color. Their median wage is \$13.22 an hour.

Despite her passion for the work, Kelly Dawn Jones is similarly skeptical about passing down her child care business to her children. Jones, a single mother, runs a child care center out of her one-bedroom home in Indianapolis. Love Your Child's Care Childcare serves about a dozen children for 10 hours every weekday of the year.

Home-based providers are often subject to the same licensing requirements as centers, such as meeting teacher-student ratios. But they tend to face more barriers in accessing subsidies and are often paid less per child. That means Jones, who refuses to raise tuition for her largely low-income families, is barely getting by.

Jones' children share a bunk bed in the bedroom, and she sleeps in the living room. She said she isn't able to save for retirement and had to put off dental work. She has no idea how she'll pay for her aspiring-rocket-scientist son's college education.

"The money isn't being put where their mouth is," Jones said. "The goal of this action is to hopefully snap people awake. Many providers and I really believed that when the pandemic occurred that everyone kind of got it – yeah, this thing is essential."

At first, observers were hopeful as politicians championed the need to invest in child care during the pandemic, Marte said. After the failure of the Biden administration's Build Back Better domestic spending plan, which included provisions that would've set a cap on the amount families pay for child care and established minimum salary requirements ensuring pay parity for workers, that optimism quickly subsided.

Advocates have grown more demoralized by Congress' failure to continue an expanded child tax credit, which deposited monthly payments into parents' bank accounts. Democrats are pushing to renew the credit.

In some places, parent groups organized Day Without Child Care events.

"The parent-provider relationship is one of the most symbiotic relationships in the world," said Oriana Powell, a parent organizer in Detroit. "The trajectory of my life has been decided by having



to take care of folks" – from her child to her mother to her sister and, after her sister died, her sister's child.

Powell will always remember a moment of clarity she had before her daughter, who's in pre-K, had reliable care. Her employer allowed Powell to bring her daughter into the office and work events. She was beloved among Powell's colleagues.

One day, Powell was giving a speech and realized she couldn't see her daughter in the sea of her colleagues. Then, she heard a scream. Her daughter had fallen down the stairs. Fortunately, another woman picked her up almost immediately. It was the scariest moment of her life, and it taught her "I cannot be a worker and a parent at the same time."

"Providers show up because they understand that mothers have to work," Powell said. "And mothers know they have to work because they're invested in their child. There's no me without you."

"Many providers and I really believed that when the pandemic occurred that everyone kind of got it – yeah, this thing is essential."

Kelly Dawn Jones Runs a child care center out of her home

"Enough with the talking. ... Why should I have to sacrifice taking care of my family? Why am I constantly in a position where I have to choose?"

Shineal Hunter

Family Circle Academy in Philadelphia

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Hello!

Please see Parent Voices CA response to the Governor's May Revised Budget below.

Amid increased cost of living, the ongoing pandemic, expiration of the federal child tax credit, California families were given great news in the Governor's May Revised Budget which included another one year waiver of unaffordable child care family fees, more stability in their child care programs through the "hold harmless" provision, continued commitment to expanding access to child care for 36,000 more families, and an increase in the CalWORKs cash grant. These changes will have a direct, immediate impact for families who continue to work paycheck to paycheck.

At the same time, with a nearly \$100 billion dollar record surplus, we are deeply concerned that the missing link to ensuring families can even access quality child care programs is the increased wages necessary to attract and retain child care staff, to cover the costs of keeping their doors open, and to sustain a career devoted to our youngest children and families. Not one dollar has been proposed to address the wage crisis in the child care sector as we lose dedicated professionals who can no longer afford to serve the families they love or even consider beginning a career that doesn't even pay minimum wage or guarantee health benefits and retirement. Failure to respond to their needs further pushes a mostly women of color dominated field into deeper poverty and exacerbates the shortage of child care available to all families.



Parent Voices CA is determined to work with our partners, the Legislature and the Administration to bring financial security to our early educators and ensure the final budget honors the sacred bond between parents and child care providers that is necessary to meet the unique needs of every child in California. We are still calling on the Governor and Legislature to prioritize parents and providers in the final budget. Sign our petition to make your voice heard!

[Sign Our Petition](#)



California Chapter 2 - Kern | Los Angeles | Riverside | San Bernardino  
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May 17, 2022

FY22-23 Budget Proposal to Sunset CHDP – Opposition Letter

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May 17, 2022

The Honorable Susan Eggman  
Chair, Senate Budget Subcommittee No. 3 on Health and Human Services  
1021 O Street, Suite 8530  
Sacramento, CA 95814

The Honorable Dr. Joaquin Arambula  
Chair, Assembly Budget Subcommittee No. 1 on Health and Human Services  
1021 O Street, Suite 6240  
Sacramento, CA 95814

**RE: FY22-23 Budget Proposal to Sunset CHDP - OPPOSE**

Dear Chairs Eggman and Arambula,

We the undersigned organizations write today on behalf of California's local health departments, county social services agencies, county supervisors, their workforce, and the children and families we serve are disappointed to see that the Administration's proposal to sunset the Children's Health and Disability Prevention Program (CHDP) continues to be reflected in the Governor's May Revision and we write to express our opposition. We appreciate the tremendous vision this Administration has brought to CalAIM and the Administration's commitment to Medi-Cal expansion. While the Administration proposes to sunset CHDP as a result of these commitments, we argue that premature elimination of CHDP will create gaps in care and reduce the quality of care for California's most vulnerable children.

We request the Legislature's leadership in prioritizing this matter. Specifically, we request that the Legislature:

- **Modify the sunset date to no sooner than July 1, 2024.**
- **Require robust stakeholder engagement that is inclusive of local health departments, health care delivery system, social services, labor, and consumer/family interests to inform a transition of CHDP, define new partnerships and roles that harness CHDP expertise, and ensure the commitment to pediatric excellence and quality assurance into the future.**
- **Ensure the children do not experience gaps in services or reductions in the quality of care.**
- **Ensure post-CHDP sunset commitment to fully fund the Health Care Program for Children in Foster Care.**
- **Minimize the loss of crucial local health department workforce.**

In the paragraphs below we explain our concerns with the Administration's proposed sunset of CHDP.

**Premature Sunset**

CHDP is a dynamic program that includes (1) providing Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) screening, including preventive health, vision, hearing and dental screening, follow-up services, and care coordination; (2) CHDP Gateway which serves as a presumptive eligibility entry point for children, to receive temporary preventive, primary and specialty health care coverage through the Medi-Cal Fee-For-Service (FFS) delivery system; (3) training and certifying pediatric providers for quality

assurance and AAP Bright Futures standards; and (4) Responsibility for local administration of the Health Care Program for Children in Foster Care (HCPCFC) and the Childhood Lead Poisoning Prevention (CLPP) program. With the exception of HCPCFC program, the current proposal will sunset all other program components by July 1, 2023. The CHDP's proposed sunset assumes other programmatic transitions being led by DHCS and delivery system partners are on schedule and without error. With the vast number of Medi-Cal programming and policy shifts happening now, we must leave open the possibility of programmatic delays and/or challenges that may need to be addressed.

Thinking about these transitions through the lens of critical health care for some of California's most complex children and families, there is no room for error. We recommend shifting the sunset date to no sooner than July 1, 2024, to allow for other program transitions to be fully implemented while also creating the stakeholder environment to inform the sunset process, define new partnerships and opportunities, and ensure no gaps in coverage or reductions in quality of service.

### **CHDP Gateway is More Than Just Enrollment**

We recognize the Administration's interest in ensuring that children will be able to access care through expanding the number of Medi-Cal providers that can presumptively enroll children in Medi-Cal. However, currently CHDP programs help families find CHDP-certified providers who can enroll them in the CHDP Gateway. In addition, local health departments collaborate with partner agencies, such as social services, the Women, Infants and Children (WIC) Program, California Children's Services, Head Start, and child welfare services/foster care, to provide them with information and referrals to local CHDP providers. Under the proposed presumptive eligibility pathway for children, we are concerned that these linkages to services will be lost. Individuals and families may not only struggle to identify and access Medi-Cal providers given many of our current clients do not know how to navigate the Medi-Cal system and provider network, but they may also lose these critical navigation and lifelines to services that are at the heart of addressing social determinants of health. This concern is further exacerbated by the lack of current collaboration between Medi-Cal managed care and public health departments.

### **Gap in Services for Fee-for-service Beneficiaries**

CHDP currently provides services to Medi-Cal fee-for-service children. While we understand care for the majority of Medi-Cal kids will be provided through Medi-Cal managed care, it is important to note that there will continue to be a residual population of children that will remain in fee-for-service, such as the foster care population. Should the sunset be implemented, children in fee-for-service will not receive the same coordination that they are provided today.

### **Quality Assurance and Provider Support**

One of CHDP's greatest strengths is the role it plays ensuring quality of pediatric preventive care and excellence for the State's children and youth enrolled in Medi-Cal. In regular site certification visits and medical record reviews, CHDP monitors a practice's adherence to and compliance with Bright Futures (BF) guidelines from the American Academy of Pediatrics (AAP)—the gold standard in pediatric care. They conduct medical chart reviews to assure a pediatric focused history and physical exam, oral health screening, lab assessments, developmental, mental health, social determinants, and ACEs screening among a host of preventive and diagnostic assessments performed accurately on infants and children.

The CHDP site certification process includes review of practice protocols, site and equipment specifications, and patient services to ensure that clinics meet acceptable standards for “child-centered” care. The certification/recertification reviews and audits performed in CHDP greatly improve the quality and expectation of pediatric and family practice care of children in our State. In some instances, these reviews have precluded a site provider from CHDP certification/recertification, despite having been certified by the health plan. When a provider does not meet CHDP-certification criteria, CHDP provides support in the form of corrective action plans, which includes resources, training, and technical assistance to help that provider elevate their standards and expertise for services to children and youth—therein building a more robust pool of qualified providers.

While the Administration’s proposal notes the managed care requirements to follow such standards, the proposal lacks detail on how managed care plans will be required to carry out such trainings and facility and medical chart reviews. It is critical that this be addressed in detail to avoid significant gaps in the standard of care of services delivered to children.

### **EPSDT Requirements and Coordination to Medi-Cal Dental Services**

CHDP has a significant and unique role in fulfilling the Early Periodic Screening Diagnosis and Treatment (EPSDT) components of the federal Medicaid mandate. We believe that a wholesale sunset of CHDP is premature and does not reflect well the complex role counties play in supporting children, their families, and providers, particularly as it relates to oral health care. Currently, CHDP is the vehicle for implementing the Early and Periodic Screening (EPS) components of the federal mandate, while the fee-for-service Medi-Cal Dental program provides the required dental Diagnosis and Treatment (DT) services. Despite recent guidance, enacted legislation, and new initiatives,<sup>1</sup> the Medi-Cal managed care medical plans (MCPs) do not provide EPSDT assurances with respect to dental care. In addition, although expectations of managed care plans have expanded, the outcomes for children in poor oral health have not improved. Local CHDP programs assure access to dental services by informing Medicaid beneficiaries and their families of both medical and dental benefits. For children, whose care is coordinated directly by CHDP programs, there is a high success rate of placement in a dental home, in some areas upwards of 90%. This is just one example of how CHDP is playing a critical role in connecting California’s families to preventative services and, in doing so, setting our families on a path to a healthy future. This loss would go against California’s commitment to health equity.

### **Decreasing Public Health Workforce**

At a time when local health departments are working to bolster our workforce, the proposal to sunset the CHDP program would result in local health departments losing nearly 300 full-time equivalents (FTEs) across the state, including 68 public health nurse FTEs impacting over 80 nurse positions.

The COVID-19 pandemic served as a wake-up call and a reminder that underinvestment, and devaluing of public health, undermines the health of our communities and our resiliency as a state. At a time when

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<sup>1</sup> See APL 19-010,

<https://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/APL2019/APL19-010.pdf>; AB 2207 (chaptered in 2016), [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201520160AB2207](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB2207); and CalAIM dental components, <https://www.dhcs.ca.gov/services/Pages/DHCS-CalAIM-Dental.aspx>.

May 17, 2022

FY22-23 Budget Proposal to Sunset CHDP – Opposition Letter

Page 5

federal and state leadership, including this legislature, are debating how to bring more investments to public health infrastructure and workforce we must not eliminate long-standing funding streams. And, in this case, eliminating state general fund investments also cuts off an opportunity for counties to draw down additional federal funding through Title XIX federal funding match.

### Fully Funding the HCPCFC Program

We are grateful that the administration sees the value in maintaining the HCPCFC program at the county and appreciate that this is a recognition of the success our counties have had in supporting California's foster families. It is important to note how the elimination of CHDP positions will impact the HCPCFC program. Currently, CHDP supports HCPCFC program management, public health nurse supervision, and other administrative functions. In addition, the HCPCFC often funds partial public health nurse FTEs, which is inadequate in a standalone program. Our early estimates suggest that the HCPCFC would need to retain nearly 80 FTEs from CHDP to operate as a standalone program. This includes roughly 14 public health nurse supervisor FTEs and 30 public health nurse FTEs. Absent the continuation of these positions, services provided to foster youth under HCPCFC may be adversely impacted.

**For these reasons, we respectfully urge the Legislature to reject the Administration's proposal to sunset the CHDP program.** We look forward to working with the Legislature in the coming weeks to identify a path forward that reflects our shared commitment to the health and wellbeing of all Californians. And furthermore, we request robust stakeholder dialogue to ensure such a transition is handled delicately, is appropriately timed, and puts California's most vulnerable children first.

Sincerely,



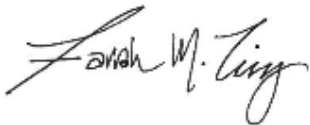
Michelle Gibbons  
Executive Director  
County Health Executives Association of  
California



Beth Malinowski  
Government Relations Advocate  
SEIU California



Cathy Senderling McDonald  
Executive Director  
County Welfare Directors Association of  
California



Farrah McDaid Ting  
Legislative Representative  
California State Association of Counties



Sergio Morales  
Executive Director  
California School-Based Health Alliance



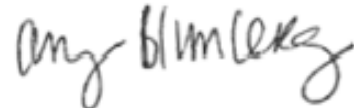
Barbara Ferrer, PhD, MPH, Med  
Director  
Los Angeles County Department of Public  
Health



Pete Manzo,  
President & CEO  
United Ways of California



Yasuko Fukuda, MD, FAAP  
Chair  
American Academy of Pediatrics, California

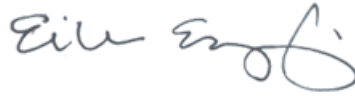


Amy Blumberg  
Director of Government Relations  
California Children's Hospital Association





Karrine Van Groningen, MD, MPH  
Legislative and Policy Analyst  
American Academy of Pediatrics, California 2



Eileen Espejo,  
Senior Managing Director, Health  
Children Now



Mayra Alvarez  
President  
The Children's Partnership



Brianna Pittman-Spencer  
Government Affairs Director  
California Dental Association



Heidi Coggan  
President  
California Dental Hygienists' Association



Erin M. Kelly, MPH  
Executive Director  
Children's Specialty Care Coalition



Pip Marks  
Project Director  
Family Voices of California



Teresa Anderson  
Public Policy Director  
The Arc/UCP CA Collaboration



Alex Briscoe  
Principal  
California Children's Trust



Paul Reggiardo, DDS  
Executive Director  
California Society of Pediatric Dentistry



Julia Liou  
Chief Executive Officer  
Asian Health Services



Kitty Lopez  
Executive Director  
First 5 San Mateo



Cyndi B. Hillery  
Legislative Advocate  
California Medical Association



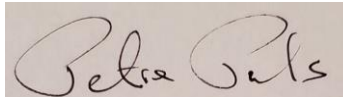
Gabby Tilley  
Senior Policy Manager  
The Los Angeles Trust for Children's Health



Linda Nguy  
Policy Advocate  
Western Center on Law and Poverty



Smita Malhotra, MD,  
Medical Director  
Los Angeles Unified School District



Petra Puls  
Executive Director  
First 5 Ventura

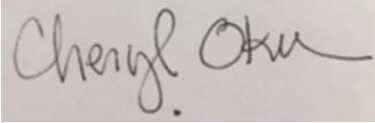


Andie Patterson  
Vice President of Government Affairs  
CaliforniaHealth+ Advocates

May 17, 2022

FY22-23 Budget Proposal to Sunset CHDP – Opposition Letter

Page 7



Cheryl Oku  
Consultant  
Help Me Grow San Mateo County



Francisco Ramos-Gomez, DDS, MS, MPH  
Executive Director  
UCLA Center for Children’s Oral Health

Julie Gallelo  
Executive Director  
First 5 Sacramento

- cc:
- Honorable Members, Senate Budget & Fiscal Review Committee
  - Honorable Members, Assembly Budget Committee
  - Marjorie Swartz, Policy Consultant, Office of the Senate President Pro Tempore
  - Agnes Lee, Policy Consultant, Office of the Assembly Speaker
  - Elisa Wynne, Staff Director, Senate Budget and Fiscal Review Committee
  - Scott Ogus, Deputy Staff Director, Senate Budget and Fiscal Review Committee
  - Kirk Feely, Fiscal Director, Senate Republican Caucus
  - Anthony Archie, Consultant, Senate Republican Caucus
  - Christian Griffith, Chief Consultant, Assembly Budget Committee
  - Andrea Margolis, Consultant, Assembly Budget Subcommittee No. 1
  - Joe Shinstock, Fiscal Director, Assembly Republican Caucus
  - Eric Dietz, Consultant, Assembly Republican Caucus
  - Keely Bosler, Director, California Department of Finance
  - Dr. Mark Ghaly, Secretary, California Health and Human Services Agency
  - Michelle Baass, Director, California Department of Health Care Services
  - Dr. Tomás Aragón, Director and State Public Health Officer, California Department of Public Health
  - Richard Figueroa, Legislative Affairs Secretary, Office of Governor Gavin Newsom
  - Tam Ma, Deputy Legislative Secretary, Office of Governor Gavin Newsom
  - Sonja Petek, Principal Fiscal & Policy Analyst, Legislative Analyst’s Office



**For Immediate Release**

April 27, 2022

**Contact:** Jamiann Collins-Lopez

(916) 319-1924

**Giannina Pérez Named Chairperson of California  
Children and Families Commission**

**Sacramento, Calif.** — Yesterday, Giannina Pérez, former Senior Policy Advisor for Early Childhood in the Office of the Governor, was appointed by California Governor Gavin Newsom to the [California Children and Families Commission](#), commonly known as First 5 California.

Pérez, an early childhood policy expert with over 18 years of experience in advocacy and government, was selected for the appointment after working closely with the Governor for the last three years on developing children-first policy platforms. During her time in the Governor’s office, Pérez helped spearhead progressive policies in the areas of childcare, preschool, kindergarten readiness, home-visiting, developmental screenings and intervention, and other family supports.

“Giannina Pérez has been a strong advocate for young children and families for nearly two decades,” said Jackie Thu-Huong Wong, Executive Director of First 5 California. “Ms. Pérez’s experience both inside and outside government will

be an incredible asset to the First 5 California Commission. We look forward to tapping into her expertise to improve the lives of our littlest learners.”

As Chairperson of the First 5 California Commission, Pérez will lead the agency in making progress towards its newly adopted Audacious Goal - that in a generation, all children 0-5 will have the safe, stable, nurturing relationships and environments necessary to achieve healthy development.

Pérez succeeds former California Surgeon General Dr. Nadine Burke Harris who is stepping down from her state roles to spend more time with her family. “As California begins to recover from a multi-year pandemic that has had profound and devastating effects on children and families throughout the state, the work of First 5 California is more important than ever,” said Dr. Burke Harris. “As I pass the torch, I am confident that Ms. Perez is the right leader at the right time to see families through these difficult times.”

“As Chair of First 5 California, I am humbled and thrilled to follow the incredible footsteps of Dr. Burke Harris, serving California’s families and furthering the Commission’s work to ensure all children have a healthy start to life during the first five years,” Pérez stated. “All Californians thrive when young children and families have access to supportive services and programs. I am excited and ready to get to work with the Administration, Legislature, and advocates to ensure California’s promise becomes reality for all our state’s children.”

Pérez has previously worked with Early Edge California and Children Now, leading policy initiatives centered on children and families. Ms. Pérez holds a Master of Public Policy degree from University of California, Los Angeles.

For more information about First 5 California, visit [www.ccfc.ca.gov](http://www.ccfc.ca.gov).

###

**ABOUT FIRST 5 CALIFORNIA:**

*First 5 California was established in 1998 when voters passed Proposition 10, which taxes tobacco products to fund services for children ages 0 to 5 and their families. First 5 California programs and resources are designed to educate and support teachers, parents, and caregivers in the critical role they play during a child's first five years – to help California kids receive the best possible start in life and thrive. For more information, please visit [www.cfc.ca.gov](http://www.cfc.ca.gov).*

Cubberley Lecture Series presents

# An evening with Geoffrey Canada

Author, children's advocate, and founder  
of Harlem Children's Zone

Helping all children unlock a lifetime of learning



ONE OF THE smartest investments in education is simple: pay it forward from the beginning of life. That means taking advantage of the early years when young children's brains are undergoing explosive growth and forming the architecture necessary to realize their full potential. How do we help families, educators, caregivers, and communities interpret and apply new understandings of brain maturation and cognitive development? How can an interdisciplinary approach create personalized early childhood learning solutions? How can meaningful policy change, especially for our most under-resourced children, be advanced? Why is now a ripe moment for bold action? Join us for an evening of inspiration and conversation with education visionaries who think deeply about these important questions.

**Tuesday, May 24, 2022**  
**6:00 – 7:15 p.m.**

## Memorial Auditorium

551 Jane Stanford Way, Stanford University

Also presented virtually via Stanford Livestream.

## Reception, 5:00 p.m.

Memorial Auditorium Patio

### Keynote followed by a conversation moderated by

**Ted Lempert, JD '86**, President, Children Now

with **Kitty Lopez** Executive Director,  
First 5 San Mateo County

and **Jelena Obradović**, Associate Professor,  
Stanford Graduate School of Education

**GEOFFREY CANADA** founded the Harlem Children's Zone (HCZ) Project in 1997 with the mission to end intergenerational poverty in Central Harlem and lead the way for other long-distressed communities to do the same. From early childhood, education, and career programs to community outreach and wellness initiatives, HCZ's on-the-ground, wrap-around programming opens pathways to mobility and prosperity. The work of Canada and HCZ has been featured on 60 Minutes, The Oprah Winfrey Show, Nightline, National Public Radio and in the documentary *Waiting for "Superman."*

For his work advocating for low-income children and families of color, he received the first Heinz Award, the Harold W. McGraw Jr. Prize in Education, The Jefferson Award for Public Service, and the Common Good Award from Bowdoin College. Drawing on his own childhood experiences growing up in the South Bronx, Canada wrote *Fist Stick Knife Gun: A Personal History of Violence*. Canada holds a BA from Bowdoin College and an MA from the Harvard Graduate School of Education.

Tickets are required for this free event.

Learn more at [ed.stanford.edu/alumni/cubberley-lecture/2022](https://ed.stanford.edu/alumni/cubberley-lecture/2022)

Each guest can request up to three complimentary tickets for the event.

In-Person



Livestream



**TED LEMPERT** is president of Children Now, a research and policy organization focused on transforming children's advocacy. Lempert previously served four terms in the California State Assembly.



**KITTY LOPEZ** is Executive Director of First 5 San Mateo County; Board President, First 5 State Association. Kitty previously served as leading nonprofit executive supporting children and families in San Mateo County.



**JELENA OBRADOVIĆ** examines how the interplay of children's physiological stress arousal, self-regulatory skills, and caregiving environments contributes to their health, learning, and well-being over time.

Improving lives **through learning**

If you have questions or need assistance with EDD, please use our [EDD Assistance Form](#).

Attachment 13.7

# Assembly Speaker Pro Tem Kevin Mullin Names Kitty Lopez Woman of the Year

## FOR IMMEDIATE RELEASE:

Tuesday, March 22, 2022

Susan Kennedy  
 Director of Communications, Office of  
 Speaker pro Tempore Kevin Mullin  
 925-437-2510  
[susan.kennedy@asm.ca.gov](mailto:susan.kennedy@asm.ca.gov)

San Mateo – Assembly Speaker pro Tem Kevin Mullin announced his selection of Kitty Lopez, Executive Director of First 5 San Mateo County as the 2022 Assembly District 22 Woman of the Year.



For over 30 years, the California State Legislature has celebrated the achievements of women throughout the state with its annual Woman of the Year celebration, which takes place during Women's History Month. Each Assemblymember and State Senator selects a woman from their district. Traditionally, honorees are invited to the State Capitol to be introduced on the Assembly Floor and are given a resolution honoring their contributions to the community and state, but this year the event remains virtual.

"Kitty is an exemplary leader with a long history of accomplishments and I am pleased to recognize an incredibly talented and dedicated member of our community. Throughout the COVID-19 pandemic Kitty played a key role as a partner and steward of efforts to support young children, families and early care providers in a sector that was particularly impacted," said Speaker pro Tem Kevin Mullin.

As the Executive Director of First 5 San Mateo County and the Co-Chair of the Advisory Body, Build Up San Mateo County Children's Initiative, Kitty is always working on ways to improve and increase child care services in San Mateo County.

Since its inception, First 5 has invested more than \$150 million in local programs and has served nearly 100,000 children from birth through age five. Each year, more than 8,000 parents and primary caregivers receive First 5 San Mateo County-funded services. The pandemic hit this service area significantly, so Kitty and First 5 played a key role by providing support to young children, families and early care providers through flexible funding, engagement in San Mateo County's Emergency Child Care Response Team, facilitating emergency supplies from First 5 California and other state agencies to over 300 child care providers, and co-hosting virtual forums and information sessions with county partners and

## Search

Search

## Contact Kevin

EDD Assistance

Email Updates

Contact Kevin

## Capitol Office:

P.O. Box 942849  
 Sacramento, CA 94249-0022  
 Tel: (916) 319-2022  
 Fax: (916) 319-2122

## District Office:

1528 South El Camino  
 Real  
 Suite 302  
 San Mateo, CA 94402  
 Tel: (650) 349-2200  
 Fax: (650) 341-4676

## Follow Kevin



agencies for both providers and parents of young children. As a result of this engagement, the Child Care Response Team was able to distribute \$5.3 million to 287 child care programs during the pandemic, supporting over 8,000 children.

**Attachment 13.7**

Prior to her role at First 5, Kitty served as the Executive Director of Samaritan House, one of San Mateo County's leading Core Services Agencies and safety net non-profits serving low-income families and individuals with food, shelter, clothing, health care, counseling, education classes and holiday assistance. During her tenure at Samaritan House (2002-2013), she led a capital campaign to raise over \$6 million for a new building to house the kitchen, case management and administrative offices. The agency staff grew from 14 to nearly 80 with a budget increase of \$2 million to nearly \$10 million when she departed.

Kitty has been a teacher and consultant in schools serving students with special needs and has also worked in a residential substance abuse treatment center and psychiatric hospital for children and youth. She is also active in her community serving on several boards, including HEART (Housing Endowment and Regional Trust of San Mateo County), STEP (Success Through Education Program), and is Past President and current member of the San Mateo Rotary Club. She is currently serving as the newly elected Chair of the First 5 Association of California.

"Over the past two years, Kitty and her teams worked tirelessly to overcome challenges others may have seen as insurmountable. Her strong commitment to San Mateo County and to all those she has served throughout her career is unwavering, and we as a community are better as a result of her good work," stated Speaker pro Tem Mullin.

**Capitol Office:** State Capitol

P.O. Box 942849

Sacramento, CA 94249-0022

Tel: (916) 319-2022 | Fax: (916) 319-2122

**District Office:**

1528 South El Camino Real, Suite 302

San Mateo, CA 94402

Tel: (650) 349-2200 | Fax: (650) 341-4676

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REPORT FOR APR 1, 2022 - APR 30, 2022

## FIRST 5 SAN MATEO ANALYTICS

## OVERVIEW

## OVERVIEW - APRIL

This month's F5SMC Communications were focused on Advocacy Day and setting the tone for the next year of First 5 programming. First 5 San Mateo County content highlighted the work that First 5 San Mateo is doing in conjunction with the First 5 Association to advance the state support for whole child, whole family approaches to the first 5 years.

**Website**

Web traffic was up this month, from 780 visitors last month to 1,270 visitors this month. Much of the April content was shared from the blog posts on the First 5 website, so the content led readers to the website. 84% of the visitors to the site were new to the site, which is slightly higher, 2 percentage points, than the consistent trends. This month, the greatest number of website referrals came from the Facebook mobile app]. Pages per session were slightly higher than last month on average, and the average duration was the same as last month as well.

**Social Media**

- At the end of April, F5SMC Facebook page had 1,620 total fans, up from 1,615 at the end of March. This is the 8th consecutive month with an increased total fan count. April page impressions increased to 6,392 with the promotion of the blog content. The engagement rate was 3.21%, which is consistent with the last few months. The top post was the the blog post outlining the Advocacy Day, and the second most engaged post was about Black Infant Health Month.
- Instagram followers increased by 7 to 1255 in April. The top posts was a post promoting Advocacy Day. The engagement rate of the top post was about 15% and the overall average engagement rate was about 5%.
- Twitter followers stayed the same at 674. Impressions remained consistent with month-over-month and year-over-year performance of 3,600 impressions. Engagement was up consistent from month-over-month and year-over-year performance. There were 10 follower retweets.
- LinkedIn increased by 4 followers to 127. Engagement was 5%. The highest performing post was a reshare of Kitty's celebration by the First 5 Association!

**Email Marketing**

- The Newsletter in April had an Open Rate of about 38%, which is significantly higher than the industry average for social services content. This is very consistent with the last newsletter as well. The content of the newsletter was focused on Advocacy Day highlights.

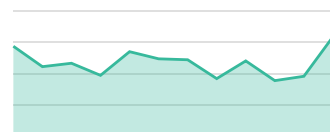
## WEBSITE INSIGHTS

## TOP PAGES BY PAGEVIEWS

| Page Path                                       | Pageviews    |
|---|--------------|
| /   | 1,353        |
| /about/   | 52           |
| /staff/   | 52           |
| /commission/                                    | 44           |
| /kit-for-new-parents/                           | 42           |
| /our-impact/                                    | 40           |
| /resource/car-seat-checks/                      | 38           |
| /es/los-tres-tipos-de-estres-y-como-afrontarlo/ | 35           |
| /early-childhood-development/                   | 34           |
| /for-parents-families/                          | 34           |
| /our-work/                                      | 32           |
| /resources/                                     | 32           |
| /adverse-childhood-experiences/                 | 27           |
| /contact/                                       | 27           |
| /who-we-are/                                    | 27           |
| /our-focus-areas/                               | 25           |
| <b>Total</b>                                    | <b>2,604</b> |

## TOTAL SESSIONS

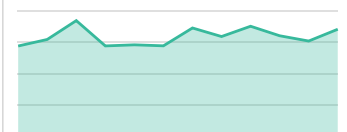
1,270



Previous period: 761  
Previous year: 1,757

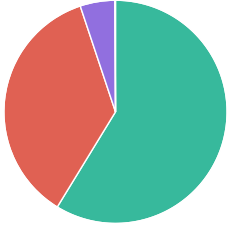
## PAGES PER SESSION

2.1



Previous period: 1.8  
Previous year: 1.8

TOP SOURCES BY SESSIONS



| Medium       | Sessions     | Previous period |
|--------------|--------------|-----------------|
| (none)       | 746          | 180             |
| organic      | 459          | 468             |
| referral     | 64           | 111             |
| social       | 1            | 2               |
| <b>Total</b> | <b>1,270</b> |                 |

TOP REFERRERS BY SESSIONS

| Source                      | Sessions | Previous period |
|-----------------------------|----------|-----------------|
| m.facebook.com              | 12       | 16              |
| facebook.com                | 8        | 14              |
| t.co                        | 8        | 4               |
| peninsulafamilyservice.org  | 6        | 12              |
| cosmobrand.ru               | 4        | 1               |
| smcgov.org                  | 4        | 6               |
| linkedin.com                | 3        | 29              |
| lp.constantcontactpages.com | 3        | N/A             |
| espanol.helpmegrowsmc.org   | 2        | 2               |

AVERAGE SESSION DURATION

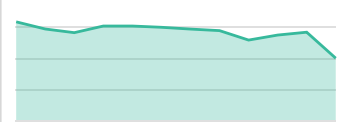
00:01:14



Previous period: 00:01:14, Previous year: 00:01:01

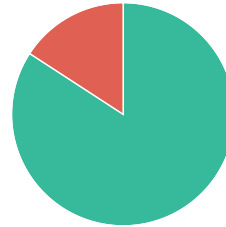
BOUNCE RATE

50.16%



Previous period: 71.09%, Previous year: 61.64%

NEW VS RETURNING

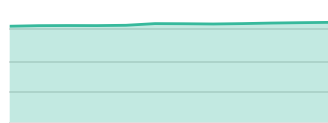


| Visitor Type      | Sessions |
|-------------------|----------|
| New Visitor       | 84.2%    |
| Returning Visitor | 15.8%    |

FACEBOOK INSIGHTS

FANS COUNT

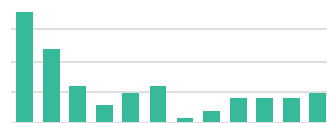
1,620



Previous period: 1,615, Previous year: 1,545

FAN ADDS

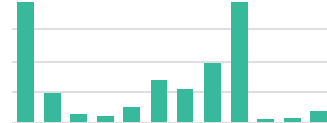
5



Previous period: 4, Previous year: 7

PAGE IMPRESSIONS

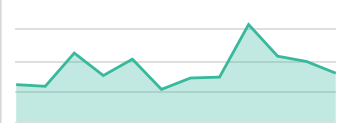
6,392



Previous period: 2,603, Previous year: 22,654




PAGE ENGAGEMENT RATE

3.21%







Previous period: 3.96%, Previous year: 2.24%

TOP POSTS BY ENGAGEMENT RATE

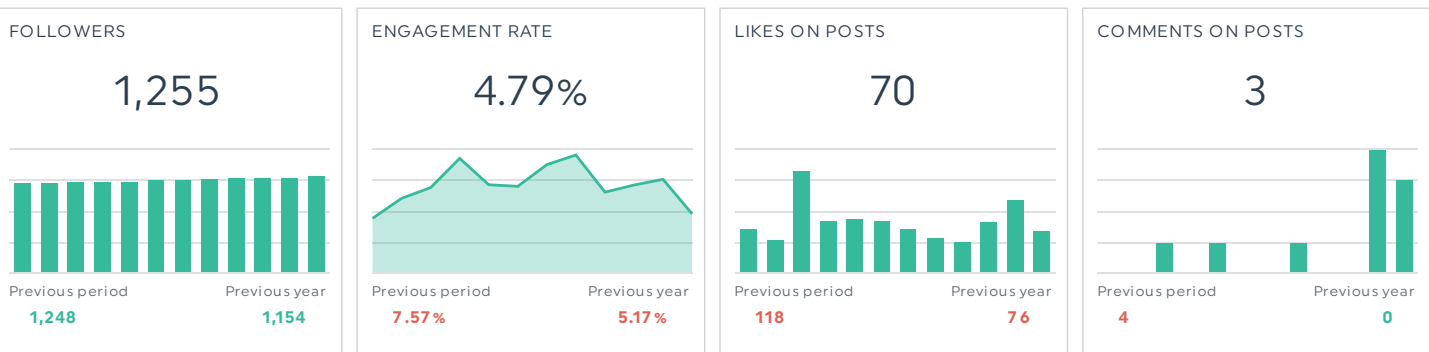
| Post With Image  | Engagement Rate | Total Reactions | Post Comments | Post Shares |
|--|-----------------|-----------------|---------------|-------------|
|  New systems that work for ALL families in their times of need. We have the opportunity to build them, why should we wait? Read more at <a href="http://www.first5sanmateo.org">www.first5sanmateo.org</a> Silicon Valley Community | 11.11%          | 0               | 0             | 0           |
| Black Infant Health and Adverse Childhood Experiences Screenings go hand in hand. If we are able to address the root causes of inequity, we can create accessible paths to health for children and   | 10.61%          | 2               | 0             | 0           |
|  Here's what you need to know this Advocacy Day. #advocacy #california #earlychildhood #successforeverychild (id: 618117351594890_7249964718410087)   | 8.07%           | 63              | 0             | 1           |
|  BIPOC children are at a higher risk for insurance churn & coverage loss due to longstanding economic inequities caused by structurally racist policies/practices. #ContinuousCoverage for  | 7.50%           | 3               | 0             | 0           |

TOP POSTS BY IMPRESSIONS





1

| Post With Image  | Post Impressions | Post Reach |
|--|------------------|------------|
|  Here's what you need to know this Advocacy Day. #advocacy #california #earlychildhood #successforeverychild (id: 618117351594890_7249964718410087)   | 1,708            | 1,053      |
|  Puente, will be having a virtual Trauma-Informed Training for Child Care Providers (Spanish) on April 28, 2022, from 5:30 pm - 8:30 pm. This training will help child care providers engage the families they serve, particularly wit ... (id: 618117351594890_7252192868187272) | 610              | 596        |
|  Join Dad's Hangout! It is a group where fathers can talk about the victories and challenges of being a dad! (id: 618117351594890_7242603945812831)  | 329              | 296        |
|  (id: 618117351594890_7286377988102093)   | 326              | 310        |





INSTAGRAM INSIGHTS



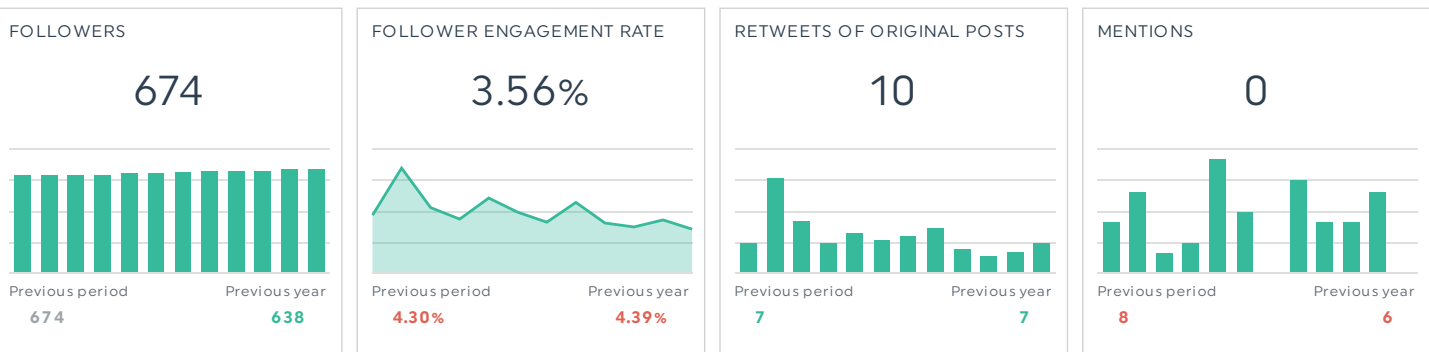
TOP POSTS BY ENGAGEMENT RATE

| Post With Image  | Engagement Rate | Likes | Comments |
|--|-----------------|-------|----------|
|  Funding for #HomeVisiting should be used to provide a wide range of models that best meets the needs of CA's diverse families, allowing flexibility at the county level, & expanding to additional counties. #CABlueprint #CABudget #F5AD  | 10.34%          | 6     | 0        |
|  Kids develop the concept of gender before age 5; it's important that adults have the info to support young children in feeling safe and confident in their bodies. Join us on 4/5, 12, or 27 for a webinar about creating a more welcoming world. Register: <a href="https://bit.ly/Rainbow-Kids">https://bit.ly/Rainbow-Kids</a> . @communityequitycollaborative, | 6.59%           | 6     | 0        |
|  It's First 5 Advocacy Day! Today, First 5s from all over the state are talking to legislators about our Whole Child, Whole Family agenda that prioritizes the wellbeing of CA children ages 0-5 & their families. <a href="https://bit.ly/3qZb7N3">https://bit.ly/3qZb7N3</a> #WholeChildWholeFamily #F5AD   | 15.15%          | 5     | 0        |
|  --   | 8.62%           | 5     | 0        |

TOP POSTS BY IMPRESSIONS

| Post With Image   | Impressions | Reach |
|---|-------------|-------|
|  Join StarVista's Facebook livestream on Tuesday, April 12 at 12pm hosted by Brook Pollard, ASW to learn ways in which you can help yourself and/or a loved one when life's stressors are present. The live stream will be accessible on StarVista's Facebook page (@StarVistaSMC).  | 96          | 93    |
|  Kids develop the concept of gender before age 5; it's important that adults have the info to support young children in feeling safe and confident in their bodies. Join us on 4/5, 12, or 27 for a webinar about creating a more welcoming world. Register: <a href="https://bit.ly/Rainbow-Kids">https://bit.ly/Rainbow-Kids</a> . @communityequitycollaborative, @sanmateocountypridecenter, @siliconvalleycf | 91          | 83    |
|  #HomeVisiting has been identified by CA Surgeon General as a key strategy to prevent & mitigate #ACEs & toxic stress. Among many benefits, Home Visiting has been shown to enhance caregivers' mental health, reducing stress & strengthening parent-child bonding. #CABlueprint #F5AD   | 80          | 77    |
|  Have questions about when to vaccinate or get a booster for your child? Supercharge your children 5 and up against COVID-19. Find a free vaccine near you at <a href="http://MyTurn.ca.gov">MyTurn.ca.gov</a> or call 833-422-4255.   | 66          | 65    |

TWITTER INSIGHTS



IMPRESSIONS

# 3.6K

TOP RETWEETED POSTS

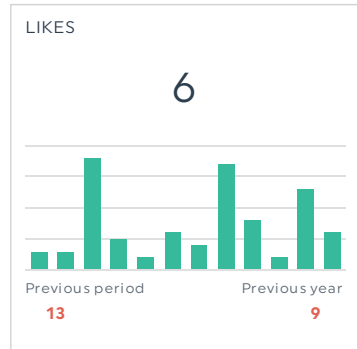
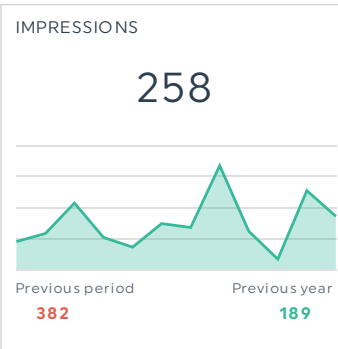
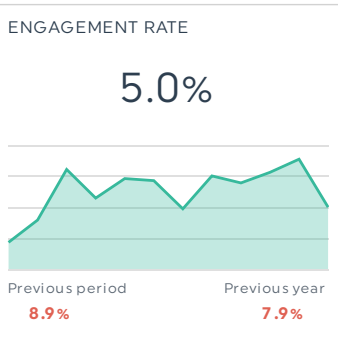
Post ^

- First 5 & partners ensure that providers are safe & supported. These educators are esse... **2**
- Here is what you need to know this Advocacy Day. #earlychildhood #advocacy #california #successf... **1**
- New systems that work for ALL families in their times of need. We have the opportunity to build t... **3**
- This Autism Awareness month, look for signs of your child's personal development journey! If you... **3**
- Tomorrow is tax day! Which means that you still have time to get your check in the mail, just for ... **1**



LINKEDIN INSIGHTS

FOLLOWERS

# 127



TOP POSTS BY ENGAGEMENT RATE (WITH IMAGE)

| Post with image  | Engagement Rate | Likes | Clicks |
|--|-----------------|-------|--------|
| We are incredibly proud (and, as always, so lucky) to have Kitty Lopez as our Executive Director. Congratulations Kitty!   | 11.9%           | 1     | 4      |
|  Here's what you need to know this Advocacy Day. #advocacy #california #earlychildhood #successforeverychild <a href="https://lnkd.in/e-tceBm2">https://lnkd.in/e-tceBm2</a>  | 6.9%            | 0     | 2      |
|  Throughout COVID-19, First 5 and our partners have worked to ensure that childcare providers are safe and supported. These educators are essential to our community. They really are heroes, with or without capes. This Advocacy Day (April 19th), we are talking to legislators about continued supports needed for this critical workforce. #Childcare #Workforce | 5.6%            | 4     | 2      |

## EMAIL CAMPAIGNS

## OPEN RATE

| Campaign Name                                    | Open Rate ▾ |         | Opens |      | Sends |      | Clicks |     | Click Rate |        |
|--|-------------|---------|-------|------|-------|------|--------|-----|------------|--------|
|  |             |         |       |      |       |      |        |     |            |        |
| April Newsletter - First 5 SMC                   | 37.80%      | +37.80% | 138   | +138 | 403   | +403 | 5      | +5  | 0.01%      | +0.01% |
| Trauma Informed Training for Providers (Spanish) | 36.70%      | +36.70% | 134   | +134 | 401   | +401 | 10     | +10 | 0.03%      | +0.03% |

## NOTES

1. Impressions are the number of times your content is displayed. Reach is the total number of people who see your content.



**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County (F5SMC) Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Committee Updates

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### Finance and Administration Committee Meeting – May 16, 2022

- Commissioners: Alexis Becerra, Sylvia Espinoza, Rosanne Foust (absent)
- Staff: Kitty Lopez, Khanh Chau

**1. Adopt a resolution finding that, because of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees**

MOTION: Commissioner Espinoza/ SECOND: Commissioner Becerra  
 Motion approved.

**2. Review Budget Monitoring Report as of April 30, 2022**

Kitty Lopez briefly presented an overview of the Budget Monitoring Report as of April 30, 2022 comparing to 83.33% YTD Benchmark (Attachments 14A, 14B, 14C, 14D). YTD Total Revenue is 6% higher than YTD benchmark due to the inclusion of fiscal year Prop 56 Tax revenue, Children’s Health Initiative (CHI) refund and new grant awards.

Total Appropriations is 23% below YTD Benchmark due to underspending in Program Appropriations associated with COVID 19 negative impacts and pending planning and implementation of the SPIP FY18-20 in coordination within 3-year time frame of the new strategic plan SPIP FY20-23.

Projected Ending Fund balance of 13.820 million or 124%, that represents a positive variance of 24% or \$2.702 million higher than the planned budget.

Committee members reviewed the Budget Monitoring Report as of April 30, 2022 and had no further questions.

**3. Review and Recommend Approval of F5SMC’s FY2022-23 Draft Budget and the Use of Ending Fund Balance (Ending Reserves\*) to Fund F5SMC’s FY2022-23 Adopted Budget**

Kitty Lopez briefly walked through the Background of the Budget memo, key Budget Assumptions and Tobacco Tax Revenue Projections with Flavor Ban as a conservative approach to Revenue projections. Kitty Lopez also provided key budget changes in the F5SMC’s FY2022-23 Draft Budget, as presented in the summary table of the Budget memo: Beginning Fund Balance is based on Ending Fund Balance of FY2021-22 Revised Budget; Total Revenues decrease by \$292K, Total Appropriations decrease by \$185K; the FY2022-23 Draft Budget changes results in a budget deficit of \$1.825 M or \$107K higher than the budget deficit of the FY2021-22 Revised Budget; Administrative Cost Rate is 10%, which is below the approved Admin Cost Rate for FY2021-22.

Committee members reviewed the F5SMC's FY2022-23 Revised Budget and commented that the Budget memo and Budget Narratives provide helpful information that are easy to read and follow through.

Committee members endorsed and recommended the Approval of F5SMC's FY2022-23 Draft Budget and the Use of Ending Fund Balance (Ending Reserves\*) to Fund F5SMC's FY2022-23 Adopted Budget.

Next Finance and Administration Committee Meeting will be on June 13, 2022

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### **Early Childhood Evaluation Advisory Committee Meeting – May 16, 2022**

- Commission Members: Louise Rogers (Chair); Carole Groom; Naveen Mahmood
- Grantee Representatives: Heather Cleary, Peninsula Family Service; Carol Elliot, AbilityPath
- F5SMC Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

The Early Childhood Evaluation Advisory Committee met virtually on Monday, May 16<sup>th</sup>. The group welcomed Dr. Naveen Mahmood to her first subcommittee meeting. Louise Rogers was re-elected as Chair of the Committee.

The primary topic of discussion was a draft workplan for research and evaluation activities during through FY 2022-23. Planned activities include: ongoing collection of data required by First 5 California; updated data collection and sharing protocols for agencies providing intensive services; review and secondary data analysis of program-specific data, including a qualitative analysis of program narratives; equity indicators at both the client and organizational levels; a program-specific evaluation of the Friday Café model; an updated grantee survey on the impact of COVID-19; and the second administration of the Trauma Informed Organizational Practices Assessment as a part of the second cohort of the Trauma and Resilience- Informed Systems Initiative (TRISI) project. Committee members discussed the need for communicating well-defined goals for any data sharing and analysis project, and providing the contextual information that will create buy-in among those being asked to collect and share data.

The group briefly reviewed the draft Request for Quotes for Evaluation Consultation and Support Services scheduled for release this week. These consultation services will support F5SMC staff in implementing the activities outlined in the evaluation workplan. Committee members felt that this support would be helpful, and discussed the appropriate funding level for these services.

The next meeting of the Early Childhood Evaluation Advisory Committee is scheduled to be held on Monday, July 18<sup>th</sup> at 3:30 pm.



**DATE:** May 23, 2022  
**TO:** First 5 San Mateo County Commission  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Budget Monitoring Report as of April 30, 2022

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## **BUDGET MONITORING REPORT as of April 30, 2022 HIGHLIGHTS**

### **Budget Monitoring Report as of April 30, 2022 Highlights**

The Budget Monitoring Report as of April 30, 2022 is presented in **Attachments 14B, 14C, and 14D**. Key Budget Monitoring Report highlights are as following:

**YTD Benchmark: 83.33%**

#### **REVENUES**

- YTD Interest Revenue projection is \$87K or 91%, that represents a positive variance or 8% higher than YTD Benchmark.
- YTD Tobacco Tax Revenue projections are \$4.930 million or 97%, that represents a positive variance or 14% higher than YTD Benchmark due to the inclusion of higher disbursement of Prop 56 Tax revenue.
- YTD Other Grant Revenue is 991K or 66%, which is 17% lower than YTD Benchmark due to underspending in some Other Grants due to COVID restriction.
- YTD Total Revenues projections are \$6.009 million or 90%, that represents a positive variance or 6% higher than YTD Benchmark. Major attributable factors to this net positive variance are associated with higher disbursement of Prop 56 Tax revenue.

#### **APPROPRIATIONS**

- YTD Program Expenditures projections are \$4.425 million or 58%, that represents a positive variance or 25% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending across investment areas due to the Covid restrictions still being in place at some agencies; this has some negative impacts to grant executions and pending planning and contracting of strategic plan implementation and Other Grant executions.
- YTD Admin Expenditures projections of \$599K or 74% that represents a positive variance or 9% below YTD Benchmark. Major contributions to this positive variance are attributable to savings in various Admin Expenses due to staff working outside the office and staff on FMLA.
- **YTD Total Appropriations (Net Appropriations\*)** projections are \$5.024 million or 60%, that represents a positive variance or 23% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in Program Appropriations due to COVID restriction impacts, planning of strategic plan implementation, and under spending in various Administrative Operation budget lines.

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

- Currently, we are projecting Ending Fund balance (Reserves\*) of \$13.820 million or 124%, that represents a positive variance of 24% or \$2.702million higher than the planned budget.

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

**CHALLENGES: None at this time.**

## FIRST 5 SAN MATEO COUNTY

## SUMMARY OF BUDGET MONITORING REPORT AS OF 4.30.2022

|   | FY 21-22<br>Revised Budget | YTD Actuals as<br>of April 30, 2022 | Accruals         | YTD Combined      | YTD Combined<br>vs.<br>FY21-22 Revised<br>Budget (%) |
|---|----------------------------|-------------------------------------|------------------|-------------------|--|
| <b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>             | <b>12,844,713</b>          | <b>12,844,713</b>                   | <b>-</b>         | <b>12,844,713</b> | <b>100%</b>  |
| <b>A. Interest Revenue</b>                                      | <b>96,000</b>              | <b>87,539</b>                       | <b>-</b>         | <b>87,539</b>     | <b>91%</b>   |
| <b>B. Tobacco Tax Revenue</b>                                   | <b>5,106,000</b>           | <b>4,079,391</b>                    | <b>851,000</b>   | <b>4,930,391</b>  | <b>97%</b>   |
| Tobacco Tax Revenue Fiscal Year Allocations                     | 5,106,000                  | 4,079,391                           | 851,000          | 4,930,391         | 97%  |
| <b>C. Other Grant Revenues</b>                                  | <b>1,502,025</b>           | <b>412,699</b>                      | <b>578,516</b>   | <b>991,215</b>    | <b>66%</b>   |
| F5CA Other Grants / IMPACT Grant                                | 620,000                    | 113,513                             | 155,000          | 268,513           | 43%  |
| Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)                    | 882,025                    | 299,186                             | 423,516          | 685,002           | 78%  |
| <b>TOTAL REVENUES</b>   | <b>6,704,025</b>           | <b>4,579,628</b>                    | <b>1,429,516</b> | <b>6,009,144</b>  | <b>90%</b>   |
| <b>TOTAL AVAILABLE FUND (Total Sources*)</b>                    | <b>19,548,738</b>          | <b>17,424,341</b>                   | <b>1,429,516</b> | <b>18,853,857</b> | <b>96%</b>   |
| <b>PROGRAM APPROPRIATIONS</b>                                   |                            |                                     |                  |                   |  |
| <b>D1. Strategic Plan Investment - SPIP FY 20-23</b>            | <b>4,185,094</b>           | <b>2,381,525</b>                    | <b>394,755</b>   | <b>2,776,279</b>  | <b>66%</b>   |
| Community Investments (FE, CH&D, EL)                            | 3,836,854                  | 2,111,539                           | 366,568          | 2,478,107         | 65%  |
| Evaluation  | 43,643                     | 32,733                              | 3,637            | 36,370            | 83%  |
| Policy, Advocacy, & Communications (PAC)                        | 304,597                    | 237,253                             | 24,550           | 261,803           | 86%  |
| <b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b> | <b>901,034</b>             | <b>51,053</b>                       | <b>1,050</b>     | <b>52,103</b>     | <b>6%</b>  |
| Community Investments (FE, CH&D, EL)                            | 387,799                    | 44,919                              | -                | 44,919            | 12%  |
| Evaluation  | 350,000                    | -                                   | -                | -                 | 0%   |
| Policy, Advocacy, & Communications (PAC)                        | 163,235                    | 6,134                               | 1,050            | 7,184             | 4%   |
| <b>E. Other Grants</b>  | <b>1,266,296</b>           | <b>402,482</b>                      | <b>289,389</b>   | <b>691,871</b>    | <b>55%</b>   |
| F5CA Other Grants / IMPACT Grant                                | 562,803                    | 203,756                             | 46,900           | 250,656           | 45%  |
| Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)                    | 703,493                    | 198,726                             | 242,489          | 441,215           | 63%  |
| <b>F. Program Operations</b>                                    | <b>1,261,149</b>           | <b>904,850</b>                      | <b>-</b>         | <b>904,850</b>    | <b>72%</b>   |
| Program Shared Operating Budget                                 | 202,300                    | 124,474                             | -                | 124,474           | 62%  |
| Program Staff S&B & Shared Admin Staff Time                     | 873,309                    | 666,322                             | -                | 666,322           | 76%  |
| Evaluation Staff S&B  | 185,540                    | 114,054                             | -                | 114,054           | 61%  |
| <b>Total Program Appropriations (D1+D2+E+F)</b>                 | <b>7,613,573</b>           | <b>3,739,909</b>                    | <b>685,194</b>   | <b>4,425,103</b>  | <b>58%</b>   |
| <b>ADMIN APPROPRIATIONS</b>                                     |                            |                                     |                  |                   |  |
| <b>G. Admin Shared Operating Budget</b>                         | <b>202,300</b>             | <b>124,779</b>                      | <b>-</b>         | <b>124,779</b>    | <b>62%</b>   |
| <b>H. Admin Staff S&amp;B</b>                                   | <b>605,810</b>             | <b>473,864</b>                      | <b>-</b>         | <b>473,864</b>    | <b>78%</b>   |
| <b>Total Admin Appropriations (G+H)</b>                         | <b>808,110</b>             | <b>598,643</b>                      | <b>-</b>         | <b>598,643</b>    | <b>74%</b>   |
| <b>TOTAL APPROPRIATIONS (Net Appropriations*)</b>               | <b>8,421,683</b>           | <b>4,338,552</b>                    | <b>685,194</b>   | <b>5,023,746</b>  | <b>60%</b>   |
| Surplus / (Deficit) (Total Revenues - Total Appropriations)     | (1,717,658)                | (241,076)                           | (744,322)        | (985,398)         |  |
| <b>ENDING FUND BALANCE</b>                                      | <b>11,127,055</b>          | <b>13,085,789</b>                   | <b>744,322</b>   | <b>13,830,111</b> | <b>124%</b>  |
| <b>Total S&amp;B</b>  | <b>1,664,659</b>           | <b>1,254,240</b>                    | <b>-</b>         | <b>1,254,240</b>  | <b>75%</b>   |

FIRST 5 SAN MATEO COUNTY

DETAILS OF BUDGET MONITORING REPORT AS OF  
4.30.2022

YTD Benchmark: 83%

|  | ORG/ACCT#  | FY 21-22 Revised Budget | YTD Actuals as of April 30, 2022 | Accruals         | YTD Combined      | YTD Combined vs. FY21-22 Revised Budget (%) | Notes to Budget Monitoring Report                      |
|--|------------|-------------------------|----------------------------------|------------------|-------------------|---|--|
| <b>BEGINNING FUND BALANCE (Beginning Reserves*)</b>            |            | <b>12,844,713</b>       | <b>12,844,713</b>                |                  | <b>12,844,713</b> | <b>100%</b>                                 |  |
| <b>A. Interest Revenue</b>                                     | 19510-1521 | 96,000                  | 87,539                           |                  | 87,539            | 91%   |  |
| <b>B. Tobacco Tax Revenue</b>                                  |            | <b>5,106,000</b>        | <b>4,079,391</b>                 | <b>851,000</b>   | <b>4,930,391</b>  | <b>97%</b>                                  | Higher Prop 56 tax revenue than projection.            |
| Tobacco Tax Revenue Fiscal Year Allocations                    | 19510-1861 | 5,106,000               | 4,079,391                        | 851,000          | 4,930,391         | 97%   | \$851K are Mar and April Tobacco Tax Revenue estimates |
| <b>C. Other Grant Revenues</b>                                 |            | <b>1,502,025</b>        | <b>412,699</b>                   | <b>578,516</b>   | <b>991,215</b>    | <b>66%</b>                                  |  |
| F5CA IMPACT Grant FY20-23                                      | 19510-1861 | 400,000                 | 92,036                           | 100,000          | 192,036           | 48%   |  |
| F5CA Home Visiting Grant FY20-22                               | 19510-1861 | 220,000                 | 21,476                           | 55,000           | 76,476            | 35%   | Grant term has extended 6.30 2023                      |
| F5SF IMPACT HUB TA FY21-22                                     | 19510-2643 | 138,998                 | 39,066                           | 46,333           | 85,399            | 61%   | \$46K are Q3 and April revenue estimates               |
| County of San Mateo BHRS - Mental Health Services MHSA Prop 63 | 19510-2643 | 85,000                  | 53,195                           | 28,333           | 81,528            | 96%   | \$28K are Q3 and April revenue estimates               |
| David Lucile Packard- Help Me Grow FY20-22                     | 19510-2643 | 75,000                  |                                  |                  | 0                 | 0%  | Deferred revenue will be recognized during the audit   |
| Sequoia Healthcare District - Special Needs Grant FY20-23      | 19510-2643 | 339,000                 |                                  | 282,500          | 282,500           | 83%   | \$283K are Q3 and April revenue estimates              |
| Sequoia Healthcare District - Mental Health Grant FY20-23      | 19510-2643 | 57,000                  |                                  | 47,500           | 47,500            | 83%   | \$47.5K are Q3 and April revenue estimates             |
| Aurrera Health Group - ACES Aware                              | 19510-2643 | 15,277                  | 15,277                           |                  | 15,277            | 100%  |  |
| SMC's Children Success Planning Project                        | 19510-2643 |                         | 18,850                           |                  |                   |   | New project  |
| Education- SMC's Children Success Planning Project             | 19510-2643 |                         |                                  | 18,850           |                   |   | New project  |
| CHI Refund   | 19510-2643 | 171,750                 | 171,750                          |                  | 171,750           | 100%  |  |
| F5SMC Wellness Grant   | 19510-2658 |                         | 1,048                            |                  | 1,048             |   |  |
| <b>TOTAL REVENUES</b>  |            | <b>6,704,025</b>        | <b>4,579,628</b>                 | <b>1,429,516</b> | <b>6,009,144</b>  | <b>90%</b>                                  |  |
| <b>TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)</b>                  |            | <b>19,548,738</b>       | <b>17,424,341</b>                | <b>1,429,516</b> | <b>18,853,857</b> | <b>96%</b>                                  |  |

| APPROPRIATIONS  |            |                  |                  |                |                  |            |   |
|---|------------|------------------|------------------|----------------|------------------|------------|---|
| PROGRAM APPROPRIATIONS  |            |                  |                  |                |                  |            |   |
| <b>D1. Strategic Plan Investment - SPIP FY 20-23</b>            |            | <b>4,185,094</b> | <b>2,381,525</b> | <b>394,755</b> | <b>2,776,279</b> | <b>66%</b> | Includes underspending funds from FY20-21   |
| Resilient Family  | 19540-6125 | 1,134,950        | 730,753          | 125,409        | 856,162          | 75%        | \$125K are April expenditure estimates  |
| Healthy Children  | 19540-6156 | 1,327,078        | 764,997          | 126,590        | 891,587          | 67%        | \$127K are April expenditure estimates  |
| Quality Care and Education                                      | 19540-6263 | 1,374,826        | 615,789          | 114,569        | 730,358          | 53%        | \$115K are April expenditure estimates  |
| Grant Management and Other Evaluation Projects                  | 19540-6265 | 43,643           | 32,733           | 3,637          | 36,370           | 83%        |   |
| Other Evaluation Projects                                       | 19540-6265 | 0                |                  |                | 0                |            |   |
| Policy Advocacy, Communications & Systems Change                | 19540-6814 | 294,597          | 237,253          | 24,550         | 261,803          | 89%        |   |
| Emerging Projects   | 19540-6814 | 10,000           | 0                |                | 0                | 0%         | Pending planning and coordination with ARPA system integration and strategic planning   |
| <b>D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over</b> |            | <b>901,034</b>   | <b>51,053</b>    | <b>1,050</b>   | <b>52,103</b>    | <b>6%</b>  | The implementation of the SPIP FY 2018-20 Carry Over Funds are in coordination within the 3-year time frame of the new strategic plan FY 2020-23, as per the Commission approval. |
| Children Health & Development - Carry Over                      | 19540-6156 | 287,799          | 5,000            |                | 5,000            | 2%         |   |
| Early Learning - Carry Over                                     | 19540-6263 | 100,000          | 39,919           |                | 39,919           | 40%        |   |
| Other Evaluation Projects - Carry Over                          | 19540-6265 | 350,000          | 0                |                | 0                | 0%         | FY20-21 actual expenditures was \$199K. Balance SPIP FY18-20 carry over will be expended through 6.30.2023 or return back to Fund Balance.  |
| PAC - Carry Over  | 19540-6814 | 118,357          | 3,675            | 1,050          | 4,725            | 4%         |   |
| Emerging Projects - Carry Over                                  | 19540-6814 | 44,878           | 2,459            |                | 2,459            | 5%         |   |

|  | ORG/ACCT#  | FY 21-22 Revised Budget | YTD Actuals as of April 30, 2022 | Accruals       | YTD Combined      | YTD Combined vs. FY21-22 Revised Budget (%) | Notes to Budget Monitoring Report           |
|--|------------|-------------------------|----------------------------------|----------------|-------------------|---|---|
| <b>E. Other Grants</b>   |            | <b>1,266,296</b>        | <b>402,482</b>                   | <b>289,389</b> | <b>691,871</b>    | <b>55%</b>                                  |   |
| F5CA IMPACT Grant  | 19540-6126 | 388,803                 | 171,519                          | 32,400         | 203,919           | 52%   |   |
| F5CA Home Visiting Grant   |            | 174,000                 | 32,237                           | 14,500         | 46,737            | 27%   | Grant term has extended 6.30 2023           |
| F5SF IMPACT HUB TA FY21-22   | 19540-6126 | 128,000                 | 62,909                           | 10,667         | 73,576            | 57%   | New grant award                             |
| County of San Mateo BHRS - Mental Health Services MHSA Prop 63                       | 19540-6131 | 71,706                  | 49,566                           | 17,927         | 67,493            | 94%   | Final year of the 3-year grant              |
| Peninsula Healthcare District - HMG Call Center Grant calendar year 2021             | 19540-6131 | 42,000                  | 44,311                           |                | 44,311            | 106%  | Grant ended 12.30.2021                      |
| David Lucile Packard- Help Me Grow Sequoia Healthcare District - Special Needs Grant | 19540-6131 | 20,000                  | 19,804                           |                | 19,804            | 99%   | Grant ended 12.30.2021                      |
| Sequoia Healthcare District - Mental Health Grant                                    | 19540-6131 | 393,792                 |                                  | 196,896        | 196,896           | 50%   | \$196K are Q3 & April expenditure estimates |
| Sequoia Healthcare District - Mental Health Grant                                    | 19540-6131 | 34,000                  | 9,858                            | 17,000         | 26,858            | 79%   | \$17K are Q3 & April expenditure estimates  |
| Aurrera Health Group - ACES Aware  | 19540-6131 | 13,995                  | 12,277                           |                | 12,277            | 88%   | Grant ended.                                |
| <b>F. Program Operations</b>   |            | <b>1,261,149</b>        | <b>904,850</b>                   | <b>0</b>       | <b>904,850</b>    | <b>72%</b>                                  |   |
| Program Shared Operating Budget  |            | 202,300                 | 124,474                          |                | 124,474           | 62%   |   |
| Program Staff S&B & Shared Admin Staff Time  |            | 873,309                 | 666,322                          |                | 666,322           | 76%   |   |
| Evaluation Staff S&B   |            | 185,540                 | 114,054                          |                | 114,054           | 61%   |   |
| <b>Total Program Appropriations (D1+D2+D3+E+F)</b>                                   |            | <b>7,613,573</b>        | <b>3,739,909</b>                 | <b>685,194</b> | <b>4,425,103</b>  | <b>58%</b>                                  |   |
| <b>ADMIN APPROPRIATIONS</b>  |            |                         |                                  |                |                   |   |   |
| G. Admin Shared Operating Budget   |            | 202,300                 | 124,779                          |                | 124,779           | 62%   |   |
| H. Admin Staff S&B   |            | 605,810                 | 473,864                          |                | 473,864           | 78%   |   |
| <b>Total Administrative Appropriations</b>   |            | <b>808,110</b>          | <b>598,643</b>                   | <b>0</b>       | <b>598,643</b>    | <b>74%</b>                                  |   |
| <b>Administrative Cost Rate %</b>  |            | <b>10%</b>              | <b>14%</b>                       | <b>0%</b>      | <b>12%</b>        |   |   |
| <b>TOTAL APPROPRIATIONS (NET APPROPRIATIONS')</b>                                    |            | <b>8,421,683</b>        | <b>4,338,552</b>                 | <b>685,194</b> | <b>5,023,746</b>  | <b>60%</b>                                  |   |
| <b>ENDING FUND BALANCE (ENDING RESERVES')</b>  |            | <b>11,127,055</b>       | <b>13,085,789</b>                | <b>744,322</b> | <b>13,830,111</b> | <b>124%</b>                                 |   |

**Color Coding**

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

Schedule 1- OPERATING BUDGET MONITORING REPORT AS OF 4.30.2022

|  | ORG / ACCT# | FY21-22 Revised Budget | YTD Actuals as of April 30, 2022 | Accruals   | YTD Combined   | YTD Combined vs. FY21-22 Revised Budget (%) | Notes to Budget Monitoring Report                             |
|--|-------------|------------------------|----------------------------------|------------|----------------|---|---|
| <b>I. Services and Supplies</b>            |             |                        |                                  |            |                |   |   |
| Outside Printing & Copy Svc                | 19510-5191  | 2,000                  |                                  |            | 0              | 0%  |   |
| General Office Supplies                    | 19510-5193  | 8,000                  | 2,056                            |            | 2,056          | 26%   |   |
| Photocopy Lease & Usage                    | 19510-5196  | 5,000                  | 314                              |            | 314            | 6%  |   |
| Computer Supplies                          | 19510-5211  | 15,000                 | 2,163                            |            | 2,163          | 14%   | Software licenses and Place holder for emergency IT equipment |
| County Memberships - (e.g. F5 Assn Dues)   | 19510-5331  | 15,000                 | 12,806                           |            | 12,806         | 85%   |   |
| Auto Allowance                             | 19510-5712  | 11,000                 | 8,632                            | 417        | 9,049          | 82%   |   |
| Meetings & Conference Expense              | 19510-5721  | 10,000                 | 750                              |            | 750            | 8%  |   |
| Commissioners Meetings & Conference Exp    | 19510-5723  | 5,000                  | 904                              | 193        | 1,097          | 22%   |   |
| Other Business Travel Expense              | 19510-5724  | 10,000                 | 8                                |            | 8              | 0%  |   |
| Dept. Employee Training Expense            | 19510-5731  | 17,000                 | 13,459                           |            | 13,459         | 79%   |   |
| Wellness grant                             | 19510-5856  | 0                      | 1,075                            |            | 1,075          |   |   |
| Other Professional Services                | 19510-5858  | 50,000                 | 45,603                           |            | 45,603         | 91%   |   |
| <b>Sub Total - Services &amp; Supplies</b> |             | <b>148,000</b>         | <b>87,770</b>                    | <b>610</b> | <b>88,380</b>  | 60%   |   |
| <b>II. Other Charges</b>                   |             |                        |                                  |            |                |   |   |
| Telephone Service Charges                  | 19510-6712  | 5,500                  | 3,280                            |            | 3,280          | 60%   |   |
| Automation Services - ISD                  | 19510-6713  | 57,000                 | 31,755                           |            | 31,755         | 56%   |   |
| Annual Facilities Lease                    | 19510-6716  | 70,000                 | 46,897                           |            | 46,897         | 67%   |   |
| General Liability Insurance                | 19510-6725  | 10,500                 | 8,386                            |            | 8,386          | 80%   |   |
| Official Bond Insurance                    | 19510-6727  | 800                    | 215                              |            | 215            | 27%   |   |
| Human Resources Services                   | 19510-6733  | 2,000                  | 303                              |            | 303            | 15%   |   |
| Countywide Security Services               | 19510-6738  | 800                    | 556                              |            | 556            | 70%   |   |
| All Other Service Charges                  | 19510-6739  | 60,000                 | 28,777                           |            | 28,777         | 48%   |   |
| A-87 Expense                               | 19510-6821  | 50,000                 | 41,009                           |            | 41,009         | 82%   |   |
| <b>Sub Total - Other Charges</b>           |             | <b>256,600</b>         | <b>161,177</b>                   | <b>-</b>   | <b>161,177</b> | 63%   |   |
| <b>Total Operating Budget</b>              |             | <b>404,600</b>         | <b>248,947</b>                   | <b>610</b> | <b>249,557</b> | 62%   |   |
| <b>Program Shared Operating Budget</b>     |             | <b>202,300</b>         | <b>124,474</b>                   | <b>305</b> | <b>124,779</b> | 62%   | Allocation rate 50%   |
| <b>Admin Shared Operating Budget</b>       |             | <b>202,300</b>         | <b>124,474</b>                   | <b>305</b> | <b>124,779</b> | 62%   | Allocation rate 50%   |

Schedule 2 - SALARIES & BENEFITS BUDGET MONITORING REPORT AS OF 4.30.2022

|                                    |  |                  |                  |          |                  |            |   |
|------------------------------------|--|------------------|------------------|----------|------------------|------------|---|
| Program Staff & Shared Admin Staff |  | 873,309          | 666,322          |          | 666,322          | 76%        | 27% Admin staff time allocated to Program |
| Evaluation Staff                   |  | 185,540          | 114,054          |          | 114,054          | 61%        | Underspending due to staff on FMLA        |
| Admin Staff                        |  | 605,810          | 473,864          |          | 473,864          | 78%        |   |
| <b>Total Salaries and Benefits</b> |  | <b>1,664,659</b> | <b>1,254,240</b> | <b>0</b> | <b>1,254,240</b> | <b>75%</b> |   |

Color Coding

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

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