FIRST 5 SAN MATEO COUNTY
www.first5sanmateo.org

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

*** PUBLIC HEARING MEETING NOTICE***

FIRST 5 SAN MATEO COUNTY COMMISSION MEETING

DATE: **Monday, April 23, 2018**

TIME: **4:00 PM – 6:00 PM**

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

AGENDA	
Call to Order and Preliminary Business 1. Roll Call 2. Public Comment 3. Action to Set Agenda for April 23, 2018 Meeting and Approve Consent Agenda Items *(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.)* 4. Commission Announcements 5. Storytelling: First 5 Work / Impact	4:00 PM
Discussion Items 6. Watch Me Grow – System Barriers by Cheryl Oku, Help Me Grow Program Manager, Gatepath 7. Proposition 64 and Early Childhood by Kitty Lopez, Executive Director, First 5 SMC 8. 2018 California Children's Report Card, Data for San Mateo County by Ted Lempert, President, Children Now	4:10 PM
Action Item 9. Approval of First 5 San Mateo County Bylaws and Policies Annual Review 10. Approval of the Agreement for the Help Me Grow Consultation Services with Cheryl Oku Consulting in the amount of $233,240, Agreement Term from July 1, 2018 to June 30, 2020	5:15 PM
Informational Items 11. Communications Update *(See Attachments 11)* 12. Report of the Executive Director *(See Attachments 12)* 13. Committee Updates *(See Attachments 13)*	5:30 PM

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

Persons wishing to address a particular agenda item should speak during that agenda item. If you wish to speak to the Commission, please fill out a speaker's slip located in the box on the sign in table as you enter the conference room. If you have anything that you wish to be distributed to the Commission and included in

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

the official record, please hand it to Myra Cruz who will distribute the information to the Commissioners and staff. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Commission Chair.

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

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

First 5 San Mateo County Commission Meeting

CONSENT AGENDA

April 23, 2018

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

3.1 Approval of the March 26, 2018 Commission Meeting Minutes
(See Attachment 3.1)

First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
March 26, 2018
San Mateo County Office of Education

Call to Order & Roll Call

1. Roll Call

Commission Members:	David Canepa, Anne Campbell, Rosanne Foust, Pam Frisella, Nicole Pollack, Neel Patel, Sandra Phillips-Sved, Louise Rogers
Absent:	Michael Garb
Staff:	Kitty Lopez, Michelle Blakely, Khanh Chau, Karen Pisani, Emily Roberts, Myra Cruz
County Counsel:	David Silberman

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

Public comments on items not included in the agenda:
David Fleishman, Executive Director of 4C's, commented the following:

- 4C's and Gatepath are co-hosting a Superintendent of Schools Candidate Forum as the current superintendent, Commissioner Campbell, will be retiring at the end of the year. It will be on Saturday, April 21st, 2018 from 10:00 am – 11:30 am at the Sobrato Center in Shoreway Conference Room.
- Build Up for San Mateo Children Initiative is looking to fill or recruiting for the manager position. The Jacques M. Littlefield Foundation will be funding this position for 2 years for $250,000. He acknowledged the First 5 San Mateo County (F5SMC) and Human Services Agency for providing seed money for this initiative, and the Hiesing Simons Foundation for funding the technical assistant position.

2. Action to Set Agenda for March 26, 2018 Meeting and Approve Consent Agenda

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

Motion approved.

3. Commission Announcements
No announcements.

4. Storytelling: First 5 Work/Impact
Commissioner Pollack, as a former First 5 Commissioner in Nevada County and former employee at Head Start, shared examples of programs and policies that First 5's from various counties had partaken around early childhood development and strengthening families such as child abuse prevention, respite care, health insurance enrollment prior to implementation of Affordable Care Act, school readiness, crafting a Children's Bills of Rights, maternal home visits, and creation of the Sesame Street In Home Kits for providers. She is very pleased to have First 5 be part of her career and will continue to do so.

Discussion Items

5. **Work Force Wage Benefit Survey Presentation**
F5SMC's Program and Planning Director, Michelle Blakely introduced the speakers: Nirmala Dillman, Coordinator, San Mateo County Child Care Partnership Council and San Mateo County Quality Rating and Improvement System;

Donna Yuriar, Project Specialist, CA State Preschool Program; and Francesca Wright (presenting via phone), Consultant, Davis Consultant Network. They presented findings from an early childhood teacher's compensation study in San Mateo County commissioned by First 5 San Mateo County and the Child Care Partnership Council. The study was conducted by Davis Consultant Network. Dillman said that the last data on this study was in 2001. Yuriar asked the Commission to continue support the data collection study, to advocate for higher wages for Early Childhood Education (ECE) teachers, and to help professionalize the field around ECE in San Mateo County. She referred a summary handout version of the presentation. Discussion ensued on this topic.

Power Point Presentation, *San Mateo County 2017 Early Childhood Education Teacher Compensation Study,* can be found on the March 26, 2018 Commission Meeting Presentation website.

Public Comments:

- Heather Cleary, Executive Director, Peninsula Family Services (PFS), thanked F5SMC for their support. Cleary shared challenges that their PFS' ECE teachers are facing. Cleary said that many classrooms had been closed because they do not have the workforce.
- Angel Barrios, Executive Director, Institute for Human and Social Development thanked F5SMC for their support. Barrios shared their priorities including building their workforce. Barrios shared that many of their staff are homeless and received services from the County.

6. **Review First 5 California Annual Report**

F5SMC's Evaluation Specialist, Jenifer Clark presented *First 5 California Annual Report for 2016 – 2017*. Clark informed that every year F5SMC has to submit its data on the strategic plan and the number of people served to First 5 State Commission. It is a requirement of Proposition 10 that each First 5 County Commission must review the annual report in a public hearing. She highlighted the following:

- In Fiscal Year 2016 – 2017, First 5CA County Commissions invested over $361 million in services and $54 million in System Change. Collectively county commissions provided 1,747,060 services and distributed 175,000 Kits for New Parents.
- First 5 California invests in communications such as website resources for parents, social media and the First 5 Express Van.
- 5,926 sites are participating in the Quality Rating & Improvement System (QRIS) across the State.
- Invested in Research and Evaluation such as the Child Signature Program, AIR Study of Transitional Kindergarten and California Health Interview Survey.
- New investments in The Dual Language Learner Pilot and Transforming the Workforce for Children Birth through Age 8 Infrastructure Development.

Clark's *First 5 California Annual Report for 2016 – 2017* Power Point Presentation and the link for the full report can be found on the March 26, 2018 Commission Meeting Presentation website.

Public Comments: None

Action Items

7. **Review and Approval of the Use of Reserves to Fund the Approved FY 2017 – 2018 Revised Budget**

Lopez requested the approval of the F5SMC Fiscal Year 2017 – 2018 Revised Budget. She added that the F5SMC Commission already approved the revised budget at the last January 2018 Commission Meeting. The SMC Controller's Office wants to include some language in the budget that other departments use and ensure that the F5SMC Commission was informed of the funds that were taken from the reserve. New terminology was included in the presented revised budget. Lopez added that $209,498 was pulled from the reserved funds.

MOTION: FOUST / SECOND: POLLACK

AYES: CAMPBELL, CANEPA, FRISELLA, PHILLIPS/SVED, PATEL, ROGERS
NOES: NONE
ABSTAIN: NONE

8. **Approval of Formation of a First 5 Commission Strategic Planning Ad Hoc Committee to Assist the Strategic Planning Revision Process, March – December 2018**
   Lopez reminded the Commission that they approved the revision of Strategic Plan for 2018 – 2020, and requested their approval for creating a Strategic Planning Ad Hoc Committee. The Committee is comprised of Officers (Frisella & Rogers), Long-term Commissioner (Garb) and New Commissioner (Pollack). Any recommendations from this Committee will be presented to the full Commission.
   MOTION: PHILLIPS-SVED / SECOND: CAMPBELL
   AYES: CANEPA, FOUST, FRISELLA, PATEL, POLLACK, ROGERS
   NOES: NONE
   ABSTAIN: NONE

Informational Items

9. Communication Update
   Lopez shared that F5SMC was requesting a quotation for communications consultation services for the fiscal year 2018 – 2019 from three firms. F5SMC is currently working with RSE, and their contract will end on June 30, 2018. The Social Media Report for this month was attached.

10. Executive Director's Report
    Kitty Lopez's written report was included in the March 26, 2018 Commission Meeting Packet. She highlighted the following:
    - Parking placards were distributed to the Commissioners. She informed the Commissioners that they can use the parking placards in the Commissioners section of the County garage in Redwood City.
    - Referred to the list of the Legislative Bills that First 5 Association supports. Lopez informed that she will move forward on supporting these bills barring any questions and concerns.
    - Reminded the Commission of the First 5 Advocacy Day on May 2nd, 2018 in Sacramento. Lopez, Blakely, andCommissioner Frisella will be attending. Our partners are also welcome to attend.
    - Showed Special Partner Award and Certificates of Recognition from Assemblymember Kevin Mullin and Senator Jerry Hill that F5SMC received from StarVista for supporting their ECE program.

11. Committee Updates
    - Program, Operations and Planning (POP):
      Commissioner Phillips-Sved reported that she was elected as a chair of POP Committee, provided Strategic Planning updates and scope of work, presented new campaign branding concepts that F5SMC is currently working on, discussed the marijuana education initiative campaign and program highlights such as Medi-Cal Administration Activities, CalWORKs Home Visiting Initiative and Rise Power of 9 Regional Policy and Communications Platform.

    The written Committee report was included on the March 26, 2018 Commission Meeting Packet.

    Lopez provided updates on the questions that were asked at the last Commission Meeting:
    - Commissioner Rogers asked if the 2 billion dollars is a total need for children or low income family. Lopez said that this is an estimated amount, and it is the need for all for children.
    - Commissioner Patel asked a question on the amount being spent on local children in SMC from various agencies. Lopez said that the information can be retrieved from SMC Children's Budget, and she will send them the link to Children, Youth and Family Budget, which includes children from 0 – 18 years of age. For

Fiscal Year 2017 – 2018, the budget amount was over $370 million dollars including the contribution from F5SMC.

Commissioner Foust congratulated Commissioner Pollack for being appointed as Director of Human Services Agency.

Commissioner Frisella adjourned the meeting at 5:43 PM.

DATE: **April 23, 2018**

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

FROM: **Kitty Lopez, Executive Director**

RE: **Approval to Present First the 5 San Mateo County Policies and Bylaws for FY2018-2019**

ACTION REQUESTED

Approval to Present First the 5 San Mateo County Policies and Bylaws for FY2018-2019

BACKGROUND

Mandate Policies: The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission's policies to ensure compliance with mandates by the Legislature and other administrative processes to strengthen F5SMC's internal controls for operations. Currently there are seven policies; four of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and Senate Bill 35 (Florez). These mandates include: Contracting and Procurement; Conflict of Interest; Salary and Benefits; and Administrative Costs. These Policies were approved by the Commission on May 22, 2017.

F5SMC's Internal Control Policies: Supplantation and Executive Director Delegation of Action were approved by the Commission on June 27, 2016. The revised Sponsorship Policy was reviewed and approved by the Commission on June 26, 2017.

Bylaws: On April 27, 2015, the Commission reviewed and approved First 5 San Mateo County's Bylaws. The revised Bylaws were reviewed and approved by the Commission on May 22, 2017.

The following policies and Bylaws remain unchanged:

- Contracting and Procurement Policy (Attachment 9A)
- Conflict of Interest Policy (Attachment 9B)
- Salary and Benefits Policy (Attachment 9C)
- Administrative Costs Policy (Attachment 9D)
- Supplantation Policy (Attachment 9E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 9F)
- Bylaws (Attachment 9G)
- Event Sponsorship Policy (Attachment 9H)

FISCAL IMPACT

None

RECOMMENDATION

Approval of First 5 San Mateo County Policies and Bylaws for FY2018-2019

SUBJECT: CONTRACTING AND PROCUREMENT POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code §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, 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 California Children and Families First Act, 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 whereby potential contractors and/or grantees may submit applications for Commission funding. This process is to ensure

that all qualified contractors and/or grantees are given an opportunity to be considered for providing services 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 Competitive Proposal process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

B. The criteria for choosing the contractor and/or grantee may include particular criteria are important and appropriate to the project/grant, 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 that exceed $25,000. 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 that are $25,000 and below. After receiving direction to proceed from the Commission Chair, the Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts above $25,000 and up to $50,000 on behalf of the Commission.

E. Any service agreements, memorandums of understanding, and/or contracts that do not use 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 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 Sections 1125, et seq. Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County Commission 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. 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 or 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.

Designated Employees	Disclosure Category
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 §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 §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.
- County Resolutions that provides salaries and related matters for exempt management, 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**

- **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 §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. DEFINITION

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[1] (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective. Examples of administrative costs are:

1. General accounting/financial reporting
2. Local annual reporting
3. Financial planning
4. Payroll/Benefits

[1] Cost objective is a function, contract, grant, or other activity requiring costs data and for which costs are incurred.

5. Human resources services
6. Legal services
7. Contract compliance
8. Audit costs
9. Strategic planning
10. Procurement
11. Rent
12. Maintenance
13. Utilities
14. Insurance
15. Cleaning/Janitorial

For the purpose of this policy, Administrative costs are differentiated from Program costs and Evaluation costs. Staff time may be devoted to any of these functions, and must be tracked appropriately in accordance with the guidelines provided through the First 5 Financial Management Guide[2]. As a result, payroll/benefits may be allocated between Administration, Program and Evaluation costs.

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.

IV. MONITORING

The administrative costs' percentage will be monitored quarterly by the commission's fiscal staff and reported to the Executive Director and Finance Subcommittee. 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.

[2] 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.

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 Prop. 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 make reference 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.[1]

1 See Gov. Code section 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.[2]

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.[3]

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 entered into. 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.

[2] See Gov. Code section 29301

[3] See Penal Code section 5058.1

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

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'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 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, 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) brining the matter to the Commission at is 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.

FIRST 5 SAN MATEO COUNTY COMMISSION
BYLAWS
Adopted May 2017

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 2015-2020 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 and shall post them on the Commission website after approval by 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 County's Children and Families First Strategic

Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

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

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

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

6. Open and Public:
All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

1. Executive Director Signature Authority:
The Executive Director shall have such signature authority to approve and execute service agreements, memorandums of understanding and/or contracts up to $25,000. After receiving direction to proceed from the Commission Chair, the Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts above $25,000 and up to $50,000 on behalf of the Commission.

2. Apply for Grants:
All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

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

DATE ADOPTED: _____

SIGNED BY:

_____
Chair, First 5 San Mateo County Commission

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:

- Child Health and Development
- Family Engagement
- Early Learning

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 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 in the amount of $2,500 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.

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

Date: **April 23, 2018**

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

From: **Kitty Lopez, Executive Director**

Re: **Approval of Agreement for Help Me Grow Consultation Services with Cheryl Oku Consulting in the amount of $233,240, Contract Term from July 1, 2018 to June 30, 2020**

ACTION REQUESTED

Approval of Agreement for Help Me Grow Consultation Services with Cheryl Oku Consulting in the amount of $233,240, Contract Term from July 1, 2018 to June 30, 2020

BACKGROUND

First 5 San Mateo County (F5SMC), as the local lead agency for Help Me Grow San Mateo County (HMG), has identified the need for a consultant to manage the operations, build infrastructure, and coordinate the launch of our Help Me Grow system. The Help Me Grow Manager position has been held within Gatepath as a part of the F5SMC Watch Me Grow Initiative over the past year. As the work has evolved, it has become apparent that directly aligning this work with F5SMC as the lead agency and not as a part of a separate, but related grant, makes sense from a project management and efficiency standpoint. This desired shift has been communicated with our current Watch Me Grow grantee, Gatepath, who supports the realignment during the next approved funding cycle for fiscal years 2018-19 and 2019-20. On April 9, 2018, the Finance and Administration Committee reviewed and approved of the proposed recommendation, indicating their support.

F5SMC Special Needs Initiatives

Watch Me Grow

Since 2007, F5SMC has funded Watch Me Grow, an Early Identification and Special Needs Initiative for Young Children and their Families. This collaborative initiative partners with 15 agencies that serve young children with or at risk of special needs to improve the system of care for these children and to optimize their development. The lead agency for Watch Me Grow, in partnership with F5SMC, meets regularly to identify and act on systems gaps and barriers for children with special needs. This group identifies the need for families and providers to have access to resources for child development and developmental concerns and recommends implementation of a local Help Me Grow system.

Help Me Grow

Help Me Grow San Mateo will provide a universal access system for all parents of young children and their providers to access information and resources about early development. This project will help to ensure that all children receive the support they need as early as possible to realize their greatest potential.

Help Me Grow is a nationally recognized model. Over the last 20 years, the Help Me Grow model has been adopted by 25 states across the US and 18 counties in California. Given the statewide momentum toward HMG affiliation, San Mateo County has a ripe opportunity to fully implement, expand and coordinate components of the HMG model. The four core components are Child Health Provider Outreach, Family & Community Outreach, Centralized Access Point (Call Center) and Data Collection & Analysis. Since 2016, San Mateo County has been an Affiliate of Help Me Grow California. While elements of all the core components currently exist, SMC is still in the

early stages of creating a seamless system for the early identification of children with special needs and linking them to developmental services.

SOLE SOURCE QUALIFICATIONS

Sole Source Process

According to F5SMC's Procurement Policy: "The Competitive Proposal process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- The criteria for choosing the contractor and/or grantee may include particular criteria are important and appropriate to the project/grant, 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."

About the Consultant

Cheryl Oku is the current Help Me Grow Manager for San Mateo County and works closely with F5SMC staff to support planning and implementation. Her experience includes project management, design and facilitation of strategic planning, consultation, training and technical assistance for quality improvement in adult and early childhood education. She has a BA in Psychology from Occidental College, completed an Early Childhood and Elementary Teaching Credential program at Pacific Oaks College, and holds an Adult Education certificate from San Jose State University. She was the Watch Me Grow Program Manager for 10 years and is familiar with local, regional and statewide initiatives.

Sole Source Rationale

Cheryl Oku, in her current role as Help Me Grow San Mateo Manager, is uniquely qualified to serve in the capacity of Help Me Grow Consultant. Having also served along with First 5 SMC staff as the co-lead for San Mateo County in the Help Me Grow California Learning Collaborative, the co-lead for the Systems Change for Children with Special Health Care Needs group, and the lead for the Lucile Packard Foundation for Children's Health's California Children's Care Coordination Collaborative (5Cs), Ms. Oku's deep knowledge of the system of care for children with special needs and their families is undisputed. As the previous manager of the F5SMC-funded Watch Me Grow Demonstration Site, she has also established deep and trusting relationships with many local stakeholders**. (See Attachment 10A – Cheryl Oku Resume)**

PROJECT BUDGET AND SCOPE OF WORK

The following is an overview of the proposed project budget and scope of work for Cheryl Oku Consulting for Help Me Grow Consultation Services. **(See Attachment 10B – Proposal)**

The desired outcome of the project is that all families and providers in San Mateo County have access to information and resources to support their young child's optimal development through a fully implemented Help Me Grow system. In order to achieve this, the consultant proposes to build the infrastructure for a Help Me Grow system in San Mateo County in partnership with F5SMC.

Scope of Work Synopsis
1. Build the infrastructure for a Help Me Grow System in San Mateo County. 2. Ensure access to information and resources on developmental promotion, surveillance, screening, and community resources for child health providers to support their patients and families. 3. Support community providers and families to easily access information and needed services for children 0-5 years and families. 4. Establish a Help Me Grow Call Center for Centralized Telephone Access to information and referrals for families of children 0-5 years and providers 5. Collect and utilize data on Help Me Grow Common Data Indicators to support continuous quality improvement of the Help Me Grow System

Contract, Project Term and Budget
The total cost of Help Me Grow Consultation Services for the two-year term of July 1, 2018 through June 30, 2020 is $233,240 for an estimated 2,744 hours of work. The proposed budget includes $10,540 in operational expenses over the two-year period **(See Attachment 10C - Agreement)**

FISCAL IMPACT

The fiscal impact to F5SMC is nominal. The majority of the recommended contract award, or $136,940, for Help Me Grow Consultation Services to Cheryl Oku Consulting will be covered through an adjustment to the FY2018-20 Watch Me Grow contract to Gatepath, where Ms. Oku is currently employed. The additional amount of $96,300, will be covered through a recent grant secured by First 5 SMC from the David and Lucile Packard Foundation for the Help Me Grow Initiative. This funding is in accordance with the approved funding allocations of the SPIP and the Long Term Financial Plan.

Summary of funding sources for the recommended agreement is as following:

Funding Source	**Funding amount FY18-20**
Reduction of the Watch Me Grow funding to Gatepath FY2018-2020	136,940
David Lucile Packard Foundation – Help Me Grow grant	96,300
Total Agreement Amount	**$233,240**

ACTION REQUESTED

Approval of Agreement for Help Me Grow Consultation Services with Cheryl Oku Consulting in the amount of $233,240, Contract Term from July 1, 2018 to June 30, 2020

CHERYL A. OKU
Consultant
Address 996 Ilima Way, Palo Alto, CA 94306-2617
Phone: (650) 387-3092
Email: cheryloku@mac.com

FOCUS

- Design and facilitation for strategic planning
- Technical assistance on implementation of cross sector initiatives
- Consultation on translating best practices and research into quality services for young children and their families
- Consultation and training for agencies and collaboratives on topics related to early child development, young children with special needs and family support and education
- Quality improvement programs for early care and education

EDUCATION

- B.A. Psychology, Occidental College
- Early Childhood and Elementary Teacher Credential Program, Pacific Oaks College
- *Adult Education Certificate: Designated Subjects Credential Program, San Jose State University*

Additional training and certification

- *Facilitating Virtual Collaboration, The Grove Consultants*
- *ASQ-3 and ASQ:SE Training of Trainers Institute, Brookes Publishing*
- *Open Space Technology Facilitator Training*
- *Appreciative Inquiry Certificate Training*
- *Institute of Cultural Affairs, Technology of Participation*
- *Resources for Infant Educarers*
- *WestEd Program for Infant/Toddler Care*
- *Inclusion of Children with Special Needs Training, Sonoma State University*
- *National Center for Social and Emotional Foundations in Early Learning, Vanderbilt University*
- *National Training Institute for Child Care Health Consultants, University of North Carolina at Chapel Hill*
- *Parent Educator Training, Children's Health Council*

EMPLOYMENT

- 2017-2018
  Program Manager, Help Me Grow, Community Gatepath

- 2013 – 2016
  Program Manager, San Mateo Co. Community Care Coordination Collaborative, Community Gatepath funded by the Lucile Packard

Foundation for Children's Health

- 2007-2017
  Program Manager, Watch Me Grow Demonstration Site, Community Gatepath

- 2003 to 2007
  Project Development Specialist, First 5 CA Special Needs Project, California Institute on Human Services, Sonoma State University

- 2002-2004
  Program Specialist, WestEd, Center for Child and Family Studies
  - Trainer, Program for Infant Toddler Care
  - Consultant to state-funded quality improvement programs
  - Consultant to Region IX Head Start Training and Technical Assistance programs.

- *1999-2002*
  Infant/Toddler Specialist, California Childcare Health Program, University of California at San Francisco

- *1991-2000*
  Instructor, Parent Education, Palo Alto Adult Education

- *1998-2003*
  Consultant, Region IX Head Start Quality Improvement Center

- *1992-1993*
  Instructor, Children's Council of San Francisco

- *1988-1990*
  Instructor, Pacific Oaks College

- *1979-1989*
  Head Teacher, Bing Nursery School, Stanford University

- *1978-1984*
  Co-director, Mini Infant Center of Palo Alto

ADDITIONAL EXPERIENCE

- 2012 -present San Mateo Child Care Partnership Council
  - Inclusion Committee Co-chair
- 2009-present Consultant and Trainer:
  - San Mateo County Office of Education
  - High Risk Infant Interagency Council, San Francisco
  - Center for Inclusive Early Education, San Francisco
  - First 5 Monterey County

  - Monterey County Department of Health
  - The Mountain School, Los Gatos, CA

- 2007 Consultant, WestEd Center for Child & Family Studies

- 2006-2014 Faculty, WestEd Beginning Together Institutes, WestEd

- 2003 Consultant, National Early Head Start Resource Center

- *2002-2010 Consultant,* Center for Health Training*:* Adolescent Family Life Programs and Maternal Child Health Programs

- Advisory group member and trainer
  Family Partnership Initiative for State-Funded Center-Based and Family Child Care Home Network Programs, Child Development Division, CA Dept. of Education and American Institutes for Research

- Advisory group member and trainer,
  Administrator Training Institutes, Child Development Training Consortium, Child Development Division, CA Dept. of Education

- Advisory Group, Desired Results for Children and Families, Child Development Division, CA Dept. of Education and American Institutes for Research

PROPOSAL

Help Me Grow Consultant

Submitted to First 5 San Mateo County
April 2, 2018

Cheryl Oku Consulting

996 Ilima Way, Palo Alto, CA 94306-2617
Phone: (650) 387-3092
Email: cheryloku@mac.com

Michelle Blakely
First 5 San Mateo County
1700 S. El Camino Real
San Mateo, CA 94000

April 2, 2018

Dear Michelle,

Thank you for inviting me to work with First 5 San Mateo County to build and coordinate the Help Me Grow system in San Mateo County with funding from First 5 San Mateo County and the grant from the David and Lucile Packard Foundation. The desired outcome for Help Me Grow is that all families and providers in San Mateo County have access to information and resources to support their young child's optimal development through a fully implemented Help Me Grow system.

About Help Me Grow

Help Me Grow (HMG) is a nationally recognized model. Over the last 20 years, the HMG model has been adopted by 25 states across the US and 18 counties in California. Given the statewide momentum toward HMG affiliation, San Mateo County has a ripe opportunity to fully implement, expand and coordinate components of the HMG model. The four core components are Child Health Provider Outreach, Family & Community Outreach, Centralized Access Point (Call Center) and Data Collection & Analysis. Since 2016, San Mateo County has been an Affiliate of Help Me Grow California. While elements of all the core components currently exist, SMC is still in the early stages of creating a seamless system for developmental promotion, the early identification of children with special needs and linking them to developmental services.

About the Consultant

Cheryl Oku is the current Help Me Grow Manager for San Mateo County and works closely with First 5 San Mateo County staff to support planning and implementation. Her experience includes project management, design and facilitation of strategic planning, consultation, training and technical assistance for quality improvement in adult and early childhood education. She has a BA in Psychology from Occidental College, completed the Early Childhood and Elementary Teaching Credential program at Pacific Oaks College, and Adult Education certificate from San Jose State University. She was the Project Manager for the Watch Me Grow Demonstration Site for 10 years and is familiar with local, regional and statewide initiatives. As Project Specialist for the First 5 CA funded Special Needs Project, she designed and facilitated strategic planning processes and provided technical assistance for county-wide implementation of developmental screening and linkage to services in four counties.

Cheryl Oku Consulting
996 Ilima Way, Palo Alto, CA 94306 Phone: (650) 387-3092 Email: cheryloku@mac.com

Scope of Work

The elements of my scope of work for July 1, 2018 through June 30, 2020 would be as follows:

Deliverable 1: Build the infrastructure for a Help Me Grow System in San Mateo County

- Support the HMG Planning/Leadership Team convened by F5SMC to develop core values, including values, vision and mission and core principles for HMG
- Work with F5SMC staff and HMG partners to create a strategic plan for HMG implementation
- Coordinate implementation of Core Components to ensure fidelity to the HMG model
- Work with the designated Communications consultant and partners to develop an outreach plan, including key messages, strategies and materials
- Convene and facilitate Core Component workgroups to ensure progress in implementation
- Address scale, spread and sustainability of the Help Me Grow system with F5SMC
- Participate in Help Me Grow CA and Help Me Grow National activities and convenings
- Disseminate HMG resources to partners

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 892 hours

Deliverable 2: Child Health Providers have access to information and resources on developmental promotion, surveillance, screening and community resources available to support their patients and families

- Identify a provider for Child Health Provider outreach and provide orientation to HMG
- Collaborate with the Child Health Outreach provider to develop an outreach plan and provider specific materials on developmental promotion, surveillance and screening, and to promote the use of the HMG Call Center
- Develop an outreach plan and health provider specific materials on developmental promotion, surveillance, screening and referrals; 2) to educate providers on developmental surveillance, screening and follow-up; 3) to promote the use of the HMG Call Center by providers and families
- Ensure that the outreach plan includes office-based education on developmental promotion, surveillance, screening and follow-up in pediatric practices
- Monitor and support implementation of Child Health Provider Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 274 hours

Deliverable 3: Community providers and families have easy access to information and needed services for children 0-5 years and families. Families learn to support their child's development and become more resilient. Providers gain knowledge of and have access to other services available for young children and families.

Cheryl Oku Consulting
996 Ilima Way, Palo Alto, CA 94306 Phone: (650) 387-3092 Email: cheryloku@mac.com

- Identify a provider for Community & Family Outreach and provide orientation to HMG
- Develop an outreach plan and materials to promote HMG in collaboration with the Community & Family Outreach provider
- Community & Family Outreach includes presentations to parent groups on developmental topics and resources
- Community & Family Outreach provider convenes regular provider networking meetings to support provider relationships and knowledge of community resources for children and families
- Community & Family Outreach provider markets HMG to families through participation in key community meetings, forums and fairs
- Community & Family Outreach provider conducts outreach to family friendly programs and organizations to promote HMG partnership
- Convene quarterly community networking meetings for providers to learn about community resources and to promote HMG
- Community & Family Outreach provider adds resources to the community resource database to increase family and provider access to services
- Monitor and support implementation of Community & Family Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 274 hours

Deliverable 4: Establishing a HMG Call Center for Centralized Telephone Access to information and referrals for families of children 0-5 years and providers.

- Identify an entity to implement the HMG Call Center through the F5SMC procurement process
- Collaborate with the HMG Call Center to ensure fidelity to the HMG model, including family-centered supports, client tracking and follow-up and data collection
- Support the HMG Call Center planning and implementation:
    - to develop policies and procedures aligned with recommended practices
    - to collect information on resources and maintaining a community resource database.
    - to ensure that families receive information to support their child's health and development and referrals to community resources, including access to developmental screening
    - to ensure that children with special needs are identified and connected to services through developmental screening and linkage to further assessment or services
    - to ensure that health and community providers utilize the Call Center and have access to resources for children 0-5 years at risk for developmental and behavioral needs through the Call Center
- Develop a marketing plan, outreach materials and strategies to promote the HMG Call Center to families
- Develop a targeted outreach plan and materials on HMG Call Center for health, education and community providers

Cheryl Oku Consulting
996 Ilima Way, Palo Alto, CA 94306 Phone: (650) 387-3092 Email: cheryloku@mac.com

- Collaborate with HMG Call Center
    - to develop a process for collecting resources and maintaining a community resource database
    - to implement use of an automated client tracking system
    - to generate reports based on callers accessing the call center
    - to ensure that families receive information to support their child's health and development
    - to ensure that families receive information on community resources for their child 0-5 years and family
    - to ensure that children ages 0-5 years are screened with a validated screening tool (i.e. Ages and Stages Questionnaires) to identify developmental and behavioral concerns
    - to ensure that children ages 0-5 years with developmental or behavioral concerns are identified through screening or parent report and linked to further assessment or services
    - to provide information and resources to providers to support their clients (children at risk for developmental and behavioral
    - for targeted outreach to health care providers on Call Center services and resources
    - to distribute outreach materials (posters, brochures, cards, referral pads) to health care providers
- Monitor implementation of the HMG Call Center

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 823 hours

Deliverable 5: Collect and utilize data on Help Me Grow Common Data Indicators to support continuous quality improvement of the HMG system

- Develop an evaluation plan for each Core Component and orientation on Common Data indicators
- Support each Core Component to ensure that data is collected and reported on the HMG Common Data Indicators
- Analyze data from each Core Component; utilize data to support continuous quality improvement for each component
- Share data on a regular basis with the Leadership/Planning Team and partners to highlight systems gaps and barriers promote improvements in the local system of care and recommend actions to address those needs.
- Submit annual report to HMG CA and other data requested by HMG CA

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 480 hours

Cheryl Oku Consulting
996 Ilima Way, Palo Alto, CA 94306 Phone: (650) 387-3092 Email: cheryloku@mac.com

Throughout the project, I will meet weekly with Emily Roberts, Health and Development Program Specialist, to ensure progress and ongoing communication and will also check in monthly with you and Emily to ensure that the project stays on schedule and the deliverables are met. We will meet periodically with partner organizations to build collaboration and engagement for Help Me Grow in San Mateo County.

This project will take an estimated 2744 hours or 1372 hours/year. The hourly rate will be charged at $85/hour. Please note that a discounted rate is proposed based on the number of hours for this project. The total cost is $233,240: $116,620/year including $ 111,345/year for personnel expense and $ 5,270 /year for operational expense: supplies and equipment, phone, IT support, mileage, travel, and hospitality.

I will submit a monthly invoice based on actual hours worked.

If you have any questions regarding this proposal, I can be reached at 650-387-3092.

Sincerely,

Cheryl Oku

Cheryl Oku Consulting
996 Ilima Way, Palo Alto, CA 94306 Phone: (650) 387-3092 Email: cheryloku@mac.com

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
INDEPENDENT CONTRACTOR
CHERYL OKU CONSULTING
(Help Me Grow Consultation Services)

This **Help Me Grow Consultation Services** Agreement (the "Agreement") is entered into **July 1,2018**, by and between First 5 San Mateo County ("F5SMC" or the "Commission") and **Cheryl Oku Consulting** (the "Contractor") (collectively, the "Parties").

W I T N E S S E T H :

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

WHEREAS, it is necessary and desirable that the Contractor be retained for the purpose of providing consultation services for the Help Me Grow Consultation project and will work with First 5 San Mateo County on development and execution of a work plan related to early learning facilities development in San Mateo County.

WHEREFORE, the Commission and the Contractor agree as follows:

1. **Exhibits and Attachments**

Exhibit A – Scope of Work
Exhibit B – Payments
Exhibit C – Compliance with Section 504 of Rehabilitation Act of 1973, as amended
Exhibit D – Intellectual property Protocol

2. **Services to be Performed**

In consideration of the payments set forth in Exhibit B, the Contractor, under the general direction of the Chairperson of the Commission, or his/her authorized representative, with respect to the product or the result of the Contractor's services, shall perform services as described in Exhibit A (the "Services").

The Contractor shall ensure compliance with all state, federal and local laws or rules applicable to performance of the Services required under this contract.

3. **Contract Term and Termination**

The term of this Agreement shall be from **July 1, 2018 - June 30, 2020**. The Contractor agrees that the requirements of this Agreement pertaining to Indemnity in Paragraph 9, Confidentiality in Paragraph 10, Records in Paragraph 14 and Governing Law in Paragraph 16 shall survive the termination of this Agreement.

The Executive Director, after consultation with the Chair of the Commission, may at any time from the execution of this Agreement, terminate this Agreement, with or without cause upon 30 days written notice specifying the effective date of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (collectively, "Materials") prepared by the Contractor under this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission. In the event of termination, the Contractor shall be paid for all Services satisfactorily performed until termination.

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

4. **Payments**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, the Commission shall make payment to the Contractor in the manner specified herein and in Exhibit B. The Commission reserves the right to withhold payment if the Commission determines that the quantity or quality of the Services performed is unacceptable. In no event shall total payment for services under this Agreement exceed **TWO HUNDRED THIRTY-THREE THOUSAND TWO HUNDRED FORTY DOLLARS ($233,240).**

5. **Ownership of Intellectual Property**

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

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

This Agreement shall preclude the Contractor from using or marketing products developed or originated for the Commission hereunder commercially or in any manner that generates revenue unless and until the Parties execute a marketing agreement. Failure to comply with the obligations of this provision shall constitute a Material Breach of the Agreement. Because the Contractor and the Commission agree that damages for violation of this provision would likely be difficult to ascertain and calculate, the Contractor agrees to pay the Commission liquidated damages in the amount of $15,000 for each violation of this provision. In addition, the Contractor and the Commission agree that a violation of this provision would result in irreparable harm to the Commission.

6. **Relationship of Parties**

The Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of the Commission or the County of San Mateo and that the Contractor acquires none of the rights, privileges, powers or advantages of Commission or County employees.

7. **Availability of Funds**

The County/Commission may terminate this Agreement or a portion of the services referenced in the Exhibits and Attachments based upon unavailability of Federal, State, or County/Commission funds, by providing written notice to Contractor as soon as is reasonably possible after the County/Commission learns of said unavailability funding.

8. **Insurance**

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

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

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

B. Liability Insurance. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing Services covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the Contractor's operations under this Agreement, whether such operations be by himself/herself or by any person or entity performing or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(1)	Comprehensive General Liability	$1,000,000
(2)	Motor Vehicle Liability Insurance	$1,000,000

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

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

9. **Indemnity**

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

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

10. **Confidentiality**

All data produced or compiled by the Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of Commission. All financial, statistical, personal, technical, and other data and information relating to the Commission's operations which is made available to the Contractor in order to carry out this Agreement shall be presumed to be confidential. The Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the Commission requires of its own personnel. The Contractor shall not, however, be required by this paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Agreement or for which disclosure is otherwise required by law.

11. **Non-Assignability**

The Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the Commission, and any attempted assignment without such prior written consent in violation of this section shall automatically terminate this Agreement.

12. **Payment of Permits/Licenses**

It shall be the Contractor's responsibility to obtain any license, permit or approval required from any agency for work/services to be performed at his/her own expenses, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

13. **Non-Discrimination**

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

Section 504 of the Rehabilitation Act of 1973

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

of Assurance, attached and incorporated herein as Exhibit C.

Non-Discrimination - General

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

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

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

Non-Discrimination - Employment

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

Equal Benefits

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

14. **Retention of Records**

The Contractor shall maintain all records related to this Agreement for no less than three years after the Commission makes final payment or after termination of this contract and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the Commission, the County of San Mateo, the State of California and/or Federal grantor agencies.

15. **Merger Clause**

This Agreement, including exhibits and attachments included herewith and incorporated by reference, constitutes the sole and entire Agreement of the Parties hereto and correctly states the rights, duties, and obligations of each Party as of this document's date. All subsequent modifications shall be in writing and executed by the Parties.

16. **Governing Law**

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

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have affixed their hands to this **Help Me Grow Consultation** Services to F5SMC Agreement.

CHERYL OKU CONSULTING **996 Ilima Way** **Palo Alto , CA 94306**	**FIRST 5 SAN MATEO COUNTY** **1700 S. El Camino Real, Suite 405** **San Mateo, CA 94402**
Signature	Commission Chair
Date	Date
Contractor's Tax ID Number	**19540-6131** Budget Unit

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
INDEPENDENT CONTRACTOR
CHERYL OKU CONSULTING
(HELP ME GROW Consultation Services)
EXHIBIT A

SCOPE OF WORK

I. Introduction

Pursuant to the Agreement for services between **Cheryl Oku Consulting** effective **July 1, 2018,** the Contractor shall provide the services as described in this Exhibit and detailed more fully in Attachment A-1 over the term of this Agreement from **July 1, 2018 to June 30, 2020.**

II. Supplantation

Funds provided pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Contractor shall not use funds under this contract to supplant existing resources or services.

III. Description of Services to be Performed by the Contractor

The contractor will perform the scope of work for July 1, 2018 through June 30, 2020 as following:

Deliverable 1: Build the infrastructure for a Help Me Grow System in San Mateo County

- Support the HMG Planning/Leadership Team convened by F5SMC to develop core values, including values, vision and mission and core principles for HMG
- Work with F5SMC staff and HMG partners to create a strategic plan for HMG implementation
- Coordinate implementation of Core Components to ensure fidelity to the HMG model
- Work with the designated Communications consultant and partners to develop an outreach plan, including key messages, strategies and materials
- Convene and facilitate Core Component workgroups to ensure progress in implementation
- Address scale, spread and sustainability of the Help Me Grow system with F5SMC
- Participate in Help Me Grow CA and Help Me Grow National activities and convenings
- Disseminate HMG resources to partners

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)
Hours: 893 hours

Deliverable 2: Child Health Providers have access to information and resources on developmental promotion, surveillance, screening and community resources available to support their patients and families

- Identify a provider for Child Health Provider outreach and provide orientation to HMG
- Collaborate with the Child Health Outreach provider to develop an outreach plan and provider specific materials on developmental promotion, surveillance and screening, and to promote the use of the HMG Call Center

- Develop an outreach plan and health provider specific materials on developmental promotion, surveillance, screening and referrals; 2) to educate providers on developmental surveillance, screening and follow-up; 3) to promote the use of the HMG Call Center by providers and families
- Ensure that the outreach plan includes office-based education on developmental promotion, surveillance, screening and follow-up in pediatric practices
- Monitor and support implementation of Child Health Provider Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)
Hours: 274 hours

Deliverable 3: Community providers and families have easy access to information and needed services for children 0-5 years and families. Families learn to support their child's development and become more resilient. Providers gain knowledge of and have access to other services available for young children and families.

- Identify a provider for Community & Family Outreach and provide orientation to HMG
- Develop an outreach plan and materials to promote HMG in collaboration with the Community & Family Outreach provider
- Community & Family Outreach includes presentations to parent groups on developmental topics and resources
- Community & Family Outreach provider convenes regular provider networking meetings to support provider relationships and knowledge of community resources for children and families
- Community & Family Outreach provider markets HMG to families through participation in key community meetings, forums and fairs
- Community & Family Outreach provider conducts outreach to family friendly programs and organizations to promote HMG partnership
- Convene quarterly community networking meetings for providers to learn about community resources and to promote HMG
- Community & Family Outreach provider adds resources to the community resource database to increase family and provider access to services
- Monitor and support implementation of Community & Family Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)
Hours: 274 hours

Deliverable 4: Establishing a HMG Call Center for Centralized Telephone Access to information and referrals for families of children 0-5 years and providers.

- Identify an entity to implement the HMG Call Center through the F5SMC procurement process
- Collaborate with the HMG Call Center to ensure fidelity to the HMG model, including family-centered supports, client tracking and follow-up and data collection
- Support the HMG Call Center planning and implementation:
    - to develop policies and procedures aligned with recommended practices
    - to collect information on resources and maintaining a community resource database.
    - to ensure that families receive information to support their child's health and development and referrals to community resources, including access to developmental screening
    - to ensure that children with special needs are identified and connected to services through developmental screening and linkage to further assessment or services

  - to ensure that health and community providers utilize the Call Center and have access to resources for children 0-5 years at risk for developmental and behavioral needs through the Call Center
- Develop a marketing plan, outreach materials and strategies to promote the HMG Call Center to families
- Develop a targeted outreach plan and materials on HMG Call Center for health, education and community providers
- Collaborate with HMG Call Center
  - to develop a process for collecting resources and maintaining a community resource database
  - to implement use of an automated client tracking system
  - to generate reports based on callers accessing the call center
  - to ensure that families receive information to support their child's health and development
  - to ensure that families receive information on community resources for their child 0-5 years and family
  - to ensure that children ages 0-5 years are screened with a validated screening tool (i.e. Ages and Stages Questionnaires) to identify developmental and behavioral concerns
  - to ensure that children ages 0-5 years with developmental or behavioral concerns are identified through screening or parent report and linked to further assessment or services
  - to provide information and resources to providers to support their clients (children at risk for developmental and behavioral
  - for targeted outreach to health care providers on Call Center services and resources
  - to distribute outreach materials (posters, brochures, cards, referral pads) to health care providers
- Monitor implementation of the HMG Call Center

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)
Hours: 823 hours

Deliverable 5: Collect and utilize data on Help Me Grow Common Data Indicators to support continuous quality improvement of the HMG system

- Develop an evaluation plan for each Core Component and orientation on Common Data indicators
- Support each Core Component to ensure that data is collected and reported on the HMG Common Data Indicators
- Analyze data from each Core Component; utilize data to support continuous quality improvement for each component
- Share data on a regular basis with the Leadership/Planning Team and partners to highlight systems gaps and barriers promote improvements in the local system of care and recommend actions to address those needs.
- Submit annual report to HMG CA and other data requested by HMG CA

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)
Hours: 480 hours

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
INDEPENDENT CONTRACTOR
CHERYL OKU CONSULTING
(Help Me Grow Consultation Services)

EXHIBIT B

PAYMENTS

1. Payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director, on behalf of First 5 San Mateo County.

2. The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed **TWO HUNDRED THIRTY-THREE THOUSAND TWO HUNDRED FORTY DOLLARS ($233,240)** for the Agreement term of **July 1, 2018** to **June 30, 2020**. The Commission shall pay Contractor for actual Services performed in accordance with approved budget, at the maximum hourly rate of $100/hour for a total of estimated **170** hours of consultation services. Payment shall be made upon receipt of invoice itemizing all services rendered from the Contractor. Invoices shall be submitted to First 5 San Mateo County, with accompanying documentation of services rendered.

3. Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the First 5 San Mateo County, the Commission shall not be liable for any payment whatsoever, including, but not limited to, payments that are based on Commission funds. The Commission may terminate the agreement for unavailability of State funds. In this event, the Commission shall, through its Executive Director, inform the Contractor of such unavailability as soon as it is known, and to the extent legally possibly pay all outstanding amounts due.

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
INDEPENDENT CONTRACTOR
CHERYL OKU CONSULTING
(Help Me Grow Consultation Services)

EXHIBIT C

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

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

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

The Contractor: (Check a or b)

a. ( ) employs fewer than 15 persons *

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

_____
Name of 504 Person – Type or Print

_____
Name of Contractor – Type or Print

_____
Address City State Zip Code

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

_____ _____
Date Signature and Title of Authorized Official

*Exception: DHHS regulations state that:

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

AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY

AND

INDEPENDENT CONTRACTOR
CHERYL OKU CONSULTING
(Help Me Grow Consultation Services)

EXHIBIT D

INTELLECTUAL PROPERTY PROTOCOL

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

1. Categories of Materials

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

Tier 1 acknowledges that cleaned and reviewed data, and summaries of cleaned/reviewed data are commonly shared among individuals and/or organizations (collectively "Persons"). The F5SMC encourages this practice and does not expect any advance notice, pre-approval or involvement.

Tier 2 recognizes that data sets are commonly analyzed and findings are broadly shared through publication, teaching and other methods of dissemination. These activities can be viewed as beneficial to the community and therefore the F5SMC generally encourages them. However, prior to any publication of F5SMC-funded and produced materials, such material shall be submitted to the F5SMC for prior approval for input and to ensure inclusion of appropriate F5SMC acknowledgment. Failure to obtain approval prior to dissemination is a violation of this protocol.

Tier 3 acknowledges that in some instances, Persons will develop analyses, Materials or products for distribution and/or sale (e.g. software programs, CD-ROMs, brochures, manuals, curricula and books). Persons need to acknowledge that in such instances, the F5SMC owns the rights to such analyses, Materials or products. Consequently, no person shall sell or otherwise appropriate any analyses, Materials or products which are made possible, in whole or in part, by F5SMC funded support, without the express prior approval of the F5SMC. When presented with a request by a person for prior approval, the F5SMC shall decide whether, and to what extent, such analyses, Materials or products may be appropriated or sold, the determination of which shall include consideration of such issues such as profit sharing, on a case by case basis. Failure to obtain approval prior to dissemination is a violation of this protocol. The decision whether to grant approval is the Commission's alone and is not subject to a requirement of good cause.

2. Definitions and Process

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

Tier 1- Cleaned/Reviewed Data and Summary of Findings

Definition:

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

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

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

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

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

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

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

Tier 3- Products with Sales or Profit-Producing Potential

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

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

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

CHERYL OKU CONSULTING
SCOPE OF WORK – HELP ME GROW CONSULTATION SERVICES
Term: July 1, 2018 –June 30, 2020

The desired outcome for Help Me Grow is that all families and providers in San Mateo County have access to information and resources to support their young child's optimal development through a fully implemented Help Me Grow system.

About Help Me Grow

Help Me Grow (HMG) is a nationally recognized model. Over the last 20 years, the HMG model has been adopted by 25 states across the US and 18 counties in California. Given the statewide momentum toward HMG affiliation, San Mateo County has a ripe opportunity to fully implement, expand and coordinate components of the HMG model. The four core components are Child Health Provider Outreach, Family & Community Outreach, Centralized Access Point (Call Center) and Data Collection & Analysis. Since 2016, San Mateo County has been an Affiliate of Help Me Grow California. While elements of all the core components currently exist, SMC is still in the early stages of creating a seamless system for developmental promotion, the early identification of children with special needs and linking them to developmental services.

About the Consultant

Cheryl Oku is the current Help Me Grow Manager for San Mateo County and works closely with First 5 San Mateo County staff to support planning and implementation. Her experience includes project management, design and facilitation of strategic planning, consultation, training and technical assistance for quality improvement in adult and early childhood education. She has a BA in Psychology from Occidental College, completed the Early Childhood and Elementary Teaching Credential program at Pacific Oaks College, and Adult Education certificate from San Jose State University. She was the Project Manager for the Watch Me Grow Demonstration Site for 10 years and is familiar with local, regional and statewide initiatives. As Project Specialist for the First 5 CA funded Special Needs Project, she designed and facilitated strategic planning processes and provided technical assistance for county-wide implementation of developmental screening and linkage to services in four counties.

SCOPE OF WORK

The elements of my scope of work for July 1, 2018 through June 30, 2020 would be as follows:

Deliverable 1: Build the infrastructure for a Help Me Grow System in San Mateo County

- Support the HMG Planning/Leadership Team convened by F5SMC to develop core values, including values, vision and mission and core principles for HMG
- Work with F5SMC staff and HMG partners to create a strategic plan for HMG implementation
- Coordinate implementation of Core Components to ensure fidelity to the HMG model
- Work with the designated Communications consultant and partners to develop an outreach plan, including key messages, strategies and materials

- Convene and facilitate Core Component workgroups to ensure progress in implementation
- Address scale, spread and sustainability of the Help Me Grow system with F5SMC
- Participate in Help Me Grow CA and Help Me Grow National activities and convenings
- Disseminate HMG resources to partners

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 892 hours

Deliverable 2: Child Health Providers have access to information and resources on developmental promotion, surveillance, screening and community resources available to support their patients and families

- Identify a provider for Child Health Provider outreach and provide orientation to HMG
- Collaborate with the Child Health Outreach provider to develop an outreach plan and provider specific materials on developmental promotion, surveillance and screening, and to promote the use of the HMG Call Center
- Develop an outreach plan and health provider specific materials on developmental promotion, surveillance, screening and referrals; 2) to educate providers on developmental surveillance, screening and follow-up; 3) to promote the use of the HMG Call Center by providers and families
- Ensure that the outreach plan includes office-based education on developmental promotion, surveillance, screening and follow-up in pediatric practices
- Monitor and support implementation of Child Health Provider Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 274 hours

Deliverable 3: Community providers and families have easy access to information and needed services for children 0-5 years and families. Families learn to support their child's development and become more resilient. Providers gain knowledge of and have access to other services available for young children and families.

- Identify a provider for Community & Family Outreach and provide orientation to HMG
- Develop an outreach plan and materials to promote HMG in collaboration with the Community & Family Outreach provider
- Community & Family Outreach includes presentations to parent groups on developmental topics and resources
- Community & Family Outreach provider convenes regular provider networking meetings to support provider relationships and knowledge of community resources for children and families
- Community & Family Outreach provider markets HMG to families through participation in key community meetings, forums and fairs
- Community & Family Outreach provider conducts outreach to family friendly programs and organizations to promote HMG partnership

- Convene quarterly community networking meetings for providers to learn about community resources and to promote HMG
- Community & Family Outreach provider adds resources to the community resource database to increase family and provider access to services
- Monitor and support implementation of Community & Family Outreach

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 274 hours

Deliverable 4: Establishing a HMG Call Center for Centralized Telephone Access to information and referrals for families of children 0-5 years and providers.

- Identify an entity to implement the HMG Call Center through the F5SMC procurement process
- Collaborate with the HMG Call Center to ensure fidelity to the HMG model, including family-centered supports, client tracking and follow-up and data collection
- Support the HMG Call Center planning and implementation:
    - to develop policies and procedures aligned with recommended practices
    - to collect information on resources and maintaining a community resource database.
    - to ensure that families receive information to support their child's health and development and referrals to community resources, including access to developmental screening
    - to ensure that children with special needs are identified and connected to services through developmental screening and linkage to further assessment or services
    - to ensure that health and community providers utilize the Call Center and have access to resources for children 0-5 years at risk for developmental and behavioral needs through the Call Center
- Develop a marketing plan, outreach materials and strategies to promote the HMG Call Center to families
- Develop a targeted outreach plan and materials on HMG Call Center for health, education and community providers
- Collaborate with HMG Call Center
    - to develop a process for collecting resources and maintaining a community resource database
    - to implement use of an automated client tracking system
    - to generate reports based on callers accessing the call center
    - to ensure that families receive information to support their child's health and development
    - to ensure that families receive information on community resources for their child 0-5 years and family
    - to ensure that children ages 0-5 years are screened with a validated screening tool (i.e. Ages and Stages Questionnaires) to identify developmental and behavioral concerns

    - to ensure that children ages 0-5 years with developmental or behavioral concerns are identified through screening or parent report and linked to further assessment or services
    - to provide information and resources to providers to support their clients (children at risk for developmental and behavioral
    - for targeted outreach to health care providers on Call Center services and resources
    - to distribute outreach materials (posters, brochures, cards, referral pads) to health care providers
- Monitor implementation of the HMG Call Center

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 823 hours

Deliverable 5: Collect and utilize data on Help Me Grow Common Data Indicators to support continuous quality improvement of the HMG system

- Develop an evaluation plan for each Core Component and orientation on Common Data indicators
- Support each Core Component to ensure that data is collected and reported on the HMG Common Data Indicators
- Analyze data from each Core Component; utilize data to support continuous quality improvement for each component
- Share data on a regular basis with the Leadership/Planning Team and partners to highlight systems gaps and barriers promote improvements in the local system of care and recommend actions to address those needs.
- Submit annual report to HMG CA and other data requested by HMG CA

Timeline: July 2018 - June 2020 (see attached Scope of Work & Timeline for additional detail)

Hours: 480 hours

Throughout the project, I will meet weekly with Emily Roberts, Health and Development Program Specialist, to ensure progress and ongoing communication and will also check in monthly with you and Emily to ensure that the project stays on schedule and the deliverables are met. We will meet periodically with partner organizations to build collaboration and engagement for Help Me Grow in San Mateo County.

This project will take an estimated 2744 hours or 1372 hours/year. The hourly rate will be charged at $85/hour. Please note that a discounted rate is proposed based on the number of hours for this project. The total cost is $233,240: $116,620/year including $ 111,345/year for personnel expense and $ 5,270 /year for operational expense: supplies and equipment, phone, IT support, mileage, travel, and hospitality.

DATE: **April 23, 2018**

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

FROM: **Kitty Lopez, Executive Director**

RE: **Communications Update**

ACTION REQUESTED
None; this agenda item is for information only.

COMMUNICATIONS

- **Newsletter**
  F5SMC is working with communication firm, RSE, to create an electronic quarterly Newsletter. Topics in the inaugural newsletter include updates on Quality Rating Improvement System (QRIS), Build Up for San Mateo Children, Children's Health Initiative and Friday's CAFÉ. The tentative date to get the newsletter out is the week of April 21, 2018.

- **Advocacy Day – May 2, 2018**
  RSE is developing advocacy materials which includes a fact sheet and program dashboard, impact stories, and press releases for First 5 Association Advocacy Day. These materials will be shared with State Legislators in Sacramento.

- **Branding Campaign**
  To increase the level of F5SMC visibility, we are working with RSE with a new branding concept for future communications. More details to follow.

WEBSITE

- The First 5 San Mateo County Spanish version of our website is now live. Visit www.first5sanmateo.org to check it out. **Many thanks to our partners, Carolina Balladares of Gatepath and Angela Cabrera of 4C's of San Mateo, for reviewing the F5SMC Spanish website**.

SOCIAL MEDIA

- See March Social Media Report Attachment 11A

First 5 San Mateo County
March 2018

Overview

This month Facebook saw the highest follower growth, although all the accounts grew in the number of fans and we continue to see positive interaction and engagement on all First 5 San Mateo social media platforms. Engagement was also the highest on Twitter with almost 6K impressions in March, 1K more impressions than last month.

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

Activity by Platform

The following report provides engagement statistics by social media platform.

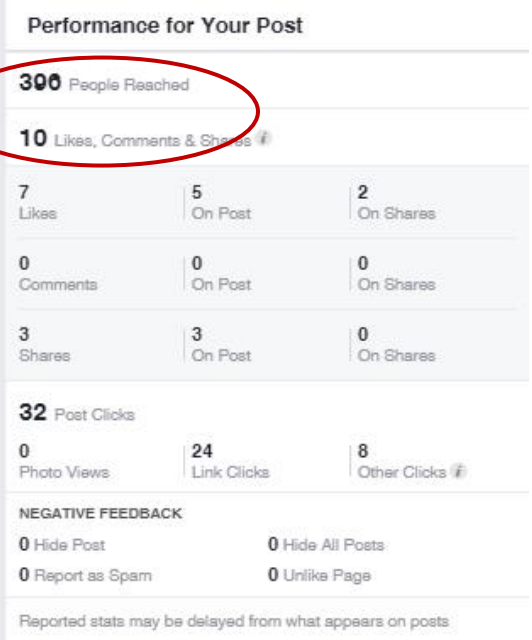
Facebook

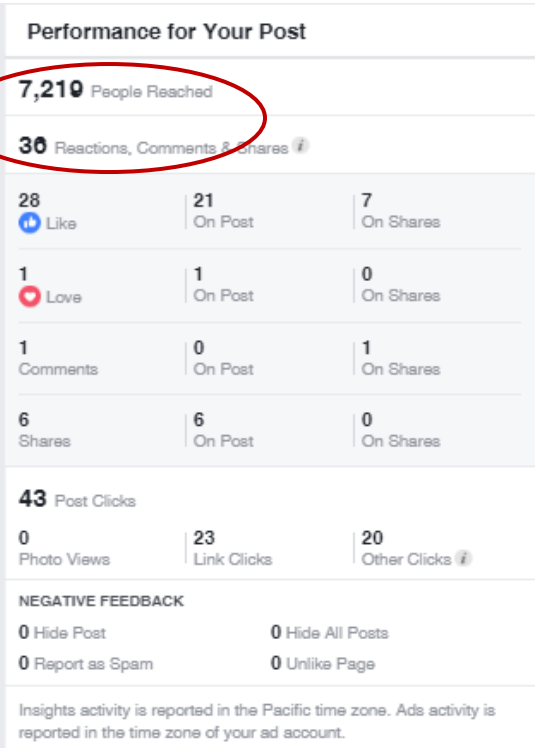
1098 Followers (+82 from last month)
478 Total Engagements – Likes and Comments (+239 from last month)
7.6K Highest Paid Post Reach (in March) (+2.7K from last month)
8% Highest Engagement Percentage (in March)

Facebook saw the most growth during the month of March. Engagement for the month consisted of 478 comments, likes, and shares, double the engagement compared to last month. The increase is attributed to the Facebook paid efforts to continue through the month. The paid effort included one Facebook ad and three promoted post. The three promoted post reached over 19.6K people and the post with the highest engagement consisted of 8%. Below are the posts with the highest reach and engagement.

Highlights:

First 5 San Mateo County
March 2018





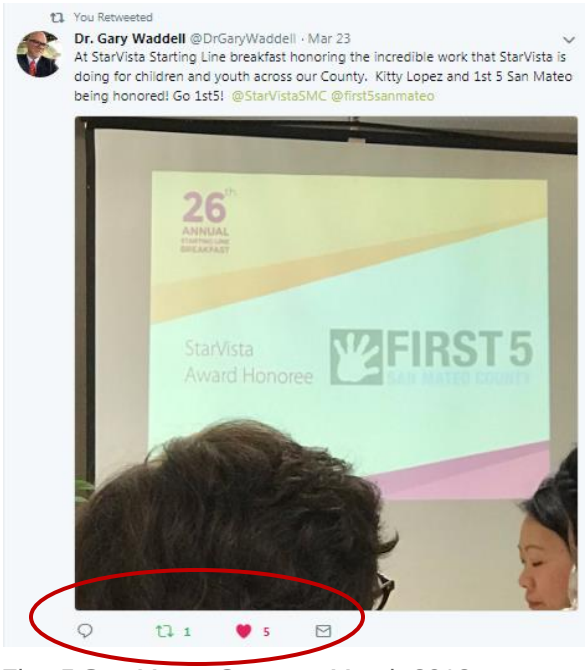
First 5 San Mateo County
March 2018

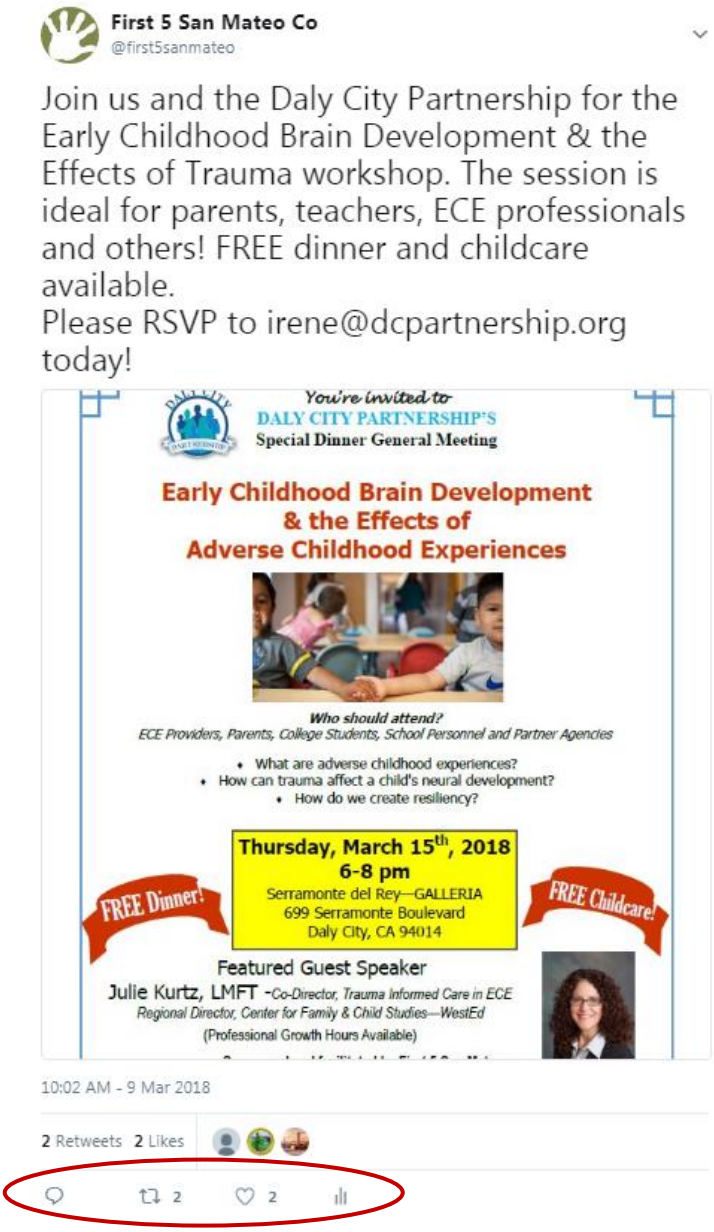
Twitter

282 Followers (to date) (+10 from last month)
34 Total Engagements- Retweets/Likes/Mentions
5.9 K Tweet Impressions (+1249 from last month)

Twitter continues to see significant engagement and a high number of impressions. The account remains to be mentioned in content and tweets from other influencers in the early childhood space. The most popular tweet was about navigating systems. The top mention of the month came from County Deputy Superintendent, Dr. Gary Waddell.

Some highlighted tweets from the month are shown below:





First 5 San Mateo County
March 2018

Instagram

183	Followers (+19 from last month)
84	Total Engagements- Likes and Comments (+13 from last month)
64	Following (+4 from last month)

The Instagram account saw growth in followers besides not having paid social running during the month. Followers continue to include parents, teachers, early education and health community organizations, other First 5's and public officials. We published five posts this month, and engagement stayed consistent with 84 likes and comments more engagement than last month. The two most popular posts are shown below:

First 5 San Mateo County
March 2018

LinkedIn

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

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

OVERVIEW

Assembly Bill 2292 (Aguiar-Curry) – Improving Infant and Toddler Care

The following letters were sent urging them to support AB 2292, which will develop crucial infrastructure for California's child care system by increasing state funding rates for infant and toddler care, creating a grant program to fund implementation and startup costs of new child care facilities, and expanding a fund to recruit a new generation of family child care providers:

- On March 29th, 2018, F5SMC submitted a support letter to Assembly Human Services. (See Attachment 12A)

- On April 3rd, 2018, F5SMC submitted a support letter to Assembly Education Committee (See Attachment 12B)

Family Urgent Response System

On March 28th, F5SMC submitted a letter to Governor Brown, Legislative Leadership, and Budget Conferees urging them to support Family Urgent Response System, a $15 million budget proposal in 2018 – 2019 and $30 million ongoing, to support foster youth and their caregivers. (See Attachment 12C)

Child Care Facility (Former PUC Site) in South San Francisco

On March 28th, F5SMC submitted a letter to South San Francisco City Council urging them to support the inclusion of child care in the development of the former PUC site. (See Attachment 12D)

CalWORKS Home Visiting Initiative Support

On April 4th, F5SMC submitted a letter of support to the Senate and Assembly Budget Subcommittees urging them to adopt Governor Brown's proposed CalWORKs Home Visiting Initiative and fund an additional $50 million annual investment in the program in order to enhance and expand voluntary, evidence-based home visiting for CalWORKs families. (See Attachment 12E)

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

Early Learning

Child Care Partnership Council: The Child Care Partnership Council (CCPC) met on March 27th for their regular bi-monthly meeting. The CCPC workgroups: Workforce, Inclusion, and Policy Advocacy and Communications (PACO) are active and deeply engaged in addressing and working to address the needs of the early learning community. A new workgroup has been established: QRIS, to devolve deeper into implementation and programming strategies to support providers and families participating in the QRIS. PACO, co - chaired by F5SMC and 4C's have established a standing agenda and that focuses: on CA State Budget & Legislation, Federal Legislation, Local Initiatives and Partnerships. PACO/ Child Care Partnership Council, where possible, aligns with the policy positions of several associations and organizations in the early learning social services, advocacy and health sectors.

Child Health and Development

Trauma-Informed Systems (TIS) Planning Committee: The Trauma-Informed Systems Planning Committee met on March 27th for their second meeting to review themes generated from the key informant interview process and to begin to think about possible directions for funding and implementation. The Committee's conversation furthered the development of more concrete options, which will be discussed at the third meeting later this month.

Help Me Grow National Forum: An engaged and thoughtful team of San Mateo County early childhood professionals, including representatives from Gatepath, 4Cs, StarVista, and First 5 SMC (Emily Roberts and Michelle Blakely) attended the Help Me Grow (HMG) National Forum in Seattle during the first week of April. Local participants found it to be robust and informative and helpful in furthering our vision and planning for the Help Me Grow rollout in San Mateo County. HMG National Forum attendees will share their takeaways at the Systems Change for Children with Special Health Care Needs Meeting later this month.

Family Support

On April 5th, Jenifer Clark represented First 5 SMC at a provider training for the Central Support Staff unit team in our Child Welfare Services division. This art therapy training was led by Michelle Holdt, of the San Mateo County Office of Education, and focused on the importance of self-care to avoid burnout and improve effectiveness. The training included some theater/improv team-building exercises, and a journal-making craft. At the conclusion of the training, attendees took their journals with them and expressed interest in continuing the Art Therapy training series. The April 5th training was the culmination of a 2-day training collaboration with Human Services Agency.

POLICY & ADVOCACY UPDATES

On April 2nd, Michelle Blakely and Jenifer Clark attended the United Way "Power of 9" convening hosted by Thrive here in San Mateo. The purpose of the meeting was to finalize the group's policy platform, which focuses on access to housing, employment, and child care in the nine Bay Area counties. Workgroups for each of these areas identified several State and Assembly bills that they will formally support during the legislative session. The organization is planning an upcoming "Day of Action" in Sacramento, on April 30th, where members will meet with their representatives to educate our legislators on these interrelated issues.

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

First 5 State Association Network is establishing a Network Leadership Program to strengthen the role of Executive Directors as leaders and advocates for change in each county and in the state. This follows the yearlong strategic planning work that was presented at the February 26, 2018 Commission Meeting. Kitty Lopez has been selected presenting San Mateo County to participate in this first cohort with 19 other Executive Directors throughout the state. Kitty will attend three 3-day convenings in May, October, and January, 2019. Commission Chair, Pam

Frisella and Vice Chair, Louise Rogers were consulted and are supportive of this opportunity, as Kitty will need to miss the May 21st and January 28th Commission Meetings. The plan is to have a second cohort in 2019, for other Directors and possibly other senior leaders.

First 5 California Child Health, Education, and Care Summit: First 5 SMC staff members Michelle Blakely and Emily Roberts attended the F5CA Child Health, Education, and Care Summit in Los Angeles from April 10th to 12th. The Summit featured several dynamic speakers including Drs. Andrew Meltzoff, Dana Suskind, Ajay Chaudry and Vincent Feletti and demographer Dowell Myers as well as multiple breakout sessions. Sessions attended by F5SMC staff included several focused on QRIS and quality, as well as ACEs and trauma, among others.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

- Kitty Lopez attended 49th Annual Progress Seminar on April 13th – 15th, hosted by the Redwood City San Mateo County Chamber of Commerce, an annual convening of nearly 300 leaders from every industry, nonprofit sector, and level of government to learn about and discuss county and regional issues. The seminar co-chairs are: Commissioner Foust, in her role as President and CEO of SAMCEDA, Supervisor Carole Groom, and Assemblymember Kevin Mullin.

- First 5 San Mateo County is hosting a Strategic Planning Forum on May 9, 2018 from 9:30 am – 12:00 Noon at the Sobrato Center, Shoreway Conference Room. F5SMC is developing its 2020-2025 Strategic Plan and encouraging F5SMC Grantees, Community Partners and Community-Based Organizations to attend to share their experiences, ideas, and priorities. To register, visit http://www.first5sanmateo.org/event/strategic-planning-forum/
(See Attachment 12F)

- The Board of Supervisors is hosting a Boards and Commissions Appreciation Event on Tuesday, May 22, 2018 from 5:00 pm – 6:30 pm at 555 Marshall Street, Redwood City. The event is for current members of Boards and Commissions, associated liaisons and County staff. Commission Chair, Pam Frisella, will be attending.
RSVP at https://www.eventbrite.com/e/boards-and-commissions-appreciation-event-tickets-42916292787 (See Attachment 12G)

- The Women's Community Leadership Network is hosting a policy breakfast on Friday, May 4, 2018 from 7:30 am – 9:00 am at Poplar Creek Grill. Their topic will be *Tackling the Gap: Childcare Facilities for All.* Commissioners Foust and Campbell, and F5SMC's Executive Director, Kitty Lopez will be the speakers of this event. Tickets are available online. Visit http://wclnbreakfast2018.bpt.me
(See Attachment 12H)

FIRST 5
SAN MATEO COUNTY

1700 S. El Camino Real, Suite 405
San Mateo, CA 94402-3050
T 650.372.9500
F 650.372.9588

Attachment 12A

March 29, 2018

The Honorable Blanca Rubio
Assembly Human Services
1020 N Street, Room 124
Sacramento, CA 95814

RE: SUPPORT OF ASSEMBLY BILL 2292 (AGUIAR-CURRY)

Dear Assemblymember Rubio:

On behalf of **First 5 San Mateo County,** I urge you to support AB 2292 (Aguiar-Curry), which will develop crucial infrastructure for California's child care system by increasing state funding rates for infant and toddler care, creating a grant program to fund implementation and startup costs of new child care facilities, and expanding a fund to recruit a new generation of family child care providers.

Ground-breaking early brain science from the Harvard Center for the Developing Child and the University of Washington demonstrates the first years of life lay the foundation for a successful future. The brain science shows why high-quality infant and toddler child care, in particular, are a major benefit to school readiness and enhance a child's success throughout school and life. However, less than 14 percent of eligible infants and toddlers have access to subsidized care in our great state.

AB 2292 will improve access to quality infant and toddler care in California by increasing the adjustment factors for the Standard Reimbursement Rate so more providers can afford to provide high-quality care to families with infants and toddlers.

This bill also will create the "Classroom Planning and Implementation Grant Program" to fund start-up costs for opening new classrooms and centers, as well as converting existing classrooms to serve a different age group. The program will enable child care providers to purchase age-appropriate facilities and infrastructure, start-up support, and professional development for all care settings. Proper training, facilities, and infrastructure will ensure infants and toddlers receive the best adult-child interaction to support their brain development when they are away from their parents.

Additionally, AB 2292 will codify and expand the "Family Child Care Recruitment and Training Fund," dedicating $6 million over 5 years to targeted outreach, recruitment, training, supplies, and resources for startup costs to recruit a new generation of family child care providers. Basic licensed care capacity in California continues to decline. Expanding this Fund will support expansion of licensed care capacity for babies, preschoolers, and school-age children.

For these reasons, **First 5 San Mateo County** respectfully requests your "Aye" vote on AB 2292.

Sincerely,

Kitty Lopez,
Executive Director

FIRST 5
SAN MATEO COUNTY

1700 S. El Camino Real, Suite 405
San Mateo, CA 94402-3050
T 650.372.9500
F 650.372.9588

Attachment 12B

April 3, 2018

The Honorable Patrick O'Donnell
Assembly Education Committee
1020 N Street, Room 159
Sacramento, CA 95814

RE: SUPPORT OF ASSEMBLY BILL 2292 (AGUIAR-CURRY)

Dear Assemblymember O'Donnell:

On behalf of **First 5 San Mateo County,** I urge you to support AB 2292 (Aguiar-Curry), which will develop crucial infrastructure for California's child care system by increasing state funding rates for infant and toddler care, creating a grant program to fund implementation and startup costs of new child care facilities, and expanding a fund to recruit a new generation of family child care providers.

Ground-breaking early brain science from the Harvard Center for the Developing Child and the University of Washington demonstrates the first years of life lay the foundation for a successful future. The brain science shows why high-quality infant and toddler child care, in particular, are a major benefit to school readiness and enhance a child's success throughout school and life. However, less than 14 percent of eligible infants and toddlers have access to subsidized care in our great state.

AB 2292 will improve access to quality infant and toddler care in California by increasing the adjustment factors for the Standard Reimbursement Rate so more providers can afford to provide high-quality care to families with infants and toddlers.

This bill also will create the "Classroom Planning and Implementation Grant Program" to fund start-up costs for opening new classrooms and centers, as well as converting existing classrooms to serve a different age group. The program will enable child care providers to purchase age-appropriate facilities and infrastructure, start-up support, and professional development for all care settings. Proper training, facilities, and infrastructure will ensure infants and toddlers receive the best adult-child interaction to support their brain development when they are away from their parents.

Additionally, AB 2292 will codify and expand the "Family Child Care Recruitment and Training Fund," dedicating $6 million over 5 years to targeted outreach, recruitment, training, supplies, and resources for startup costs to recruit a new generation of family child care providers. Basic licensed care capacity in California continues to decline. Expanding this Fund will support expansion of licensed care capacity for babies, preschoolers, and school-age children.

For these reasons, **First 5 San Mateo County** respectfully requests your "Aye" vote on AB 2292.

Sincerely,

Kitty Lopez,
Executive Director

Attachment 12C

Help Kids in Foster Care Access Mental Health Services

Add your Organization to the Letter Below

If you are already in The Children's Movement, begin typing your organization's name in the box. Select your organization, then hit the blue button at the bottom of the page.

If you are new, welcome! Hit the blue button at the bottom of the page to continue and enter your organization's information.

Family Urgent Response System – SUPPORT

Dear Governor Brown, Legislative Leadership, and Budget Conferees:

We are writing in support of the Family Urgent Response System, a $15 million budget proposal in 2018-19 and $30 million ongoing, to support foster youth and their caregivers. The purpose of this Response System is to provide foster youth and their caregivers with the immediate support they need during times of emotional crisis, and link youth and families to needed supports and services to help stabilize the situation. This Response System supports the goals of the Continuum of Care Reform (CCR) to provide timely, in-home supports and services to help families thrive.

Children and youth in the foster care system have often experienced trauma that manifests in behaviors that can become overwhelming to their caregivers. Caregivers may feel their only options are to contact law enforcement, which can result in the criminalization of foster youth. Caregivers may feel forced to give up their foster youth, which in turn leaves the youth feeling even more abandoned and traumatized. CCR envisions that all foster youth and caregivers receive immediate and timely supports and services regardless of the placement setting, to support long-term permanency and improved outcomes.

The Family Urgent Response System would provide current and former foster youth and their caregivers with immediate supports, by: (1) establishing a statewide, toll-free hotline available 24 hours a day, 7 days a week, for caregivers and youth who are experiencing emotional, behavior or other difficulties and need immediate help. The hotline will be staffed with operators trained in

Attachment 12C

conflict resolution and de-escalation who will provide immediate assistance to help defuse the crisis and determine whether mobile, in-home support is needed; and (2) requires counties to establish mobile response teams to provide face-to-face, in-home response on a 24/7 basis to help stabilize the living situation, assess the caregiver's and child's needs and develop a plan of action. Counties will provide the family with ongoing services through the existing local network of care.

The Family Urgent Response System for foster youth and caregivers will help address traumatic experiences for foster youth, reduce law enforcement calls and needless criminalization of youth, and prevent placement disruption. By stabilizing placements, this will promote healing and bonding for foster youth and their caregivers and support the permanency goals as envisioned by CCR.

For these reasons, we support the Family Urgent Response System.

Sincerely,

{Organization Names}

cc: Members and Staff of the Senate Budget Subcommittee No. 3 on Health and Human Services
Members and Staff of the Assembly Budget Subcommittee No.1 on Health and Human Services

Next

Need assistance with this form?

Attachment 12C

Thank you, First 5 San Mateo County, for signing on to help foster youth access mental health services.

Help us get the word out - click here to share the tweet below.

Kids in foster care have experienced significant trauma from abuse and neglect. Join me in adding your org to this letter to help them get the mental health services they need!
https://ctt.ec/o3rkF+ #ProKidCA

FIRST 5
SAN MATEO COUNTY

1700 S. El Camino Real, Suite 405
San Mateo, CA 94402-3050
T 650.372.9500
F 650.372.9588

Attachment 12D

March 28, 2018

COMMISSIONERS
Anne E. Campbell
County Superintendent of Schools
David Canepa
Board of Supervisors
Pam Frisella
Commission Chair
Michael Garb
Public Member
Rosanne Foust
Public Member
Neel Patel, M.D.
Public Member
Sandra Phillips-Sved
Public Member
Louise Rogers
Chief, Health System
Commission Vice Chair
Nicole Pollack
Director, Human Services Agency

EXECUTIVE DIRECTOR
Kitty Lopez

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

South San Francisco City Council
400 Grand Avenue
South San Francisco, CA 94080

Dear Mayor Normandy, Mayor Pro Tempore Matsumoto, and Council Members Addiego, Garbarino, and Gupta,

As you are aware, San Mateo County is facing a childcare facilities shortage and that shortage also exists in South San Francisco. According to San Mateo County Child Care and Preschool Needs Assessment 2017 Report, in South San Francisco the demand for the number of residents with children ages 0 – 4 years old needing care is 2,183. There is a need of 518 subsidized spaces for families with incomes below 70% state media income.

I am urging you to assist in helping fill-in the child care needs of South San Francisco. **It has come to my attention that child care may be included in the development of the former PUC site**. I encourage you to support this project; you will be supporting the children, families, and community of South San Francisco. Your leadership in this area is noted as you are one of only two cities in San Mateo County to collect child care impact fees.

Your support of a new child care facility and program of the former PUC site will not only help many low income families in South San Francisco find a place to bring their children ages 0 – 4 for childcare, but also aligns with the Build Up for San Mateo Kids Early Learning Facilities Initiative goals of addressing the childcare shortage in the County.

To learn more about Build Up, you can visit https://sites.google.com/view/buildupsmc or email buildupsmc@gmail.com.

If you have any questions, please contact me at klopez@smcgov.org or (650) 372-9500.

Sincerely,

Kitty Lopez
Executive Director

April 4, 2018

To: The Honorable Dr. Richard Pan
Chair, Senate Budget Subcommittee No. 3

The Honorable Dr. Joaquin Arambula
Chair, Assembly Budget Subcommittee No. 1

RE: CalWORKs Home Visiting Initiative – SUPPORT

Dear Chairpersons Pan and Arambula,

We respectfully urge your Committees to adopt Governor Brown's proposed CalWORKs Home Visiting Initiative and fund an additional $50 Million annual investment in the program in order to enhance and expand voluntary, evidence-based home visiting for CalWORKs families.

The *CalWORKs Home Visiting Initiative* will cost-effectively strengthen the youngest Californians and their families, while also enhancing the impacts of the California Work Opportunity and Responsibility to Kids (CalWORKs) program. Although unmet basic needs, adverse experiences, and circumstances of economic hardship can undermine the health and well-being of families, voluntary evidence-based home visiting programs (such as Healthy Families America, Nurse-Family Partnership, Parents as Teachers, SafeCare and Early Head Start Home-Based Option) are backed by decades of research demonstrating that they improve outcomes for both parents and children in myriad ways. When implemented with fidelity to their model standards, these programs can generate public savings by increasing healthy births, boosting positive parenting practices, reducing child maltreatment, and increasing family self-sufficiency in the forms of adult educational attainment, career training and employment.

The *CalWORKs Home Visiting Initiative*, as proposed by the Administration, would allow County Human Services Agencies to partner with other public agencies and community providers to offer evidence-based home visiting programs on a voluntary basis to first-time parents under age 25 participating in CalWORKs who are pregnant or parenting a child under two years of age.

We urge your support for this proposal and additionally urge you to adopt the following items to expand and enhance the *CalWORKs Home Visiting Initiative*.

- Allocate an additional $50 million to extend and enhance the reach of these services to CalWORKs families beyond first-time parents under age 25.
- Provide one-time allowances of $500 per participating family in the form of a "New Parent Support" for the purpose of assisting families with one-time costs such as cribs, car seats, childproofing supplies for the home, etc.
- Ensure that home visitors are well-trained in principles of strengths-based practice, cultural competencies, and in supporting families to navigate the CalWORKs program and utilize the array of supports and services available to them.
- Build in adequate start-up time and cost allowances for counties, in order to maximize the success of the Initiative.
- Make this program a permanent feature of the CalWORKs program, and allow for open and continuous enrollment of eligible, interested families.

Voluntary, evidence-based home visiting programs are one of the best investments California can make to ensure children and families living in poverty have the opportunity to succeed. California can and should join the 30+ states that are already investing General Funds and/or federal TANF dollars in voluntary, evidence-based home visiting programs to strengthen and support children and families.

We thank you for your work on these important issues and urge your support for this item.

Sincerely,

cc: Members and Staff of the Senate Budget Subcommittee No. 3
Members and Staff of the Assembly Budget Subcommittee No. 1
Senator Holly Mitchell, Chair, Senate Budget Committee
Assembly Member Phil Ting, Chair, Assembly Budget Committee

Attachment 12F

FIRST 5
SAN MATEO COUNTY

STRATEGIC PLANNING FORUM

MAY 9, 2018 | WEDNESDAY
9:30 AM - 12:00 PM

SOBRATO CENTER
SHOREWAY CONFERENCE ROOM
330 TWIN DOLPHIN DRIVE
REDWOOD CITY, CA

Share your experiences, ideas, and priorities as First 5 San Mateo County develops its 2020-2025 Strategic Plan

WHO SHOULD COME?

- F5SMC GRANTEES
- COMMUNITY PARTNERS
- COMMUNITY-BASED ORGANIZATIONS

9:15 AM BREAKFAST SERVED

Attachment 12G

You're invited!

Boards and Commissions Appreciation Event

Please join Board President Dave Pine for an event celebrating your contribution to a County Board, Commission or Committee!

Tuesday, May 22, 2018
5:00 - 6:30 p.m.
555 Marshall Street, Redwood City

This special event is for current members of Boards and Commissions, associated liaisons and County staff.

Attendees must RSVP at:
https://www.eventbrite.com/e/boards-and-commissions-appreciation-event-tickets-42916292787

- Hors d'oeuvres will be served.
- Attending members will receive a thank you gift.

Hope to see you there!

WCLN

WOMEN'S COMMUNITY LEADERSHIP NETWORK

Tackling the Gap: Childcare Facilities for All

In 2017, Brion Economics identified a gap of 10,789 early childhood education and care spaces for children ages 0-4.

Friday, May 4, 2018
7:30-9:00 a.m.
Poplar Creek Grill
1700 Coyote Point Drive, San Mateo

Join WCLN for a hearty policy breakfast on San Mateo County's critical need for early childhood education facilities, and learn how you as a policymaker and local leader can make an impact on quality of life and work towards addressing this gap in your community. Learn from our speakers:

Rosanne Foust, President & CEO, SAMCEDA
Kitty Lopez, Executive Director, First 5 SMC
Anne Campbell, SMC Superintendent of Schools

RSVP BY WEDNESDAY, MAY 2, 2018

$30 Tickets Available Online
http://wclnbreakfast2018.bpt.me

BUSINESS ECONOMY POLICY SAMCEDA San Mateo County Economic Development Association

CHOOSE CHILDREN 2018

SILICON VALLEY community foundation®

CEL Center for Early Learning

Women's Community Leadership Network is a non-partisan, nonprofit organization that seeks to create informed, active and fully engaged women leaders in our community. 501(c)(3) Tax ID #46-4292082

DATE: **April 23, 2018**

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

FROM: **Kitty Lopez, Executive Director**

RE: **Committee Updates**

Program, Operations and Planning Committee, April 2, 2018

Commissioners Present: Sandra Phillips-Sved (Chair), Anne Campbell, Nicole Pollack, Harvey Kaplan (Public Member)

Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

1. Proposition 64 – Marijuana Taxing and Affects with Children

F5SMC's Executive Director, Kitty Lopez, presented the First 5 Association slide deck: *Proposition 64 and Early Childhood.* Lopez highlighted the following:

- First 5 Association is focusing on these concerns for children ages 0 - 5: marijuana exposure in the home, exposure during pregnancy and breastfeeding, and teen usage during pregnancy. Commissioner Campbell asked if the kids' intoxication is due to parents being high or accidental ingestion. Public Member Kaplan, as a Pediatrician, answered that for the most part is ingestion.
  Commissioner Pollack asked to clarify the definition of third hand smoke. Public Member Kaplan informed that it is the nicotine residuals that left indoor i.e. carpet, wall.
- Lopez informed that she will send the more detailed written version of the presentation to the Committee.
- There is a 15% State sales tax on the retail price of marijuana. The state has not decided where all the sales tax will be dispensed. Discussion ensued on the local taxes.
- Presented cases of what other Counties are doing in regarding cannabis taxes. Lopez suggested to have First 5 Santa Cruz, Executive Director, Dave Brody, speak at the next Commission meeting to explain how Santa Cruz manages their cannabis taxes.
- She asked the Committee for input whether we should present the slide deck at the Commission Meeting. Committee said that it would be helpful.
- Commissioner Campbell suggested doing a survey with public, city and county officials and head of Health Services to see where they stand with this issue, and added what kind of messaging we want the public to receive.

2. Mental Health Systems Planning Update

F5SMC Program and Planning Director, Michelle Blakely, presented the *F5SMC Trauma-Informed Systems Initiative Planning* update. Blakely reminded the Committee that Learning for Action (LFA) presented their recommendations from the Mental Health Systems Steering Committee (MHSSC) at the January Commission Meeting, and the Commission approved $130,000 annually for two years for the implementation of the project. The Initiative is designed not to provide direct service, but to create an impact on system of care for children and their providers. The MHSSC completed phase 1 of this Initiative planning. Blakely highlighted the following:

- Reminded that the long-term goal of this initiative: Embed Trauma-Informed Policies and Practices at every level of the system. The MHSSC Committee would be narrowing the down the goals and will be presenting their findings and recommendations to Commission in a few months.
- MHSSC conducted 14 key informant interviews with stakeholders.

- The outcome of the interviews includes: taking a developmental approach, needs champions, needs relationship building and parallel processes to have organizational change; needs to address public awareness. Another landscape will be presented on what other Counties are doing with their Trauma-Informed models.
- MHSCC discussed where F5SMC could put its investments.
- MHSSC is contemplating the renaming the Trauma-Informed System Initiative Planning to reflect its proposed work. Possible names were to Trauma Aware, Trauma Responsive, and Resiliency Project. Blakely added that Trauma Informed Community takes at least 15 years to address per key informant interviews and research.
- Many groups and agencies are interested in the Trauma-Informed topic such as the Early Childhood Education community, and HIP Housing are interested in Trauma-Informed training, and Genentech will be investing about $3 million for Trauma-Informed Initiative.

The Power Point Presentations can be found on the April 2, 2018 POP Committee Meeting Packet.
The next POP Meeting is May 7, 2018 from 4:00 – 5:00 PM.

Early Childhood Evaluation Advisory Committee, April 16, 2018

Commissioners Present:	Louise Rogers, David Canepa (via phone)
Commissioner Absent:	Neel Patel
Grantee Representatives:	Heather Cleary, Carol Elliot
Staff:	Jenifer Clark, Kitty Lopez

The group discussed a draft of the proposed Systems Change Survey currently in development, with implementation planned within the next month or two. This survey has been administered twice in the past, in 2011 and 2013. The information is used to create network maps of the agencies funded by F5SMC and to hear our partners' assessment of various aspects of the system of care for young children and their families. Topics covered on the survey include:

- Availability and quality of services for children and parents
- Availability and quality of services for providers
- Degrees of partnership among F5SMC funded programs
- Facilitators of and barriers to strong collaborations between programs

Subcommittee members discussed a number of questions pertaining to survey development, including the level of detail that will provide the clearest responses, how the information gathered can be used during Strategic Planning, how broadly to disseminate the survey, and appropriate respondents.

The group also discussed plans for a qualitative study on access to early learning programs for children with special needs. The study will involve key informant interviews, and focus groups with parents and with providers. Commissioners and grantee representatives provided feedback and suggestions for topics that should be covered in the interview and focus group protocols.

The next meeting for the Evaluation Committee is scheduled for Monday, June 18th at 3:30pm.

Finance & Administration Committee, Meeting April 16, 2018.

Commissioners Present:	Michael Garb, Rosanne Foust
Commissioner Absent:	Pam Frisella
Staff:	Kitty Lopez, Khanh Chau, Emily Roberts

1. Review Budget Monitoring Report as of March 31, 2018 (Attachments 13A and 13C)

Kitty Lopez briefly highlighted key points of the Budget Monitoring Report as of March 31, 2018. The County's budget terminologies are now added to the Budget Monitoring Report memo and Budget Monitoring Report spreadsheet. Kitty restated, there is an additional 2.3% drop in Prop 10 Tax Revenue projections to F5SMC based on more accurate information from State Department of Finance. First 5 San Mateo County's (F5SMC) Prop 10 Tax Revenue projections for FY17-18 is now $4,967,854 from $5,086,486. The IMPACT grant revenue projection is low due to underspending by executing partners. We have received new revenue sources from the Help Me Grow grant and San Bruno Community Foundation.

Total Appropriations produce net projections with 10% lower than YTD benchmark in both Program Appropriations and Administrative Appropriations.

Committee members asked questions about the laptop purchase, Official Bond insurance and the MAA. Staff Khanh Chau responded that the laptop purchase is for a new hire since some laptop with current 4 years of service life have functional problems. As for the Official Bond Insurance, Kitty Lopez cited that F5SMC is a county department, we are covered by the same Official Bond Insurance of the County; Kitty added that the MAA refers to the Medi-Cal Administrative Activity for reimbursement from Federal Government towards local public expenditures in supporting Medi-Cal outreach, assisting with access to Medi-Cal programs and program planning. F5SMC is currently exploring the opportunity to work with the County Health System to determine if F5SMC staff and/or grantees can claim for this federal funding.

Committee members also reviewed the Persimmony report of Grant Budget to Actual presenting YTD Expenditures of multiple grants under Strategic Plan Implementation Plan (SPIP) funding. Committee members suggested renaming the report columns and complimented the usefulness of the report.

2. Review and Recommend Approval of Policies and Bylaws

Committee members reviewed F5SMC's policies and Bylaws; asked question if Consultant is subject to file the Conflict of Interest form as indicated on the Conflict of Interest Policy. Kitty Lopez did not recall this requirement but will check this topic with County Counsel. Committee member asked where the Admin Cost rate is reported on the Budget Monitoring report; staff Khanh Chau responded that the Admin Cost Rate is reported below the Total Appropriations on the Budget Monitoring Report spreadsheet; YTD Admin Cost rate as of March 31, 2018 is 10%.

Committee members suggested consistent use of First 5 San Mateo County name across all F5SMC's Policies (i.e *First 5 San Mateo County* instead of *First Five San Mateo County* in the Delegation of Authority Policy) and removal of the underline and red lines in the Bylaws.

3. Review and Recommend Approval of the Agreement for the Help Me Grow Consultation Services with Cheryl Oku

Staff member Emily Roberts joined the meeting to present the Help Me Grow Consultation agenda item with Cheryl Oku Consulting. Roberts shared that during the last 10 years, F5SMC has funded the Watch Me Grow Initiative, a Special Needs Project, which focuses on screening, care coordination, and support services. Embedded in F5SMC's current Watch Me Grow program is a small amount of funding dedicated to covering the emerging Help Me Grow activities, which is being led by Cheryl Oku, a Gatepath employee. The Help Me Grow program provides a universal access point for children, families, and providers and serves as the 'glue' to connect families to services. With the expansion of the Help Me Grow model across multiple states and California counties, and our local momentum to launch the model in SMC, F5SMC seeks to hire Cheryl Oku as the consultant to lead the coordination and operations of the Help Me Grow Initiative. Funding for the Help Me Grow contract with Cheryl Oku includes $136,941 as a reduction of the Watch Me Grow grant during period FY18-20; $95,200 funded from the David and Lucile Packard Foundation Help Me Grow grant; and $1,099 funded from the F5SMC Emerging Project budget line. Program Specialist Emily Roberts cited that the contract will be a sole source, due to Cheryl Oku's unique

knowledge of both the Help Me Grow model and the developmental services landscape in San Mateo County.

Kitty Lopez commented that the ability to leverage David and Lucile Packard Foundation and Peninsula Health Care District grants is an example of increasing the reach and ability to leverage additional community investments.

Committee members endorsed staff's recommendation and commended both the WMG and HMG initiatives. Members support the increased leadership role of F5SMC with the hiring of this consultant and value the increased visibility of F5SMC in the community.

4. Verbal Discussion

Audit Services RFQ: Kitty Lopez reported 2 audit services quotations were received out of the 4 RFQs were sent to 4 selected audit firms; the F5SMC's current auditor offer is the most competitive. Kitty cited that F5SMC has small fiscal operational staff and suggested to remain with the current auditor. Kitty Lopez also made reference to County of San Mateo having employed the same auditor for 20+years.

Committee members supported the hiring of the current auditor citing that staff has done thorough fiscal job and we have had clean audit reports for multiple years.

Fund Balance and Reserves Languages for F5SMC Budget and LTFP versus County's comparable terms

We started adding County's budget terminologies to the Budget Monitoring Report as of March 31, 2018 and to FY18-19 Budget that will be presented to the Commission in the coming month. As for Long-Term Financial Plan (LTFP) FY17-18, we will rename the Reserves term on our previous LTFP to the Pension Liability and Operational Reserves to differentiate with the County Reserves term (a comparable term to F5SMC's Fund Balance).

Kitty Lopez informed that she may miss the May 21st, 2018 Commission meeting due to potential participation in a policy advocacy leadership training held by F5CA in May 2018. Both Commission Chair and Commission vice Chair have supported this training opportunity. Kitty Lopez suggested the F5SMC's FY18-19 Budget be presented at the June 25, 2018 Commission Meeting while the FY18-19 Budget Assumptions will be discussed at the May 14, 2018 Finance and Administration Committee Meeting.

Next Meeting on Monday May 14, 2018 from 9:00am-10:00am at the F5SMC office.

Attachment 13A

DATE: **April 23, 2018**

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

FROM: **Kitty Lopez, Executive Director**

RE: **Budget Monitoring Report as of March 31, 2018**

BUDGET MONITORING REPORT as of March 31, 2018 HIGHLIGHTS

County's Budget Terminologies

At the March 26, 2018 Commission Meeting, Commission reviewed and approved the use of Reserves* to fund the approved FY17-18 Revised Budget. At the same time moving forward, F5SMC will add Budget terminologies used by the County to F5SMC Budget for a comparable reading with County internal budget system. See attachment 8 of March 26, 2018 Commission Meeting packet for further details.

**Total Sources, Net Appropriations, Reserves, Total Requirements are terminologies used by the County of San Mateo.*

Budget Monitoring Report as of March 31, 2018 Highlights

The Budget Monitoring Report as of March 31, 2018 is presented in summary as **Attachment 13B.** Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 75%

REVENUES

- YTD Interest Revenue projection is $95K or 77%, representing a positive variance or 2% higher than YTD Benchmark due to higher interest earning rate in the County investment pool.
- YTD Prop 10 Tax Revenue projections are $3.864 million or 76%, representing a positive variance of 1% than YTD Benchmark. However, full impacts of Prop 56 implementation ($2 Tobacco Tax) is unclear at this time.

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

  a) *In anticipation from various new Tobacco tax regulation impacts, First 5 Association of California makes unofficial revenue projections based on the Governor's Proposal Budget and the best available information about the increase in the smoking age to 21, the projected revenue from E-cigarette taxation, and Proposition 56.*

  b) *First 5 Association of California's projection reveals that Prop 10 Tax Revenues to F5 Commissions will decrease 17% in FY2017-2018 because of the new $2 tobacco tax (Proposition 56). However, First 5 Commissions will receive a back-fill in FY2018-19 to compensate for the drop in revenue associating with new tobacco tax laws.*

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

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

- YTD IMPACT Grant Revenue projection is $358K or 53%, representing 22% below YTD Benchmark due to slow grant administration by executing partner.

- Help Me Grow Grant Revenue is partially recognized by $100K in FY17-18. Total grant award is $300K with execution timeline through FY18-19.
- The San Bruno Community Foundation grant revenue of $15.7K is fully received.
- YTD Total Revenues projections are $4.434 million or 74%, representing a negative variance or 1% lower than YTD Benchmark. Major attributable factors to this negative variance are associated with slow IMPACT grant administration by executing partner.

APPROPRIATIONS

- YTD Program Expenditures projections are $5.885 million or 65%, representing a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are attributable to pending planning and rolling out of the Policy Advocacy, Communications and System Changes-unallocated fund; as well as slow spending across grants at the beginning of the fiscal year. However, most grants are expected to be fully executed in this FY17-18 as the last year of the contract terms.
- YTD Administrative Expenditures projections of $675K or 63%, representing a positive variance or 12% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various administrative areas and saving from delayed hiring of Extra-Help staff.
- **YTD Total Appropriations (Total Net Appropriations*)** projections are $6.559 million or 65%, representing a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending in both Program and Administrative Appropriations and savings in various Administrative budget lines.

ENDING FUND BALANCE (RESERVES*)

- At this time, we are projecting Ending Fund balance (Reserves*) of $12.797 million or 119%, representing a positive variance of 19% or $2.058 million higher than the planned budget.

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

CHALLENGES:

- None at this time.

FIRST 5 SAN MATEO COUNTY **BUDGET MONITORING REPORT AS OF MARCH 31, 2018** **Attachment 13B**

YTD Benchmark Percentage : 75%

	FY17-18 Revised Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget (%)	NOTES
REVENUE						
BEGINNING FUND BALANCE BEGINNING (BEGINNING RESERVES*)	**$ 14,922,527**	**$ 14,922,527**	**$ -**	**$ 14,922,527**		**0**
Interest	125,002	64,534	31,251	95,785	77%	$31K is Q3'18 Interest Revenue estimate. Positive variance due to higher interest earning rate from the county investment pool in recent months.
Tobacco Tax - Prop 10	5,086,486	3,036,235	827,833	3,864,068	76%	2.3% revenue drop or $120K revenue reduction to F5SMC in FY17-18. F5SMC Prop 10 Revenue is now $4.967 Mio from $5.086 Mio. $827K are Feb and Mar'18 Revenue estimates.
IMPACT grant	673,815	189,780	168,454	358,233	53%	$168K are Q3 revenue estimates. Slow grant administration by executing partner.
Help Me Grow Grant	100,000	-	100,000	100,000	100%	Partial revenue recognition of the Help Me Grow Grant in FY17-18
San Bruno Community Foundation Grant		15,740		15,740		
Wellness Grant	-	774	-	774		-
Miscellaneous Reimbursements	-	-	-	-		-
TOTAL REVENUE	**5,985,303**	**3,307,063**	**1,127,538**	**4,434,600**	**74%**	**Negative variance is due to slow execution of the IMPACT grant.**
TOTAL AVAILABLE FUND (TOTAL SOURCES*)	**20,907,830**	**18,229,590**	**1,127,538**	**19,357,127**		
APPROPRIATIONS						
1. PROGRAMS						
Family Engagement	2,428,341	1,085,147	607,085	1,692,232	70%	$607K are Q3'18 expenditure estimates.
Kit for New Parent KNP (KNP)	41,000	15,182	0	15,182	37%	Part of FY16-17 KNP order is delivered in FY17-18
Child Health & Development	1,808,352	737,614	452,088	1,189,702	66%	$452K are Q3'18 expenditure estimates.
Early Learning	2,351,935	907,022	587,984	1,495,005	64%	$587K are Q3'18 expenditure estimates.
Early Learning - Regional Cost Sharing	30,000	0	0	0	0%	No regional cost sharing project with other F5s at this time.
Help Me Grow grant	85,000	0	0	0	0%	Delayed executed grant in this fiscal year due to grant is in early planning process.
IMPACT Grant	623,815	328,705	155,954	484,659	78%	$155K are Q3'18 expenditure estimates. Slow grant administration by executing partner.
Policy Advocacy, Communications & Systems Change	505,959	246,128	126,490	372,618	74%	$126K are Q3'18 expenditure estimates.
Unallocated Fund - Policy Advocacy, Communications & Systems Changes (PAC)	371,500	16,642	92,875	109,517	29%	Pending planning and rolling out the PAC - Unallocated fund.
Other Communications	10,000	0	0	0	0%	-
Program Salary & Benefits	**538,098**	**319,061**	**-**	**319,061**	59%	Saving due to delayed hiring of Extra Help staff.
Evaluation	-	-	-	-	#DIV/0!	-
Grant Management and Big Data	147,850	67,521	36,963	104,484	71%	$36K are Q3'18 expenditure estimates.
Evaluation - Salaries & Benefits	**154,057**	**102,496**	**-**	**102,496**	67%	Delayed posting of Retirement Health expenses by the County
TOTAL PROGRAM APPROPRIATIONS	**9,095,907**	**3,825,518**	**2,059,438**	**5,884,956**	**65%**	**Positive variance due to slow execution in IMPACT grant at the beginning of the fiscal year and pending planning and rolling out the PAC-Unallocated fund.**

	FY17-18 Revised Budget	YTD Actuals	YTD Accruals *	YTD Combined	YTD Combined versus Planned Budget (%)	NOTES
2. ADMINISTRATIVE						
Salaries and Benefits	**660,222**	**420,189**	**-**	**420,189**	**64%**	
Sub Total - Services & Supply	122,400	56,359	10,000	66,359	54%	Positive variance due to underspending in Other Professional Services and various administrative budget lines.
Sub Total - Other Charges	289,650	172,141	15,975	188,116	65%	Major savings are associated with the audit service cost saving, the reduction of A87 Allocation, and no employee training activities at this time.
			-	-		
TOTAL ADMINISTRATIVE APPROPRIATIONS	**1,072,272**	**648,689**	**25,975**	**674,664**	**63%**	**Positive variances due to underspending and savings in various Administrative budget lines.**
Administrative Cost %	**11%**	**14%**		**10%**		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)	**10,168,179**	**4,474,207**	**2,085,413**	**6,559,620**	**65%**	**Positive variances due to underspending in both Program and Administrative Budget in the first few months of the fiscal year.**
ENDING FUND BALANCE (ENDING RESERVES*)	**10,739,651**	**13,755,383**	**-957,875**	**12,797,508**	**119%**	**Positive variances are associated with underspending in both Program and Administrative Appropriations.**
Total Salaries and Benefits	**1,352,377**	**841,746**	**1**	**841,747**	**62%**	**Positive variances due to delayed hiring of Extra-Help staff.**

Note 1:

At the March 26, 2018 Commission Meeting, Commission reviewed and approved the use of Reserves* to fund the approved FY17-18 Revised Budget. At the same time moving forward, F5SMC will add Budget terminologies used by the County to F5SMC Budget for a comparable reading with County internal budget system. See attachment 8 of March 26, 2018 Commission Meeting packet for further details.

*Total Sources, Net Appropriations, Reserves, Total Requirements are terminologies used by the County of San Mateo.

Note 2:

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

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

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

Technical Terms

1. Modified Accrual

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

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

2. Internal Reporting

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

(a) allows management to monitor compliance with legal and contractual provisions applicable to the management of public funds; and

(b) provides management with the information on current performance that it needs to make future financial plans.

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

References

1. Modified Accrual: Becker CPA Review, Financial, 2009 Edition Textbook, page F8-12

2. Internal Reporting: First 5 Association of California - Financial Management Guide - Fifth Edition, 2015, Updated 12/15/15, page 51