

**FIRST 5 SAN MATEO COUNTY
PROGRAM, OPERATIONS AND PLANNING (POP) COMMITTEE MEETING**

DATE: January 6, 2020
 TIME: 4:00 – 5:00 PM
 ADDRESS: San Mateo County Office of Education, 101 Twin Dolphin Dr.
 Superintendent’s Conference Room, 2nd Floor,
 Redwood City, CA 94065

COMMISSION MEMBERS: Nancy Magee, Sandra Phillips-Sved (Chair)

PUBLIC MEMBER: Harvey Kaplan, M.D.

STAFF: Kitty Lopez, Michelle Blakely, Myra Cruz

AGENDA		
1.	Approval of the January 6, 2020 Program, Operations and Planning Committee Meeting Agenda	Phillips-Sved
2.	Approval of the September 9, 2019 Program, Operations and Planning Committee Meeting Minutes (See Attachment 2)	Phillips-Sved
3.	Elect Committee Chair for 2020	Phillips-Sved
4.	Strategic Plan 2020 – 2025 Strategic Plan Implementation Plan Updates (Verbal Update) <ul style="list-style-type: none"> • Highlights Resilient Families RFP • Communication Planning • Evaluation • Health • Early Learning 	Blakely/Lopez
5.	Trauma and Resiliency Informed Systems Initiative Update (Verbal Update)	Blakely/Lopez
6.	Adjournment	
NEXT MEETING: February 3, 2020		

**First 5 San Mateo County (F5SMC)
Program, Operations and Planning (POP)
COMMITTEE MEETING MINUTES**

**September 9, 2019
San Mateo County Office of Education**

Commissioners Present: Sandra Phillips-Sved (Chair), Nancy Magee
Commissioner Absent: Illiana Rodriguez
Public Member: Harvey Kaplan
Staff: Kitty Lopez, Emily Roberts, Myra Cruz

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

1. **Approval of the September 9, 2019 Program, Operations, and Planning Committee Meeting Agenda:**

MOTION: Commissioner Magee / SECOND: Public Member Kaplan. Motion approved.

2. **Approval of the June 3, 2019 Program, Operations, and Planning Committee Meeting Minutes:**

MOTION: Commissioner Magee / SECOND: Commissioner Phillips-Sved. Motion approved.

3. **Strategic Plan 2020 – 2025 Strategic Plan Implementation Plan Timeline Update**

F5SMC's Executive Director, Kitty Lopez, reviewed the Executive Summary of F5SMC's Strategic Plan (SP) 2020 – 2025 including the focus areas and strategies for these investments. She reminded the Committee that the Commission adopted the SP 2020 – 2025 in October 2018 Commission Meeting, and we would continue to use the same mission, vision, core values, and guiding principles.

Lopez distributed and reviewed the Strategic Plan Implementation Plan (SPIP) 2020-2025 Timeline. She shared that F5SMC is currently working on identifying the SPIP funding mechanisms to be used. There will be a presentation on these in the September 23rd Commission Meeting along with a request for approval on releasing the Request for Proposal (RFP) procurement processes. F5SMC's Early Childhood Health & Development Program Specialist, Emily Roberts, provided an overview process and shared that the release of RFPs will be gradually done in the coming months.

The Committee asked questions and made comments.

The POP Packet and handout can be found on the F5SMC website, [September 9, 2019, Program, Operations, and Planning page](#).

4. **Review and Recommend Approval of Build Up for San Mateo County's Children Capital Fund Memorandum of Understanding (MOU) between Child Care Coordinating Council, Silicon Valley Community Foundation, and First 5 San Mateo County**

Kitty Lopez asked the Committee to review this agenda item. Copies of the MOU were distributed to the Committee. Lopez gave a brief background and added that our Deputy County Counsel reviewed the MOU.

The Committee asked questions and made comments.

The POP Committee reviewed the MOU and will recommend its approval to the Commission.

The handout can be found on the F5SMC website, [September 9, 2019, Program, Operations, and Planning page](#).

5. **Trauma and Resiliency Informed Systems Initiative (TRISI) Update**

Emily Roberts reminded the Committee that in January 2018, the Commission approved the recommendation to prioritize the Trauma-Informed Care Initiative as F5SMC's investment in Mental Health Systems. Roberts highlighted the following:

- The long-term goal is to embed trauma-informed policies and practices at every level of the systems that support children and families.
- The Committee consists of about 12 – 15 stakeholders in the community.
- To delve deeper on TRISI, F5SMC conducted an additional planning process, and the resulting recommendation includes focus areas such as Systems Strengthening and Practice Improvement
- TRISI Implementation Committee Activities:
 - Convening Implementation Committee
 - Reviving a local online resource hub ([ACEs Connection San Mateo County](#)), currently managed by F5SMC's Program Associate, Mai Le
 - Conducting market assessment survey to gauge interest and progress in implementing trauma-informed practices
 - Planning countywide event on November 18, 2019 at Sobrato Conference Center. We have an event planning workgroup and have hired an event planner to assist F5SMC in planning this county-wide event. We are still working on other details such as naming the event and coordinating speakers. We have two keynote speakers: Laura van Dernoot Lipsky, founder and director of [The Trauma Stewardship Institute](#) and author of *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*, and Dr. Ken Epstein, one of the founding members of Trauma Transformed, who previously served as the Director of the Children Youth and Family System of Care for San Francisco's Behavioral Health Services. More details to follow.
 - Convening Organizational Assessment Tool Workgroup to determine agency assessment tool that will be used as the next step for TRISI implementation

Commissioner Phillips-Sved adjourned the meeting at 4:58 PM.