

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

**DATE:** March 2, 2020  
**TIME:** 4:00 – 5:00 PM  
**ADDRESS:** San Mateo County Office of Education  
101 Twin Dolphin Drive, 2nd Floor Conference Room  
Redwood City, CA 94065

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

**PUBLIC MEMBER:** Harvey Kaplan, M.D.

**STAFF:** Kitty Lopez, Michelle Blakely, Myra Cruz

**AGENDA**

1.	Approval of the March 2, 2020 Program, Operations and Planning Committee Meeting Agenda	Phillips-Sved
2.	Approval of the January 6, 2020 Program, Operations and Planning Committee Meeting Minutes (See Attachment 2)	Phillips-Sved
3.	Strategic Plan Implementation Plan Procurement Process Update (verbal update)	Blakely/Lopez
4.	Adjournment	

**NEXT MEETING: April 6, 2020**

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

**January 6, 2020  
San Mateo County Office of Education**

Commissioners Present: Sandra Phillips-Sved (Chair), Nancy Magee  
Public Member: Harvey Kaplan  
Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

Commissioner Phillips-Sved called the meeting to order at 4:02 PM.

1. **Approval of the January 6, 2020 Program, Operations, and Planning Committee Meeting Agenda:**

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

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

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

3. **Elect Committee Chair for 2020:** Committee Public Member Kaplan nominated Commissioner Phillips-Sved to continue as Committee Chair. Seconded by Commissioner Magee. Motion approved.

4. **Strategic Plan 2020 – 2025 Strategic Plan Implementation Plan (SPIP) Updates**

F5SMC's Program & Planning Director, Michelle Blakely, distributed the Strategic Plan Implementation Plan (SPIP) FY 2020 – 2025 that was approved by the Commission in October 2018. Blakely provided updates on the focus areas and explained its strategies:

- Resilient Families – RFP will be released soon in January 2020.
  - Intensive Support for Families with Multiple Risk Factors
  - Parent Connectivity
  - Family Engagement Capacity Building
- Healthy Children
  - Oral Health Access & Utilization
  - Integrated Systems for Children with Special Needs and their Families
  - Early Mental Health Systems & Infrastructure Enhancements
- Quality Care and Education
  - Quality Improvement
  - Expand Access to Early Learning Settings for Children with Special Needs.
- Evaluation and Communication

Blakely shared that organizations can apply for funding for one or more strategies. The Review Panel consists of experts within designated fields and are affiliated within and outside San Mateo County. The Review Panel reviews the applications based on evaluation criteria and will make recommendations. Recommendations are presented to

the Commission for approval. An update on the procurement process will be provided to the POP Committee.

The Committee asked questions and made comments.

The POP Packet and handout can be found on the F5SMC website, [January 6, 2020, Program, Operations, and Planning page](#).

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

Michelle Blakely shared that F5SMC has sent out a survey to community-based organizations about willingness to complete an online assessment survey to gauge their agency's healing centered policies and practices. One goal will be to have a more in-depth conversation, convening and professional development in this area based on the outcomes of the survey. Blakely mentioned that we will be using an assessment tool kit that was developed from the University of Michigan. It is not copyrighted, and we can adapt it to meet our needs. Areas can be assessed, such as HR policies & practices, staff training on reducing trauma and physical environments.

Committee asked questions and made comments.

6. **Other** - Kitty Lopez shared that Ken Cole will be attending the next Commission Meeting. She will discuss with him about joining the POP Committee.

Commissioner Phillips-Sved adjourned the meeting at 5:03 PM.