

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

DATE: January 7, 2019
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, Nicole Pollack
PUBLIC MEMBER: Harvey Kaplan, M.D.
STAFF: Kitty Lopez, Michelle Blakely, Myra Cruz

AGENDA		
1.	Approval of the January 7, 2019 Program, Operations and Planning Committee Meeting Agenda	Phillips-Sved
2.	Approval of the September 10, 2018 Program, Operations and Planning Committee Meeting Minutes (See Attachment 2)	Phillips-Sved
3.	Elect Committee Chair	Lopez
4.	Review Marijuana/Cannabis Draft Brochure	Blakely
5.	Build Up Update (verbal)	Lopez/Blakely
6.	Help Me Grow Update (verbal)	Blakely
7.	Adjournment	

NEXT MEETING: February 4, 2019

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

**September 10, 2018
San Mateo County Office of Education**

Commissioners Present: Sandra Philips-Sved (Chair), Anne Campbell, Nicole Pollack
Public Member: Harvey Kaplan (Absent)
Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

Commissioner Phillips-Sved called the meeting to order at 4:04 PM.

1. **Approval of the September 10, 2018 Program, Operations, and Planning Committee Meeting Agenda:**

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

2. **Approval of the April 2, 2018 Program, Operations, and Planning Committee Meeting Minutes:**

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

3. **Emerging Projects Update**

First 5 San Mateo County's (F5SMC), Director of Program and Planning, Michelle Blakely provided updates on the following:

- **Workforce Development** – The Workforce Development Committee of the Child Care Partnership Council is reviewing the child care workforce needs in San Mateo County (SMC). A local representative from Cañada College, Melinda Day, has been advocating to have a university such as San Francisco State University or Cal State East Bay, host a Bachelor of Arts program for teachers in SMC at Cañada College or Skyline College. It is estimated that it needs \$150,000 to run this program. F5SMC is planning to contribute. The program will start either Fall 2019 or Spring 2020. Day is scheduled to make a presentation in the future Commission Meeting to discuss the data workforce study.

- **Community Collaborative for Children's Success**

The County Manager asked County Departments to do a planning project for reducing and preventing juvenile detention rate in SMC. The Health Policy and Planning Department is taking the lead in implementing this project. They analyzed data points and indicators of youth challenges and readiness by city zip code, and it was narrowed to four communities with the highest need: South San Francisco, Daly City, East Palo Alto, and North Fair Oaks in Redwood City. To get feedback from these neighborhoods on their challenges and needs, a survey will be given to providers, caregivers, and parents, as well as hosting community input session. The outcomes would be helpful in developing landscape and asset maps for these neighborhoods. F5SMC staff reviewed the survey to make sure that 0 – 5 year olds are included in the questionnaires with language that better captures the

experiences of young children and their caregivers. F5SMC is working with Health Policy & Planning to determine the density of children at risk in the neighborhoods identified by the Community Collaborative for Children's Success. The goal is to provide a recommendation to County Manager and Department Heads in Spring of 2019. The County allocated \$2.5 million from the Measure K funds for the implementation of this project.

Committee Members provided comments and asked questions.

The handouts that were distributed at this meeting can be found at www.first5sanmateo.org website.

4. Help Me Grow Call Center Process Update

Blakely reported that Request for Qualifications (RFQ) for Help Me Grow (HMG) Call Center went out last Friday, and two agencies submitted their proposals. The Review Panel will review their proposals this week. HMG will provide a centralized access point for providers and parents with special needs children to call to connect them with services. A feasibility study was done to make sure that there is no duplication of services in the County. HMG has four main components: access point, family community outreach, outreach to health providers, and data collection analysis. A recommendation will be presented in the September Commission Meeting.

Committee Members provided comments and asked questions.

5. Local and Regional Children's Fund Efforts

F5SMC's Executive Director, Kitty Lopez, shared that F5SMC and partners are exploring ideas and strategies for obtaining funds for children for various services after 2020. Several counties in the bay area are also exploring local children's funding efforts and some have been successful in securing local funds from Proposition 64, ballot measures etc.

6. Policy, Advocacy and Communication Committee

Kitty Lopez shared that F5SMC staff are thinking about creating a Policy, Advocacy, and Communication Ad Hoc Committee to focus on policy and communications tools to reach various audiences to help them understand early childhood issues. There is an F5SMC internal communication team that meets regularly with our communication firm, RSE, but it would also be beneficial to get additional Commissioner's perspective on specific strategies and activities. The Committee agreed forming an ad-hoc would be beneficial.

Commissioner Phillips-Sved adjourned the meeting at 4:55 PM.