

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

**As authorized by Governor Newsom’s Executive Orders N-25-20 and N-29-20, dated March 12, 2020 and March 17, 2020 respectively, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be held and live cast from the following location where members of the public shall have the right to observe and offer public comment:**

DATE: June 1, 2020  
TIME: 4:00 – 5:00 PM

Join Zoom Meeting

**Online:**

<https://smcgov.zoom.us/j/99738963673?pwd=Y2tjaER3SEIPN1h6ZDEvQmRUTnpOQT09>

Password: 803146

Webinar ID: 997 3896 3673

**Phone:** +1 669 900 6833

**This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.**

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 June 1, 2020 Program, Operations and Planning Committee Meeting Agenda	Phillips-Sved
2.	Approval of the May 4, 2020 Program, Operations and Planning Committee Meeting Minutes (See Attachment 2)	Phillips-Sved
3.	First 5 California Home Visiting Request for Application (RFA) (See Attachment 3)	Blakely
4.	Governor Newsom Revised State Budget (Verbal Updates)	Blakely
5.	Covid-19 Update (Verbal Updates)	Lopez/Blakely
6.	Strategic Plan Implementation Plan Procurement Process Update (Verbal Updates)	Blakely/Lopez
7.	Adjournment	
<b>NEXT MEETING: July 6, 2020</b>		

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

**May 4, 2020  
Virtual Meeting Via Zoom**

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

Commissioner Phillips-Sved called the meeting to order at 4:07 PM.

1. **Approval of the May 4, 2020 Program, Operations, and Planning Committee Meeting Agenda:**

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

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

MOTION: Commissioner Phillips-Sved / SECOND: Public Member Kaplan. Motion approved.

3. **COVID-19 Update and First 5 SMC Response**

F5SMC Executive Director, Kitty Lopez, and Program and Planning Director, Michelle Blakely provided an update on the local, regional, and state efforts in response to COVID-19.

- Funded partners: All grantee contracts are ending on June 30, 2020. F5SMC is communicating with all grantees to determine the need for a no-cost extension until December 2020. We are extending their contract from June 30, 2020 to December 2020 with no additional amount.
- Communications: Messaging is focusing on parents and providers regarding social-emotional wellness
- F5SMC will be contributing some funds for small grants to private & home-based child care providers/businesses in partnership with Hiesing-Simmons Foundation, The Low-Income Investment Fund, Silicon Valley Community Foundation and Build Up SMC.
- First 5 CA is funding \$4 million for supplies such as wipes, soaps, and diapers to be distributed to child care providers for essential workers and community organizations. 4Cs is coordinating the distribution of these supplies to child care providers, and we are still in the process of planning the distribution for community organizations. The San Mateo Event Center is storing these emergency supplies and will assist with distribution. WIC and HSA are some of the potential partners to obtain these items. Discussion ensued.

- Discussion ensued on finding innovative ways to identify possible child neglect or abuse at home.
- Michelle Blakely shared to the Committee the Child Care Emergency Plan developed by the SMC COVID-19 Child Care Response Team. Guidelines are coming from CDE and Local Health Officer.
- Impact of COVID-19 has taken a toll on families. For example, Peninsula Family Service families had an approximate 15% unemployment rate before the pandemic, the unemployment rate now it is about 95%.

4. **Strategic Plan Implementation Plan Procurement Process Update**

Michelle Blakely shared that F5SMC staff will be presenting contract recommendations in the May and June Commission Meetings. Recommendations include the Integrated Systems for Special Needs Intent to Negotiate and Communications Consultation Services in May, and Quality Care and Education Intent to Negotiate will be presented in the June Commission Meeting.

Commissioner Phillips-Sved adjourned the meeting at 4:48 PM.

**FIRST 5 CALIFORNIA HOME VISITING COORDINATION REQUEST FOR APPLICATION**

## Summary for First 5 San Mateo County Partners

***I. Background***

Evidence-based early childhood home visiting (HV) has proven to help vulnerable children and families overcome barriers to health and well-being. With the rapid release of significant new funding from the State Budget for HV, and expectation to target the most vulnerable families through evidence-based programs, it is imperative California has a well-trained and supported workforce and that local agencies coordinate HV services to maximize impact on family well-being.

In July 2019, the First 5 California (F5CA) State Commission approved up to \$2 million over a two-year period for a study of the current HV workforce, project future workforce needs, and recommend policy and infrastructure investments to address the workforce gap. In February 2020, Child Trends was awarded a contract to carry out the workforce study.

In October 2019, the Commission approved up to \$24 million for FY 2019-20 through 2024-2025 to help counties create a sustainable, unified local HV system that supports families with the services they need and to maximize available funding to serve more families. F5CA has released a Request for Application (RFA) for HV coordination (HVC) funding.

***II. Funding Purpose***

The purpose of this funding is to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. The Home Visiting Applied Research Collaborative (HARC) defines coordination as the “intentional organization of activities between two or more [entities] to facilitate, in partnership with the family, the delivery of the right services in the right setting at the right time.” The quality of inter- and cross-agency collaboration and coordination is critical to achieving home visiting initiatives’ goals of implementation with fidelity, scale up, and sustainability.

A key to successful, collaborative system-change work (known as collective impact) is the backbone support, or “a dedicated staff or organization who can manage the interagency engagement, facilitation, communications, and implementation of the group’s vision on a day-to-day basis”. HVC funding is intended to provide the backbone support to engage agencies in systems building collaboration.

### III. Coordination Funding Types

Although most California counties offer home visiting programs to families, county agency leaders report being at different stages of service coordination. Based on counties' existing infrastructure for home visiting, and self-identified levels of home visiting coordination, counties will have access to different levels of funding.

The table below provides an overview of the different funding types.

	PLANNING FUNDING	IMPLEMENTATION FUNDING	INTEGRATION FUNDING
<b>ELIGIBILITY</b>	For counties without funding from DPH or DSS for home visiting.	For counties with at least one home visiting program funded by DPH or DSS and at least one evidence-based home visiting program (may be the same program).	For counties implementing more than one <i>evidence-based</i> home visiting program AND meets Prerequisites. (See page 11.)
<b>GOAL</b>	Assess and address readiness to coordinate and apply for State home visiting funding.	Identify and overcome barriers to system coordination and alignment.	Embed home visiting into other local early childhood development systems.
<b>ACTIVITIES</b>	Map county resources and family needs, strengthen relationships across family service agencies, and develop a plan to implement at least one evidence-based home visiting program.	Expand families' access to evidence-based home visiting services and strengthen coordination across home visiting programs.	Integrate home visiting into other early childhood development and family support systems.
<b>MATCH</b>	No match required.	One-to-one match required.	One-to-one match required.

**First 5 San Mateo County intends to apply for Implementation Funding.** Our rationale is that counties applying for Integration Funding must have at the time of application a coordinated intake, assessment, and referral process, as well an agreed upon process for linkage to services and follow-up.

### IV. Implementation Funding Goals and Objectives

**Goal: Identify and overcome barriers to early childhood system coordination and alignment.** Once families are enrolled in the home visiting program, home visitors are key to ensuring positive family outcomes, including both retaining families through the course of the program and ensuring they are referred to additional community-based services.

Counties receiving implementation funds will be expected to make progress on three broad Objectives:

**Objective 1: Conduct or update the county’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being.** The environmental scan includes data about families, existing and potential partners, and community assets relevant for children and families.

1. Collect or update data about communities with concentrations of risk indicating children and families who may benefit from home visiting and other supports for family and child well-being. Counties already having conducted a needs assessment as a requirement of DSS or DPH home visiting funding or Title V should use these data as a starting point.

2. Create or update information showing the quality and capacity of existing local services, including:

- The number and types of home visiting programs and the numbers of individuals and families who are receiving services under these programs or initiatives during the year
- The extent to which services provided align with documented needs of families enrolled
- The gaps in early childhood home visitation in the county (e.g., population eligible but not served, programs not operating at capacity)
- Barriers to families signing up for home visiting

**Objective 2: Expand access to evidence-based home visiting services.**

1. Determine whether existing evidence-based home visiting programs have the capacity to serve more children and families and identify strategies to overcome known barriers to families signing up for home visiting.

2. Identify at least one new evidence-based home visiting model that can be implemented in the county and supports family needs if existing evidence-based program(s) are capacity-limited  
3. Develop a plan to secure funding to expand and/or implement new evidence-based home visiting program(s)

**Objective 3: Strengthen home visiting coordination.**

1. Reach and codify agreements across home visiting implementing agencies and agencies within other early childhood development and family support systems about coordinated processes, including:

- Common point(s) of entry for families
- Common intake or eligibility screening process/tools
- Formal process/forms/protocols to refer families to home visiting services
- Formal process/forms/protocols to assess family needs for other family support services, refer families to local services based on assessed needs, and follow up on referrals
- Shared accountability and staff responsibility for assessment, screening, referral, and follow through of service provision
- Develop (or update) formal agreements or memoranda of understanding (MOU) to support communication, coordinated funding, referral, implementation, and information sharing across funded home visiting implementing agencies (e.g., First 5 county commission, departments of public health and mental health, Early Head Start, as applicable).

2. Use data and other information to assess and address both of the following:

- Strengths and challenges implementing a coordinated entry process (intake, assessment, and referral) and services connected to the coordinated entry process)
- Whether and how families are being served by the programs that best meets their needs

3. Implement systems-strengthening activities to ensure families receive high quality, appropriate home visiting supports. For example, counties may:

- Trouble-shoot systems barriers to adequate supports and resources to sustain implementation of evidence-based programs with a high degree of fidelity over time (including local resource barriers, as well as barriers caused by events beyond a county's control, such as public charge concerns, demographic shifts, changes in minimum wage, community agency closures)
- Implement cross-training and support opportunities to address common technical assistance needs for home visitors and their supervisors across programs and models

#### ***V. Required Activities***

- Submit Action Plan by December 31, 2020, describing activities and timeline to meet each of the objectives outlined above, and annual updates to plan thereafter
- Submit annual performance report (APR) describing activities and accomplishments

for each fiscal year as indicated on the county's Action Plan

- Submit annual data on:
  - Number of families enrolled by program model and demographics
  - Length of time families remain in the program compared to the allowable [SEP] service period for each model, and reasons for termination
  - Rates of referral from one home visiting program model to another
  - Rates of referral to family support services, types of family support services referred to, and referrals with follow-through and linkage to service [SEP]
  - Contextual factors, implementation systems, and activities that support coordination [SEP]
- Participate in California Home Visiting Network activities [SEP] (e.g. statewide network meeting, learning collaboratives, regional network meetings)
- Support requests from Child Trends to carry out the Home Visiting Workforce Study (data such as workforce demographics, tenure in the field, pre-service training, educational attainment, workforce conditions, compensation, ongoing service training, skills and competencies, participation in public subsidy, and other factors related to home visitor/practitioner well-being) [SEP]

## ***VI. Funding Allocations and Term***

Applications are due June 30, 2020. The term of the Agreement will begin upon execution of the Agreement through June 30, 2022. Counties requesting funding for Implementation or Integration funds are eligible for up to \$200,000 for the term of the Agreement. Counties are required to demonstrate a one-to-one-match.

## ***VII. Additional Information***

- RFA, and related forms and documents: <http://www.cafc.ca.gov/partners/investments.html>
- Funding Application: [https://www.surveymonkey.com/r/HVCoordination\\_Application](https://www.surveymonkey.com/r/HVCoordination_Application)