



FIRST 5 SAN MATEO COUNTY COMMISSION (F5SMC)  
PROGRAM, OPERATIONS AND PLANNING (POP) COMMITTEE MEETING

Monday, April 3, 2023

4:00 – 5:00 p.m.

San Mateo County Office of Education  
101 Twin Dolphin Drive, 2<sup>nd</sup> Floor Conference Room  
Redwood City, CA 94065

Participate via Zoom for Members of the Public

Invite Link <https://smcgov.zoom.us/j/95649457628>

Webinar ID: 956 4945 7628, Phone: +1 669 900 6833

**PLEASE NOTE: This meeting will be held in a hybrid format with both in-person and Zoom participation options for members of the public; Subcommittee members shall appear in person**

This meeting of the Program, Operations and Planning Subcommittee will be held at the address above in the San Mateo County Office of Education, 2<sup>nd</sup> Floor Conference Room, Redwood City, CA 94065 by teleconference pursuant to California Assembly Bill 2449 and the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. **Members of the Subcommittee are expected to attend the meeting in person.** For information on exceptions allowed by law please reach out to counsel for First 5, Jennifer Stalzer at [jstalzer@smcgov.org](mailto:jstalzer@smcgov.org). For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

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COMMISSION MEMBERS: Ken Cole, Nancy Magee, Nkia Richardson

PUBLIC MEMBER: Harvey Kaplan, Liz Scully

STAFF: Kitty Lopez, Michelle Blakely, Myra Cruz

**AGENDA**

	Item	Presenter
1.	Approval of the April 4, 2023 Program, Operations and Planning Committee Meeting Agenda	Cole
2.	Approval of the Minutes of the February 6, 2023 Program, Operations and Planning Committee Meeting ( <b>Attachment 2</b> )	Cole
3.	Strategic Plan Implementation FY 23-25 Recommendations Update ( <b>See attachment 3</b> )	Blakely/Lopez
4.	Verbal Updates <ul style="list-style-type: none"><li>Child Care Partnership Strategic Plan: Focused Priority</li><li>Early Childhood Education (ECE) Career Navigation Pathways Pilot: Board of Supervisors Update</li><li>Children Youth and Behavioral Health Initiative RFP Planning</li></ul>	Blakely/Lopez
5.	Adjourn	Cole

## Next Meeting Date:

May 15, 2023

### **Public Participation:**

The April 3, 2023 Program, Operations and Planning Subcommittee meeting may be accessed through Zoom online at the Zoom link at the top of this agenda. The April 3, 2023 Program, Operations and Planning Subcommittee meeting may also be accessed via telephone by dialing 1 669 900 6833 US. Enter the meeting ID: 956 4945 7628 then press #. (Find your local number: <https://smcgov.zoom.us/j/95649457628>). Members of the public can also attend this meeting physically in the Miller Ream Room.

\*Written public comments may be emailed to [jdclark@smcgov.org](mailto:jdclark@smcgov.org), and such written comments should indicate the specific agenda item on which you are commenting.

\*Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

**\*Please see instructions for written and spoken public comments at the end of this agenda.**

### **\*Instructions for Public Comment During Hybrid Meetings**

During hybrid meetings of the Program, Operations and Planning Subcommittee, members of the public may address the Members of the Subcommittee as follows:

#### **\*Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [ecruz@smcgov.org](mailto:ecruz@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the Program, Operations and Planning Subcommittee and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00p.m. on the day before the meeting, the Research & Evaluation Specialist will make every effort to either (i) provide such emailed comments to the Subcommittee and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

#### **\*Spoken Comments**

##### In person Participation:

1. If you wish to speak to the Program, Operations and Planning Subcommittee, please raise your hand during the Public Comment portion of the meeting (for items not on the agenda) or during the discussion of the agenda item you wish to comment on. If you have anything that you wish distributed to the Subcommittee and included in the official record, please hand it to the Research & Evaluation Specialists who will distribute the information to the Subcommittee members and staff.

##### Via Teleconference (Zoom):

1. The April 3, 2023 Program, Operations and Planning Subcommittee meeting may be accessed through Zoom online at the links and telephone numbers listed above.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Early Childhood Evaluation Subcommittee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

#### **\*Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular Program, Operations and Planning Subcommittee 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 Program, Operations and Planning Subcommittee.

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

**February 6, 2023  
Virtual Meeting Via Zoom**

Commissioners Present: Ken Cole (Chair), Nancy Magee, Nkia Richardson  
Public Member: Liz Scully  
Member Absent: Harvey Kaplan  
Staff: Kitty Lopez, Michelle Blakely, Myra Cruz

The meeting was called to order at 4:04 PM.

1. **Adopt a resolution finding, that as a result of continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees.**

MOTION: Commissioner Magee / SECONDED: Commissioner Richardson. Motion approved.

2. **Approval of the February 6, 2023 Program, Operations, and Planning Committee Meeting Agenda:**

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

3. **Approval of the October 3, 2022 Program, Operations, and Planning Committee Meeting Minutes:**

MOTION: Commissioner Richardson / SECOND: Commissioner Magee. Motion approved.

4. **Elect Program, Operations and Planning Committee (POP)**

Commissioner Magee motioned for Commissioner Cole to continue as Chair of the POP Committee for 2023 and seconded by Commissioner Richardson. Motion approved.

5. **Strategic Plan Implementation Plan (SPIP) Update**

Michelle Blakely, F5SMC's Deputy Director, reminded the Committee about the resource allocation considerations for 2023 – 2025 Strategic Plan Implementation that was presented at January 23, 2023, Commission Meeting, which includes the following:

- The contextual landscape at the local, state, and federal levels, such as Prop 31 Flavor Ban, Pandemic Recovery Efforts, Workforce Policy, and Reform, etc.
- Investment across focus areas and strategies.
- Seeding innovative and emerging efforts.
- Needs assessments, evaluation data, and equity performance plan.
- Relationship between systems-level interventions and direct services

- Current grantee performance track record in meeting the following requirements
- Sustainability.

Blakely also reviewed the 2020 – 2025 Strategic Plan Strategies focus areas:

- Resilient Families
- Healthy Children
- Quality Care and Education
- Policy, Advocacy, Evaluation, Emerging Projects, and Communications

Kitty Lopez, F5SMC's Executive Director, added that the current Strategic Plan will last until June 2025. The Commission can decide whether to create a Strategic Plan Ad Hoc Committee to develop a new Strategic Plan for July 2025 and beyond. A Strategic Plan Ad Hoc Committee has been created for previous Strategic Planning Processes to help guide the plan development and strategy. Creating a new Strategic Plan takes months to develop as we need to look current landscape, community input, financial status, etc. The recommendations for 2023 – 2025 SPIP will be presented in upcoming Commission meetings as any contracts needs to be in placed by July 1, 2023.

Discussion ensued regarding F5SMC's revenue.

## 6. Program Updates

- **Home Visiting Environmental Scan Update**  
First 5 California released a two-year grant funding for counties to gather home visiting data and to learn more about its funding streams, programs, eligibility, etc. Seventeen SMC community partners participated. F5SMC and community partners will develop a coordinating system approach for the families and workforce based on the gathered data. There will be a Home Visiting Community Meeting on March 3, 2023, via Zoom, when they will share findings' summary - more details to follow.
- **San Mateo County Child Care Needs Assessment and Child Care Partnership Council (CCPC) Update**  
There will be a SMC Child Care Needs Assessment presentation on our February 27, 2023, Commission Meeting when Sarah Kinahan, Coordinator of CCPC, will present its findings. To learn more about the findings, there will be additional Child Care Needs Assessment Action Planning Meetings on:  
March 10, 2023, 8:00 am – 11:00 am at Skyline, Farallon Auditorium  
March 20, 2023, 10:30 am – 12 Noon, Child Care Partnership Council
- **Funding Opportunities Update**  
The First 5 San Mateo County and community partners are looking into submitting grant applications for the following:
  - Children Youth Behavioral Health Intervention (Currently partnering with SMC Behavioral Health and partner for joint proposal submission)
  - First 5 California regarding Home Visiting and Early Learning RFP
  - SMC Children and Family Services and SMC Family Health Services regarding Guaranteed Basic Income Pilot
  - Sequoia Health Care District regarding Healthy Beginnings Proposal: Integrated Systems for Children with Special Needs and Trauma and Resiliency Informed Systems Initiative (TRISI) received 2-year funding approval for FYs 23- 25.

Meeting adjourned at 4:48 pm

The next meeting of POP Committee is scheduled on April 3, 2023.

**Date:** April 3, 2023

**To:** First 5 San Mateo County Program, Operations & Planning Committee (POP)

**From:** Kitty Lopez, Executive Director

**Re:** Strategic Plan Implementation FY 23-25 Recommendations Update

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**ACTION REQUESTED**

No Action. First 5 San Mateo County (F5SMC) Strategic Plan Implementation (FYs 23-25) update.

**BACKGROUND**

The F5SMC Commission on February 27, 2023, approved the Strategic Plan Implementation Plan (SPIP) strategies and recommended funding approach for FYs 23-25 contract agreements and approved staff to begin scope of work, budget development and or procurement process for contract negotiations with current and new grantees and consultants for FYs 23-25

**Strategic Plan Implementation Recommendation Process Update**

**SPIP Recommendations Process Update:**

**The work includes:**

- Utilizing Resource Allocation Considerations to help guide recommendations
- Communicating clearly to grantees the process and timelines, so expectations and questions are managed about community investments and strategies after June 2023
- Scope of Work, Budget Development and procurement processes has commenced
- Shifting some funding across focus areas to better support implementation where needed
- Shifting some funding across grantees/contractors as prudent based on contract negotiations
- Adding to the F5SMCs community investments of \$3.780M per year in FY 23-24 and FY24-25, as per the current approved Long-Term Financial Plan (LTFP) with external contributions from leveraged grants and funding received (i.e., Sequoia Healthcare District and F5CA)
- Bringing back to the Commission results of initial contract negotiation meetings, along with funding recommendations and request authorization to enter contracts.
- Executing contracts in time for the beginning of the fiscal year (July 1, 2023)

**ACTION REQUESTED**

No Action. F5SMC Strategic Plan Implementation (FYs 23-25) update.