



Early Childhood Evaluation Advisory Subcommittee Meeting

May 15, 2023
3:30-4:30 p.m.

1700 S. El Camino Real
Miller Ream Room, 1st Floor
San Mateo, CA 94402

Participate via Zoom

Invite Link <https://smcgov.zoom.us/j/96567482022?pwd=ZzhaNjdqWS8vNUg2RnYvY0tKMzE5QT09>

Meeting ID: 965 6748 2022

Passcode: 571458

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

*****HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE*****

This meeting of the Early Childhood Evaluation Advisory Subcommittee will be held in the Miller Ream Room on the first floor at 1700 S. El Camino Real, San Mateo, CA 94402. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person in the Miller Ream room. 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.

Committee Members/F5SMC Commissioners: Louise Rogers (Chair), Noelia Corzo, Naveen Mahmood

Grantee Representatives: Heather Cleary, Peninsula Family Service; Carol Elliott, AbilityPath

EVALCORP Representatives: Kristen Donovan, Sally Lee, Devan Petersen

Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

Minutes: Jenifer Clark

AGENDA

	Item	Presenter
1.	Agenda Review & Announcements	Clark/All
2.	Approval of the Minutes of the March 20, 2023 Meeting of the Early Childhood Evaluation Advisory Committee (Attachment 2)	Rogers
3.	Discussion: Friday C.A.F.É. Participant Focus Group Results	EVALCORP/ Clark
4.	Discussion: EVALCORP Scope of Work and Budget for FY 2023-24 (Attachments 4A and 4B)	Clark
5.	Next Steps	Rogers/All
6.	Adjourn	Rogers

Next Meeting Date:

July 17, 2023

Public Participation:

The 5/15/2023 Early Childhood Evaluation Advisory Subcommittee meeting may be accessed through Zoom online at the Zoom link at the top of this agenda. The 5/15/2023 Early Childhood Evaluation Advisory Subcommittee meeting may also be accessed via telephone by dialing 1 669 900 6833 US. Enter the meeting ID: 975 7768 2498 then press #. (Find your local number: <https://smcgov.zoom.us/j/97577682498>). 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, 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 Early Childhood Evaluation Advisory 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 jdclark@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 3:30 p.m. on the day before the meeting, it will be provided to the Members of the Early Childhood Evaluation Advisory 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 Early Childhood Evaluation Advisory 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 5/15/2023 Early Childhood Evaluation Advisory 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 Early Childhood Evaluation Advisory 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 Early Childhood Evaluation Advisory Subcommittee.

FIRST 5 SAN MATEO COUNTY

Early Childhood Evaluation Advisory Subcommittee

Meeting Minutes

March 9, 2023

Commissioners Present:	Noelia Corzo, Naveen Mahmood
Commissioners Absent:	Louise Rogers (Chair)
Grantee Representatives Present:	Carol Elliott, AbilityPath; Heather Cleary, Peninsula Family Service
EVALCORP Representatives:	Kristen Donovan, Devan Petersen, Sally Lee
F5SMC Staff:	Michelle Blakely, Jenifer Clark, Kitty Lopez
Legislative Aide:	Christina Falla for Noelia Corzo

1. Agenda Review & Announcements

The agenda was approved with no changes.

2. Approval of the minutes of the January 9, 2023 Early Childhood Evaluation Advisory Subcommittee

Minutes were approved with no changes.

3. Discussion: Recent Evaluation Results

Equity Indicators Project Key Informant Interview—Preliminary Results

Devan Petersen of EVALCORP presented results of the Key Informant Interviews conducted as a part of the Equity Indicators Project. Twenty-eight key informants from 24 agencies participated in an interview. The purpose of these interviews was to develop a more detailed understanding of how our funded partners are working to incorporate principles of diversity, equity, inclusion, and belonging (DEIB) into their work with clients, and to hear their ideas for how F5SMC can support this work going forward.

Findings show that large majorities of agencies report incorporating DEIB practices into their work with clients across areas such as: communications efforts in relevant languages and media; staff training; collection of client socio-demographic data; client feedback surveys; program planning; and employing culturally competent staff. Smaller shares of organizations reported engaging in more resource-intensive and client-focused DEIB practices such as providing system-navigation support, warm hand-offs, formal needs assessments incorporating client voices; and provision of child-care to support access to services. Respondents also noted challenges experienced by families attempting to access equitable, and inclusive services such as: navigating a siloed system; shortages of culturally competent service providers; lack of services for different disability needs; stigma and bias; inflexible service delivery hours and locations; transportation issues; lack of childcare; and eligibility issues. Recommendations for how F5SMC can support DEIB work included: Promoting community engagement through raising awareness and elevating parent voices; enhancing systems level interventions through comprehensive

planning and policy and advocacy work; and supporting collaboration with partners to leverage resources, reduce duplication of efforts, and share data.

The group had a robust conversation about these results and look forward to ongoing discussions on how F5SMC can support our community partners in their efforts to infuse DEIB principles into their work.

Friday C.A.F.É. Evaluation: Participant Survey Results

This discussion was held over for a future meeting due to time constraints.

4. Update: Other Research & Evaluation Activities:

- Friday C.A.F.É. Evaluation: Participant Focus Groups are winding down, with the final group scheduled for this upcoming weekend. Groups have been offered in both English and Spanish
- TRISI Trauma-Informed Organizational Practices Assessment: The survey has been completed and data are being analyzed. The first presentation of results is scheduled for this Thursday, when Jenifer Clark will be sharing the data with the Executive Team and the Coaching participants at BHRS.
- Development of the Social Network Analysis and the updated data collection tools and protocols for client data collection are ongoing.

5. Next Steps

F5SMC and EVALCORP will flesh out the DEIB Key Informant Interview results with additional details and examples of some of the practices that respondents identified within their organizations.

The next meeting of the Early Childhood Evaluation Advisory Committee is scheduled to be held in person on May 15, 2023 from 3:30-4:30pm.

EVALCORP Continuation Funding
Summary of Proposed Scope of Work
FY 2023-24

The proposed Scope of Work for Fiscal Year 2023-24 includes three project areas:

1. Ongoing planning, implementation, and technical assistance to enhance the evaluation infrastructure of F5SMC and its funded partners.
 - Evaluation Planning: Up to three strategy sessions with F5SMC and members of the Evaluation Subcommittee (if desired) to identify evaluation goals and develop recommendations. This activity may be incorporated into the overall agency-wide Strategic Planning process for FY 2025-30 as appropriate.
 - Individual-Level Data Collection: Finalize and implement cross-agency individual-level data collection tools, protocols, and practices. Activities may include: training grantees on tool administration and data collection protocols; working with grantees to optimize data capture, data storage, and transferring data to F5SMC; cleaning and merging grantee datasets to enable analysis; development of data products
 - Developing an F5SMC Annual Report to the Community: Using existing quantitative and qualitative information reported by grantees within Persimmony to create a community-facing annual report.
 - Evaluation and data management consultation to F5SMC Research & Evaluation Specialist as needed.

2. Development and implementation of specific program or systems evaluations (one per project year).
 - FY 2023-24: Social Network Analysis of F5SMC partner agencies (both funded and unfunded).
 - FY 2024-25: TBD

3. Project management tasks.
 - Monthly project planning/update meetings with F5SMC
 - Ad hoc meetings and communications with F5SMC
 - Mid-Year and Year-End progress reports



**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	EVALCORP
Program/Project Name:	Evaluation Consultation & Support Services
Amount of Request:	\$ 92,040.00
Budget Period:	July 1, 2023-June 30, 2024
Submission Date:	5/10/2023

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Project Director	\$125/hour	0.05	\$ 13,000.00	\$ -	\$ 13,000.00
B. Project Manager	\$115/hour	0.15	\$ 35,880.00	\$ -	\$ 35,880.00
C. Senior Consultants	\$95/hour	0.10	\$ 19,760.00	\$ -	\$ 19,760.00
D. Research Associates	\$75/hour	0.15	\$ 23,400.00	\$ -	\$ 23,400.00
Benefits @ %			\$ -	\$ -	\$ -
Subtotal - Personnel			\$ 92,040.00	\$ -	\$ 92,040.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	\$ -	\$ -	\$ -
B. Office Supplies and Materials	\$ -	\$ -	\$ -
C. Telephone/Communications	\$ -	\$ -	\$ -
D. Postage/Mailing	\$ -	\$ -	\$ -
E. Printing/Copying	\$ -	\$ -	\$ -
F. Equipment Lease	\$ -	\$ -	\$ -
G. Travel Using Personal Vehicle	\$ -	\$ -	\$ -
H. Travel Using Company Vehicle	\$ -	\$ -	\$ -
I. Consultants (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
J. Subcontractors (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
K. Other (itemize):			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal - Operating Expenses	\$ -	\$ -	\$ -

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -	\$ -	\$ -
B.	\$ -	\$ -	\$ -
C.	\$ -	\$ -	\$ -
D.	\$ -	\$ -	\$ -
E.	\$ -	\$ -	\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
%	\$ -	\$ -	\$ -
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ -	\$ -	\$ -

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 92,040.00	\$ -	\$ 92,040.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:	5/10/2023	Prepared By:	Kristen Donovan
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Date Approved:		Approved By:	