

*** PUBLIC HEARING MEETING NOTICE***
FIRST 5 SAN MATEO COUNTY (F5SMC)
COMMISSION MEETING

DATE: Monday, February 26, 2024

TIME: 4:00 PM – 6:00 PM

San Mateo County Office of Education
101 Twin Dolphin Drive, 1st Floor Conference Room
Redwood City, CA 94065

Participate via Zoom for Public Members
<https://smcgov.zoom.us/j/92952928173>
 Phone: +1 669 900 6833, Webinar ID: 929 5292 8173

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

This meeting of the First 5 San Mateo County Commission will be held at the address above in the San Mateo County Office of Education on the first floor at 101 Twin Dolphin Drive, Redwood City and 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 First 5 San Mateo County Commission 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. 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.

AGENDA		
Call to Order and Preliminary Business		
1	Roll Call	4:00 PM
2	Public Comment	
3	Action to Set Agenda for February 26, 2024 Meeting and Approve Consent Agenda Items <i>(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)</i>	
4	Commission Announcements	4:05 PM
5	Storytelling: First 5 Work/Impact: Peninsula Family Service by Marisol Ostorga, Site Manager, Peninsula Family Service	4:10 PM
Action Item		

6	Approval of First 5 San Mateo County’s FY 2023-24 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2023-24 Revised Budget <i>(See Attachment 6)</i>	4:15 PM
Discussion Items		
7	Presentation: Homeless Data Count by Selina Toy Lee, Director of Collaborative Community Outcomes, Human Services Agency	4:20 PM
8	Presentation: Reading Rainbow Project By Valeria Chavez-Franco, Rikhav Shah and Adele Ryono, Youth Commissioners	4:40 PM
Informational Items		
9	Report of the First 5 San Mateo County Staff Team By Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 9)</i>	5:00 PM
10	Committee Updates <i>(See Attachment 10)</i>	5:15 PM
11	Adjournment	6:00 PM

Public Participation:

The February 26, 2024, First 5 San Mateo County Commission meeting may be accessed through Zoom link at the top of this agenda. The February 26, 2024, First 5 San Mateo County Commission meeting may also be accessed via telephone by dialing 1 669 900 6833. Enter the webinar ID: Webinar ID: 996 2226 6925, then press #. (Find your local number: <https://smcgov.zoom.us/j/99622266925>). Members of the public can also attend this meeting physically in the **San Mateo County Office of Education, 101 Twin Dolphin Drive, 1st Floor Conference Room, Redwood City, CA 94065**

*Written public comments may be emailed to ecruz@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.**

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Michelle Blakely, Deputy Director, as early as possible but no later than 10 a.m. on Friday, February 23, 2024, at ecruz@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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

During hybrid meetings of the First 5 San Mateo County Commission, members of the public may address the Members of the First 5 San Mateo County Commission 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
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 Friday, February 23, 2024, it will be provided to the Members of the First 5 San Mateo County Commission 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 Friday, February 23, 2024, the First 5 San Mateo County Staff will make every effort to either (i) provide such emailed comments to the First 5 San Mateo County 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 First 5 San Mateo County Commission, please fill out a speaker's slip located at the front entrance table. If you have anything that you wish distributed to the First 5 San Mateo County Commission and included in the official record, please hand it to the First 5 San Mateo County who will distribute the information to the First 5 San Mateo County Commission members and staff.

Via Teleconference (Zoom):

1. The February 26, 2024 First 5 San Mateo County Commission 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 First 5 San Mateo County Commission 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 First 5 San Mateo County Commission 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 First 5 San Mateo County Commission.

First 5 San Mateo County Commission Meeting

CONSENT AGENDA

February 26, 2024

All items on the consent agenda are approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.

- 3.1 Approval of the January 22, 2024 Commission Meeting Minutes
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
January 22, 2024
San Mateo County Office of Education
101 Twin Dolphin Drive, 1st Floor Conference Room
Redwood City, CA 94065**

Call to Order & Roll Call

1. Roll Call

Commission Members: Carla Boragno, Noelia Corzo, Claire Cunningham,
Nikia Richardson, Sylvia Espinoza, Louise Rogers

Absent: Manufou Liaiga-Anoa'i, Naveen Mahmood, Nancy Magee
Valeria Chavez-Franco (Youth Commission),
Rikhav Shah (Youth Commission)

Staff: Kitty Lopez, Michelle Blakely, Emily Roberts,
Jenifer Clark, Mey Winata, Isabel Perez

County Counsel: Jennifer Stalzer

A quorum was present. Commissioner Richardson called the meeting to order at 4:04 PM; roll call was taken. The meeting was held in a hybrid format where the public had the option to attend the meeting in person or virtually.

2. Public Comments:

None

3. Action to Set Agenda for January 22, 2024, Meeting and Approve Consent Agenda Items:

MOTION: CUNNINGHAM / SECOND: CORZO
AYES: BORAGNO, CORZO, CUNNINGHAM, ESPINOZA, RICHARDSON, ROGERS
NOES: NONE
ABSTAIN: NONE
Motion approved
Public Comments: None

4. Commission Announcements:

- Commissioner Cunningham shared that Human Services Agency's 2024 Community Handbook is now available.

5. **Storytelling: First 5 Work/Impact:**
First Annual Family Child Care Celebration

Liz Scully, President, San Mateo County Family Childcare Organization, shared a brief background about San Mateo County Family Child Care Association and shared photos and video of their Annual Celebration held at Town in San Carlos. There were raffle giveaways and appreciation gifts given to family child care providers. She added that Spanish and Chinese translators were available at the event for non-English speaking providers. Scully thanked the First 5 San Mateo County for their support.

The Commission made comments and asked question.

6. **Appointment of New Commissioners Manufou Liaiga Anoa'i to Early Childhood Advisory Committee, and Carla Boragno to Finance and Administration Committee for 2024**

Kitty Lopez, F5SMC's Executive Director, provided a brief background for this agenda item.

MOTION: CUNNINGHAM / SECOND: ESPINOZA
 AYES: BORAGNO, CORZO, CUNNINGHAM, ESPINOZA, RICHARDSON, ROGERS
 NOES: NONE
 ABSTAIN: NONE
 Motion approved
 Public Comments: None

7. **Introductions of New Commissioners: Carla Boragno and Manufou Liaiga Anoa'i**

Commissioner Carla Boragno shared background information about herself, including being a lifelong resident of San Mateo County and having retired from the corporate world. She is looking forward to working and collaborating with F5SMC to benefit young children and their families. Kitty Lopez added that Commissioner Boragno played a pivotal role in advocating for the establishment of childcare center sites at Genentech Corporation.

Manufou Liaiga-Anoa'i is not present at the meeting.

Public Comments: None

8. **Presentation: Leveraging Community Partnerships to Improve Access to Oral Health Care in Early Childhood: Oral Public Health Program Update**

Emily Roberts, F5SMC's Strategic Initiatives Project Manager, introduced presenter, Claire Bleymaier, Senior Community Health Planner, Oral Public Health Program, San Mateo County Health. Claire Bleymaier shared a slide deck and highlighted the following:

- The program is fairly new at both state and county levels. The office of Oral Health was established ten years ago and in 2018 funds were made available statewide for local health programs.

- All local health programs use a collective impact model to provide oral health services which all align with the state oral health plans.
- The second-year grant cycle focuses on children nine years and younger.
- Goals of the program which includes assuring that all children receive oral health care within the first year of entering a public school and connecting families to oral health care and provide access.
- Successful family stories that prove the importance of oral health care for young children.
- The program focuses on Medi-Cal eligible families because most families that are over income for Medi-Cal are covered by either Covered California or other insurances. This program primarily focuses on the families that fall within the low-income bracket that are eligible for Medi-Cal. Emily Roberts also added the focus of this program are families on Medi-Cal because there is an apparent issue within that demographic.

Public Comments:

- Liz Scully expressed her sincere appreciation for the presentation and the ongoing work. Having previously served as a certified dental assistant for a pediatric dentistry in San Mateo County, she understands the crucial role of oral health and hygiene, especially for the 0–3-year-old population. Liz emphasized the importance of reaching children even before kindergarten and highlighted that 60% of children in that age group receive care in family childcare homes. She inquired if the program is considering childcare in its plans. Bleymaier and Roberts confirmed that childcare has been a topic of discussion, and Kitty Lopez, suggested exploring future events or collaborations to specifically target the childcare demographic.

Commission asked questions and made comments.

The Power Point Presentation can be found on the F5SMC's website, [January 22, 2024 Commission Meeting Presentations](#).

9. **Presentation: Baby Bonus Program Update**

Kitty Lopez, F5SMC's Executive Director, and Michelle Blakely, F5SMC's Deputy Director, shared the progress of the Baby Bonus Program since it was first introduced in 2023. They highlighted the following:

- The program continues to be in the design stage and the implementation would begin July 1, 2024, and would run through to June 2027.
- Data points on related cost of living and self-sufficiency needed for families here in San Mateo County.
- The program components are to provide a cash gift, financial services, and align coordinated services and links to benefits that exist in our county.
- The idea is that 600 newborn babies would receive \$300 dollars per month for two years. The goal is to prove that an increase in income could lead to positive lifetime changes.
- First 5 is the lead organization leading this project.

- The importance and priority to have input from the mothers to learn about how the program should be implemented.
- Commissioner Rogers added that connections of networks to outside organizations have already been made for informing the effort of the program. Commissioner Boragno asked what measure the team will be using to view the outcomes in achieving the vision. Kitty answered that there is currently a sub-committee at Stanford.

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [January 22, 2024 Commission Meeting Presentations](#).

10. Report of the First 5 San Mateo County Staff Team:

Kitty Lopez shared highlights from her written report which is included in the packet. Lopez highlighted the following:

- The Peninsula Health Care District informed F5SMC that they approved a \$60,000 grant earmarked for Help Me Grow San Mateo County for the 2024 calendar year. Emily Roberts received the grant award on January 17, 2024.
- On December 21, 2023, F5SMC was notified that the proposal for Trauma-Informed Programs and Practices of the Children and Youth Behavioral Health Initiative would be funded in the full amount of \$750,000 by The Children and Youth Behavioral Health Initiative. More details to follow.
- The 2024 California Children's Report Card is now accessible online, revealing that California received a C grade in Oral Health on one of the scorecards.
- Thanked Jenifer Clark, F5SMC's Research and Evaluation Specialist, for presenting the work of First 5 San Mateo County to participants in the San Mateo Area Chamber of Commerce Leadership Program.

Public Comments: None.

11. Committee Updates

Early Childhood Advisory Committee:

Commissioner Rogers announced her election as Chair of the Early Childhood Evaluation Advisory Committee for 2024 during the meeting held on January 8, 2024. The Committee also discussed the data collected and its significance from First 5 partners.

Public Comments: None.

12. Meeting Adjourned at 5:11 pm

DATE: February 26, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County's FY 2023-24 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2023-24 Revised Budget

ACTION REQUESTED

Approval of First 5 San Mateo County's FY 2023-24 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2023-24 Revised Budget.

1. SUMMARY OF FY 2023-24 REVISED BUDGET

Please read this Revised Budget memo in conjunction with FY 2023-24 Revised Budget presented in **Attachments 6A, 6B, and 6C** (Schedule 1 and Schedule 2).

F5SMC's FY 2023-24 Revised Budget with the summary of budget changes as follows:

	FY 2023-24 Adopted Budget	FY 2023-24 Revised Budget	Increase / (Decrease) \$	Increase / (Decrease) %
Beginning Fund Balance (Beginning Reserves*)	10,171,564	13,335,535	3,163,971	31%
Total Revenues	5,764,841	6,344,478	579,637	10%
Total Available Fund (Total Sources*)	15,936,405	19,680,013	3,743,608	23%
Total Appropriations (Net Appropriations*)	7,322,937	8,157,300	834,363	11%
Ending Fund Balance (Ending Reserves*)	8,613,468	11,522,713	2,909,245	34%
Total Requirements*(Net Appropriations*+Ending Reserves*)	15,936,405	19,680,013	3,743,608	23%
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(1,558,096)	(1,812,822)	(254,726)	16%

Total Sources, Net Appropriations*, Reserves*, Total Requirements* are budget terminologies used by the County of San Mateo. Since March 2018, F5SMC has applied budget terminologies used by the County to the F5SMC Budget*

2. FISCAL IMPACTS

Beginning Fund Balance of FY 2023-24 Revised Budget is adjusted to \$13,335,535 or \$3,163,971 higher, as per the audited Ending Fund Balance as of 6.30.2023 of F5SMC's audit report for the year ending 6.30.2023, page 35.

FY 2023-24 Revised Budget changes result in a net Total Budget Deficit of \$1,812,822; this represents a higher Budget Deficit by \$254,726 than the initial Budget Deficit in the FY 2023-24 Adopted Budget. Major contributions to the additional Budget Deficit amount are associated with new Other Grant award executions and higher County Indirect Cost allocation. Therefore, we will draw and encumber a total of \$1,812,822 from the Ending Reserves* to fund the Community Investments. This represents an additional \$254,726 than the original projected amount in the FY 2023-24 Adopted Budget of \$1,558,096

The net change of Ending Fund Balance (Ending Reserves*) as a result of the budget adjustments in Total Revenues and Total Appropriations will be an increase of \$2,909,245 in the FY 2023-24 Revised Budget.

For County Controller Office, we have an Appropriations Transfer Request (ATR) for the F5SMC's FY 2023-24 Revised Budget in the County Budget System; the Fund Balance has not been adjusted.

The Administrative Cost Rate is projected 10%, which remains below 15% of the approved Administrative Cost Policy for the FY 2023-24.

3. FY 2023-24 REVISED BUDGET ASSUMPTIONS

- Projected Interest earning rate is 2.5% on the Beginning Fund Balance of FY 2023-24 Revised Budget.
- Tobacco Tax Revenue projections on August 14, 2023 reflect an additional reduction in F5SMC Tobacco Tax Revenue allocations in FY 2023-24 to F5SMC; said allocations are based on County of San Mateo's actual birth rate and the negative impacts of Prop 31- Favor Ban on Tobacco products (noted in bullet #3 in Background section below)
- Continue SPIP FY 2023-25 implementation in the first year of 2-year funding cycle; we expect to continue contracting the allocated Program Appropriations in FY 2023-24 Revised Budget, equal to \$3.780 M x 2 years, already as part of the Long-Term Financial Plan.
- Continue implementation of \$900K of SPIP FY 2020-23 Underspending Fund Carry Over in coordination with the 2-year time frame of the strategic plan FY 2023-25. Any underspending funds by year end 6.30.2025 will return to Fund Balance.
- We expect to execute \$1.326 M Other Grants in the first year of 2-year grant terms as agency has won various new grant awards.
- Continue current shared cost allocation to Program Appropriations with the following rates:
 - ✓ 100% Program and Evaluation Staff's Salaries and Benefits.
 - ✓ 27% Shared Admin Staff time; and
 - ✓ 50% of Shared Operating Budget

4. BACKGROUND

- Finance and Administration Committee met on Monday February 12, 2024, reviewed, and endorsed the approval of the F5SMC's Revised Budget FY2023-24.
- As per F5SMC's Strategic Plan FY 2023-25 approved by the Commission, the Commission approved higher Community Investments than its fiscal revenues by drawing down the Ending Fund Balance (Ending Reserves*) to fund strategic initiatives. As a reminder, F5SMC has continued to draw down \$2-3 million per year, per the Strategic Plan FY 2023-25 and per Long-Term Financial Plan.
- Prop 31 – Flavor Ban on all Tobacco Products was passed in November 2022; The law is effective immediately in January 2023. Prop 31 causes larger negative decline rate from current 3% to 8%-12% of Tobacco Tax Revenue Projections in 2023 and 2024 then levels to 3-4% negative decline rate than previously projected.
- Commission approved implementation of SPIP FY 2020-23 Underspending Fund Carry Over to be in coordination with 2-year time frame of the strategic plan FY 2023-25.
- FY 2023-24 Revised Budget is necessary to honor grant executions and contract obligations for this first year of 2-year funding cycle; and to reflect the increased Revenue and increase Appropriations as agency has won various new grant awards and new contract executions have begun.
- FY 2023-24 Revised Budget occurs annually after the FY 2022-23 Financial Audit completion when under spending contracts and Audited Ending Fund Balance (as of 6.30.2023) become available.

ACTION REQUESTED

Approval of First 5 San Mateo County's FY 2023-24 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) in the amount of \$1,812,822 to Fund FY 2023-24 Revised Budget.

FY 2023-24 REVISED BUDGET NARRATIVES are presented in **Attachments 6A, 6B, and 6C** (Schedule 1 and Schedule 2).

A. BEGINNING FUND BALANCE (Beginning Reserves*)

Beginning Fund Balance (Beginning Reserves*) produce a net increase of \$3,163,971 or 31% increase.

- Beginning Fund Balance (Beginning Reserves*) is adjusted as per the audited Ending Fund Balance as of 6.30.2023 of F5SMC's audit report for FY 2022-23, page 35.

B. TOTAL REVENUES

Total Revenues produce a net increase of \$579,637 or 10% increase

- \$248,284 Interest Revenue increase or 244% increase due to higher interest earning rate recently.
- (\$785,408) Tobacco Tax Revenue decrease or 16% decrease as the recent Tobacco Tax Revenue projections based on San Mateo County's actual birth rate and negative impacts of Prop 31- Flavor Ban.
- \$1,116,761 Other Grant Revenues increases or 187% increase as agency has won various new Other Grant awards (IMPACT Legacy grant, IMPACT Hub grant, MHSA#3 grant, Baby Bonus Dividend grant, Help Me Grow SMC CY2024, Children and Youth Behavior Health Initiatives – Round 2).

C. TOTAL AVAILABLE FUND (Total Sources*)

Total Available Funds (Total Sources*) produce a net increase of \$3,743,608 or 23% increase.

Major contributions to 23% net increase in Total Available Fund are attributable to adjusted Beginning Fund Balance as the outcome of F5SMC's audit report for the year ending 6.30.2023 and new Other Grant awards.

D. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net increase of \$825,570 or 13% increase

Major contributions to 13% net increase in Total Program Appropriations are associated with the new Other Grant executions as agency has won various new grant awards.

Other Grants: net increase of \$816,778 or 160% increase

- \$290,672 increase for the new IMPACT Legacy grant execution.
- (\$16,000) decrease for the Home Visiting grant execution in the first year of 2-year grant.
- \$53,520 increase for the new IMPACT HUB grant execution.
- \$106,250 increase for the new MHSA # 3 grant execution.
- \$32,200 increase for the new Sequoia Healthcare District Mental Health Grant execution.
- \$250,000 increase for the new Children and Youth Behavior Health Initiatives- Round 2
- \$8,068 increase for the San Mateo County's Children Success Planning Project – San Mateo County funding.
- \$8,068 increase for the San Mateo County's Children Success Planning Project – San Mateo County Office of Education funding.

- \$84,000 increase in Salaries and Benefits to cover Salaries and Benefits of the Community Health Planner – Work Out of Class (WOC) position as per executed MOU between F5SMC and County Health and Family Health System for the Baby Bonus Dividend Program. F5SMC will pay this WOC position on each pay period and will get reimbursed from County Health and Family Health System through quarterly billing process.

\$84,000 Salaries and Benefits should be increased in the OFAS Accounting System.

Program Operations: net increase of \$8,792 or 1% increase

The increases in Program Operations are associated with higher County indirect cost allocation as part of County services cost increases.

E. ADMINISTRATIVE APPROPRIATIONS:

Administrative Operations: net increase of \$8,793 or 1% increase

The increases in Program Operations are associated with higher County indirect cost allocation as part of County services cost increases.

F. FY 2023-24 REVISED OPERATING BUDGET (Schedule 1)

FY 2023-24 Revised Operating Budget increases \$17,585 or 4% increase due to higher County indirect cost allocation as part of County service cost increases.

G. SALARIES AND BENEFITS (Schedule 2) unchanged.

H. TOTAL APPROPRIATIONS

Total Appropriations (Net Appropriations*) produce a net increase of \$834,363 or 11% increase

Major contributions to 11% net increase in Total Appropriations are associated with the various new Other Grant executions.

I. ENDING FUND BALANCE

Ending Fund Balance (Ending Reserves*) produce a net increase of \$2,909,245 or 34% increase

Major contributions to 34% net increase in Ending Fund Balance are associated with adjusted Beginning Fund Balance and various new Other Grant revenues.

J. GLOSSARY

1. Per the County Budget Act (Government Code §§ 29000-29144, 30200 and 53065), the County Manager's Office and the County Controller's Office have requested F5SMC to include the language of the use of Fund Balance (Reserves*) in its Budget memo to the Commission.
2. Since its inception, F5SMC has used different terminologies in its audit reports, budget documents, and Long-Term Financial Plan than those used by the County of San Mateo. The

rationales are for (1) comparable terminologies used across F5SMC's audit reports, budget documents, and Long-Term Financial Plan; (2) for the usefulness of the public; and (3) for consistent language used by First 5 California and by other First 5 Commissions throughout the State. Since March 2018, F5SMC added budgetary terminologies used by the County to F5SMC Budget.

3. F5SMC has two main revenue streams: (a) monthly Tobacco Tax Revenue disbursements based on actual birth rate in each county; and (b) Other Grant Revenues are acquired from F5 California, Other F5 Commissions, and or other funders through competitive grant application processes.
4. Tobacco Tax Revenue projections are based on estimated Proposition 10 tax revenue, Proposition 56 backfill, estimated interest earned by the account, less adjustments for California Department of Tax and Fee Administration's administrative costs and statewide assessments.

F5CA released annual Tobacco Tax Revenue Projections by county in May each fiscal year based on projected birth rate of each county. When the published birth rate data becomes available, State Finance Department will update Tobacco Tax Revenue Projections based on the actual birth rate of each county.

5. On August 14, 2023, F5 Commissions received updated FY 2023-24 Tobacco Tax Revenue Projections based on recently published birth rate data which was updated July 19, 2023. The data can be found on Department of Finance's website at the following link: [P_CY_Births_Report.xlsx \(live.com\)](#).

FIRST 5 SAN MATEO COUNTY

FY 2023-24 REVISED BUDGET SUMMARY

	FY 23-24 Adopted Budget	FY23-24 Revised Budget	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Revised Budget (\$)	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Revised Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	10,171,564	13,335,535	3,163,971	31%
A. Interest Revenue	101,716	350,000	248,284	244%
B. Tobacco Tax Revenue	5,064,425	4,279,017	-785,408	-16%
Tobacco Tax Revenue Fiscal Year Allocations	5,064,425	4,279,017	-785,408	-16%
C. Other Grant Revenues	598,700	1,715,461	1,116,761	187%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	92,000	509,161	417,161	453%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	506,700	1,206,300	699,600	138%
TOTAL REVENUES	5,764,841	6,344,478	579,637	10%
TOTAL AVAILABLE FUND (Total Sources*)	15,936,405	19,680,013	3,743,608	23%
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	3,780,000	0	0%
Community Investments (RF, HC, QC & E)	3,180,000	3,180,000	0	0%
Evaluation	113,000	113,000	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	487,000	0	0%
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	900,000	900,000	0	0%
Community Investments - Healthy Children	250,000	250,000	0	0%
Evaluation	80,000	80,000	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	570,000	570,000	0	0%
E. Other Grants	510,000	1,326,778	816,778	160%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	70,000	398,192	328,192	469%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	440,000	928,586	488,586	111%
F. Program Operations	1,313,795	1,322,587	8,792	1%
Program Shared Operating Budget	214,525	223,317	8,792	4%
Program Staff S&B & Shared Admin Staff Time	900,878	900,878	0	0%
Evaluation Staff S&B	198,392	198,392	0	0%
Total Program Appropriations (D1+D2+E+F)	6,503,795	7,329,365	825,570	13%
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	214,525	223,318	8,793	4%
H. Admin Staff S&B	604,617	604,617	0	0%
Total Admin Appropriations (G+H)	819,142	827,935	8,793	1%
TOTAL APPROPRIATIONS (Net Appropriations*)	7,322,937	8,157,300	834,363	11%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	-1,558,096	-1,812,822	-254,726	16%
ENDING FUND BALANCE	8,613,468	11,522,713	2,909,245	34%
Total S&B	1,703,887	1,703,887	0	0%

FIRST 5 SAN MATEO COUNTY

FY 2023-24 REVISED BUDGET DETAILS

	ORG/ACCT#	FY23-24 Adopted Budget	FY23-24 Revised Budget	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (\$)	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (%)	Notes to FY2023-24 Revised Budget
BEGINNING FUND BALANCE (Beginning Reserves*)		10,171,564	13,335,535	3,163,971	31%	Beginning Fund Balance Adjustments as per the outcome of F5SMC's audit report 6.30.2023, page 35
A. Interest Revenue	19510-1521	101,716	350,000	248,284	244%	2.5% Interest earning rate
B. Tobacco Tax Revenue		5,064,425	4,279,017	-785,408	-16%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	5,064,425	4,279,017	-785,408	-16%	Revised Tobacco Tax Revenue Projections based on actual birth rate, F5CA August 14, 2023
C. Other Grant Revenues		598,700	1,715,461	1,116,761	187%	Received various new Other Grant awards
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643		360,672	360,672		Tobacco Tax dollars
F5 San Benito Regional Home Visiting Grant FY23-25	19510-2643	92,000	92,000	0	0%	Tobacco Tax dollars
F5 San Benito IMPACT HUB TA FY23-25	19510-2643		56,489	56,489		Tobacco Tax dollars
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19510-2643		150,000	150,000		Non-Tobacco Tax dollars
Peninsula Healthcare District - Help Me Grow SMC CY2023	19510-2643	45,000	37,200	-7,800	-17%	Non-Tobacco Tax dollars
Peninsula Healthcare District - Help Me Grow SMC CY2024	19510-2643		60,000	60,000		Non-Tobacco Tax dollars
Sequoia Healthcare District - Special Needs Grant FY23-25	19510-2643	461,700	461,700	0	0%	Non-Tobacco Tax dollars
Sequoia Healthcare District - Mental Health Grant FY23-25	19510-2643		134,400	134,400		Check with MB
Children and Youth Behavior Health Initiatives - Round 2	19510-2643		250,000	250,000		Place holder for pending grant award finalization
SMC Health, Family Health Services - Baby Bonus Dividend Program**			84,000	84,000		WOC Community Health Planner
F5SMC Wellness Grant	19510-2658			0		
Miscellaneous Revenue - SDI	19510-2645		29,000	29,000		State Disability Insurance reimbursement
TOTAL REVENUES		5,764,841	6,344,478	579,637	10%	
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		15,936,405	19,680,013	3,743,608	23%	
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000	3,780,000	0	0%	
Resilient Family	19540-6125	1,060,000	1,060,000	0	0%	
Healthy Children	19540-6156	1,060,000	1,060,000	0	0%	
Quality Care and Education	19540-6263	1,060,000	1,060,000	0	0%	
Grant Management and Other Evaluation Projects	19540-6265	113,000	113,000	0	0%	
Policy Advocacy, Communications & Systems Change	19540-6814	380,000	380,000	0	0%	
Emerging Projects	19540-6814	107,000	107,000	0	0%	
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		900,000	900,000	0	0%	Implementation of SPIP FY20-23 Underspending Fund Carry Over in coordination with SPIP FY23-25 in 2-year time frame.
Healthy Children	19540-6156	250,000	250,000	0	0%	
Grant Management and Other Evaluation Projects	19540-6265	80,000	80,000	0	0%	
Policy Advocacy, Communications & Systems Change	19540-6814	250,000	250,000	0	0%	
Emerging Projects	19540-6814	320,000	320,000	0	0%	
E. Other Grants		510,000	1,326,778	816,778	160%	
F5 San Benito IMPACT LEGACY Grant FY23-25	19540-6126		290,672	290,672		
F5 San Benito Regional Home Visiting Grant FY23-25	19540-6126	70,000	54,000	-16,000	-23%	
F5 San Benito IMPACT HUB TA FY23-25	19540-6126		53,520	53,520		
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19540-6131		106,250	106,250		
Peninsula Healthcare District - Help Me Grow SMC CY2023	19540-6131	40,000	40,000	0	0%	

	ORG/ACCT#	FY23-24 Adopted Budget	FY23-24 Revised Budget	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (\$)	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (%)	Notes to FY2023-24 Revised Budget
Sequoia Healthcare District - Special Needs Grant FY23-25	19540-6131	400,000	400,000	0	0%	
Sequoia Healthcare District - Mental Health Grant FY23-25	19540-6131		32,200	32,200		
Children and Youth Behavior Health Initiatives - Round 2	19540-6131		250,000	250,000		Place holder contract estimate while pending grant award finalization.
SMC CEO - Children Success Planning Project	19540-6131		8,068	8,068		
SMCOE- Children Success Planning Project	19540-6131		8,068	8,068		
SMC Health, Family Health Services Baby Bonus Dividend Program	Salaries & Benefits		84,000	84,000		Community Health Planner - WOC position - \$84K paid under Schedule 2- Salaries and Benefits
F. Program Operations		1,313,795	1,322,587	8,792	1%	
Program Shared Operating Budget		214,525	223,317	8,792	4%	
Program Staff S&B & Shared Admin Staff Time		900,878	900,878	0	0%	Excluding WOC - Community Health Planner position for the Baby Bonus Dividend Program
Evaluation Staff S&B		198,392	198,392	0	0%	
Total Program Appropriations (D1+D2+D3+E+F)		6,503,795	7,329,365	825,570	13%	
ADMIN APPROPRIATIONS				0		
G. Admin Shared Operating Budget		214,525	223,318	8,793	4%	
H. Admin Staff S&B		604,617	604,617	0	0%	
Total Administrative Appropriations		819,142	827,935	8,793	1%	
Administrative Cost Rate %		11%	10%	0	-9%	
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		7,322,937	8,157,300	834,363	11%	
ENDING FUND BALANCE RESERVES*)	(ENDING	8,613,468	11,522,713	2,909,245	34%	

Color Coding

- Shared Budget/Shared Cost
- Revenue ; Fund Balance
- Appropriations
- Salaries & Benefits

Schedule 1- FY 2023-24 REVISED OPERATING BUDGET

Attachment 6C

	ORG / ACCT#	FY23-24 Adopted Budget	FY23-24 Revised Budget	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (\$)	FY23-24 Revised Budget (+/-) vs. FY23-24 Adopted Budget (%)	Notes to FY2023-24 Revised Budget
I. Services and Supplies						
Outside Printing & Copy Svc	19510-5191	1,000	1,000	0	0%	
General Office Supplies	19510-5193	8,000	8,000	0	0%	
Photocopy Lease & Usage	19510-5196	5,000	5,000	0	0%	
Direct Communication Expenses	19510-5132	3,800	3,800	0	0%	Place holder for oversuage of IT services versus planned budget
Computer Supplies	19510-5211	25,000	25,000	0	0%	Laptop replacements and place holder for emergency IT equipment
Software License /Maintenance Expenses	19510-5215	4,500	6,000	1,500	33%	Update per Sherpa - Software & Other ISD subscriptions
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	15,000	0	0%	
Auto Allowance	19510-5712	11,000	11,000	0	0%	
Meetings & Conference Expense	19510-5721	8,000	8,000	0	0%	
Commissioners Meetings & Conference Exp	19510-5723	3,000	3,000	0	0%	
Other Business Travel Expense	19510-5724	8,000	8,000	0	0%	Reopening business travel
Dept. Employee Training Expense	19510-5731	8,000	8,000	0	0%	
Wellness grant	19510-5856	0	0	0		
Other Professional Services	19510-5858	30,000	28,500	-1,500	-5%	
Sub Total - Services & Supplies		130,300	130,300	0	0%	
II. Other Charges						
Telephone Service Charges	19510-6712					ISD charges slit into 3 different codes 6713, 5215, 5132
Automation Services - ISD	19510-6713	45,000	45,000	0	0%	ISD charges slit into 3 different codes 6713, 5215, 5132
Annual Facilities Lease	19510-6716	99,000	99,000	0	0%	\$4K place holder for final admin cost charges.
General Liability Insurance	19510-6725	13,500	13,500	0	0%	
Official Bond Insurance	19510-6727	300	300	0	0%	
Human Resources Services	19510-6733	1,000	1,000	0	0%	Place holder for County Human Resources training
Countywide Security Services	19510-6738	950	950	0	0%	
All Other Service Charges	19510-6739	60,000	60,000	0	0%	include Audit, County Attorney fee, and Accounting Services
Card Key Services	19510-6751	1,000	1,000	0	0%	
A-87 Expense	19510-6821	78,000	95,585	17,585	23%	Higher County indirect cost allocation due to higher services charges.
Sub Total - Other Charges		298,750	316,335	17,585	6%	Higher County indirect cost allocation due to higher services charges.
Total Operating Budget		429,050	446,635	17,585	4%	Higher County indirect cost allocation due to higher services charges.
Program Shared Operating Budget		214,525	223,317	8,792	4%	Allocation rate 50%
Admin Shared Operating Budget		214,525	223,318	8,792	4%	Allocation rate 50%

Schedule 2 - FY 2023-24 REVISED SALARIES & BENEFITS BUDGET

Program Staff & Shared Admin Staff		900,878	900,878	0	0%	27% Admin staff time allocated to Program
Evaluation Staff		198,392	198,392	0	0%	
Admin Staff		604,617	604,617	0	0%	
I. F5SMC Salaries and Benefits		\$ 1,703,887	\$ 1,703,887	\$ -		

Color Coding

- Shared Budget/Shared Cost
- Revenue ; Fund Balance
- Appropriations
- Salaries & Benefits

**FIRST 5 SAN MATEO COUNTY (F5SMC)
FIRST 5 STAFF TEAM REPORT
FEBRUARY 2024**

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

QUALITY CARE AND EDUCATION

Advocacy Alert! CA Child Care and Development Infrastructure Grant Program

On February 7, The Child Care Partnership Council and Partners, including First 5 San Mateo County, submitted a letter to State Senator Josh Becker requesting some assistance with the CA Department of Social Services (CDSS) Child Care and Development Infrastructure Grant Program. The grants will allow for critical infrastructure upgrades, maintenance as well as new facilities for childcare. “The \$200.5 million for minor construction, renovations, and repairs will allow childcare providers to address health and safety concerns in their programs. Additionally, the \$150 million for major construction of childcare facilities will help SMC to address the local shortfall of 17,000+ childcare spaces for children ages 0-12”. The funding has been very slow to roll out causing ripple effects for effective local planning procurement and implementation. SMC partners continue to be thrilled with Senator Becker’s support of these infrastructure grants. (See Attachment 9.1)

HEALTHY CHILDREN

Help Me Grow SMC Physician Advisory Group (PAG)

On February 12, the Help Me Grow SMC PAG met for our quarterly meeting. The meeting included a presentation by Carol Elliott of Ability Path on the F5’s Integrated System for Children with Special Needs FY 2022-23 data, which includes our local Help Me Grow system. Other items included a summary of health data from the recently released Children Now report card and a HMG SMC Outreach update.

Children’s Oral Health Updates

Oral Health Coalition vice-chair, Dr. Mariam Hashoush received a proclamation from Supervisor Dave Pine at the Board of Supervisor’s Meeting on February 13, recognizing this month as National Children’s Dental Health Month.

In honor of the occasion, F5SMC launched a [social media toolkit](#) developed by Viva Social Impact which reflects shared input by the Children’s Oral Health Workgroup. Please feel free to use the toolkit and share with early childhood partners. The messages contain engaging content and strategies to promote early oral health and can be used this month and throughout the year.

RESILIENT FAMILIES

Family Connections: Thriving Kids, Thriving Families Grand Opening in Daly City

On February 12, 2024, Board of Supervisor David Canepa, community partners and families attended the Grand Opening of Family Connections Family Resource Center (FRC) at Susan B Anthony Elementary School. A long-time need for deeper resource supports for families in north county, the Family Connections new location, was well received. The FRC will include a range of supports for families including Co-op Infant-toddler & preschool parent and child early

learning, mental health home-visiting, prevention services and links to services. (See Attachment 9.2)

San Mateo County Home Visiting Systems Coordination Committee

On February 20, Home Visitors, Hamai Consulting and F5SMC staff met for the monthly Home Visiting (HV) Systems Coordination Committee. The purpose of this committee is to co-create, review, share and update home visiting systems and practices in the county as part of the Home Visiting Systems Coordination Strategic Plan. Results of the committee's work will include updated data & environmental scan results; shared definitions of quality and a roadmap and recommendations for improving services, program sustainability, and policy. A presentation on the HV committee's work and strategic plan is slated for 2024. The HV systems work is funded by First 5 CA and is being implemented in 50+ counties.

POLICY & ADVOCACY UPDATES

Letter of Support: CalAIM Section 1115 Continuous Coverage for Children Application

On February 11, 2024, First 5 San Mateo County joined other organizations in signing a letter supporting Medi-Cal's CalAIM 1115 waiver demonstration amendment request. The request aims to provide multi-year continuous Medi-Cal enrollment (MYCE) for young children.

(See Attachment 9.3)

Silicon Valley Children's Advocacy Network (SVCAN)

On February 14, 2024, Michelle Blakely, F5SMC's Deputy Director, and Jenifer Clark, F5SMC's Research and Evaluation Specialist, attended the first SVCAN meeting of 2024. This virtual meeting included a "fireside chat" with CA Senator Nancy Skinner. Sen. Skinner shared her thoughts on the Governor's proposed budget and discussed the necessity of continuing to reach out to legislators regarding the ongoing needs of young children and their families. Children Now presented a more detailed update about the proposed budget, noting that one of the most surprising, proposed cuts is to a telephone hotline providing mental health support for foster families. The group also saw some preliminary findings from the most recent Choose Children voter survey. One finding that stood out is that only 15% of respondents believe that their children will be able to have a future in Silicon Valley, due to the high cost of living and the housing crisis.

ACCOUNTABILITY, RESEARCH AND EVALUATION

Baby Bonus Project Update

On February 6, 2024, Jenifer Clark and Mai Le, F5SMC's Community Health Planner, attended the first of a series of multi-partner Baby Bonus Project Evaluation Workgroup meetings. The Workgroup discussed a proposed Coordinated Services package that can be offered to participants, considered whether recruitment should be held within one birthing hospital or shared among several, and heard updates about fundraising efforts and IRB approval timelines. Members also established a need for a smaller working group to identify outcome variables for the study. Jenifer Clark volunteered to participate on this outcome's workgroup, which will hold its first meeting within the next few weeks.

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

First 5 Association Advocacy Day

On February 5–7, 2024, the F5SMC Staff, consisting of Kitty Lopez, Michelle Blakely, Emily Roberts, and Jenifer Clark attended the First 5 Association Advocacy Day. They met with several legislators, including Assemblymember Marc Berman, among others, to discuss and advocate for local projects and First 5 Association Policy priorities. These priorities include the San Mateo County Baby Bonus Program and a one-time \$100 million investment to ensure that local First 5s continue to serve California’s babies, toddlers, and preschoolers.



First 5 San Mateo County and Santa Clara with Assemblymember Marc Berman

California’s First 5 Leaders at State Capitol Advocating for Early Childhood Investments Amidst Tobacco Tax Revenue Decline

On February 7, 2024, the First 5 Association of California issued a press release highlighting the collaborative effort of numerous First 5 leaders visiting the Capitol. Their collective call was for a one-time \$100 million investment, with the aim of preventing cuts and ensuring continuous services for California’s youngest children and families. (See Attachment 9.4).

Advocacy Day 2024 Leads to Prenatal-to-Three Bill – AB 2982!

Shared by *First 5 Association Weekly Digest* on February 20, 2024, Assemblymember Eloise Reyes has assumed a leading role in sponsoring the prenatal-to-three workgroup bill, as highlighted in AB 2982. This legislation aims to establish a statewide prenatal-to-three workgroup, driven by a commitment to formulate evidence-based and community-informed recommendations. The overarching objective is to build a comprehensive and equity-driven prenatal-to-three system in California. The vision for the workgroup is rooted in enhancing the value, leadership, and expertise of the First 5 Network in this sphere, strategically positioning them to contribute policy, funding, and systemic solutions for the well-being of California’s infants and families.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

San Mateo-Foster City School District Community Resources Fair Save-the-Date!

The San Mateo – Foster City School District will be hosting a Community Resources Fair on Saturday, March 23rd, 2024, at College Park Elementary School (715 Indian Ave, San Mateo) from 9am-12pm. First 5 San Mateo County will be among partners who will be participating to this event designed to support our families with a diverse variety of resources and information. (See Attachment 9.5)

COMMUNICATIONS

What’s New?

Learn more about our Commissioners Claire Cunningham and Supervisor Noelia Corzo and their experience on why investing on early children is crucial. Visit their blogs at first5sanmateo.org.

February is Black History Month

In honor of February's Black History Month, read the blog, "Nurturing Diversity: Celebrating the Power of Black Care Caregivers in Early Childhood" on our website.

<https://first5sanmateo.org/nurturing-diversity-celebrating-the-power-of-black-caregivers-in-early-childhood/>

Social Media and Analytics Reports (See Attachment 9.6)



February 7, 2024

The Honorable Senator Josh Becker
1021 O Street, Suite 7250
Sacramento, CA 95814

RE: Child Care and Development Infrastructure Grant Program

Dear Senator Becker,

Thank you for your continuing leadership and support for child care issues in Sacramento. We specifically appreciate your support for funding for the Child Care and Development Infrastructure Grant Program which was enacted by the Legislature in July 2021. The \$200.5 million for minor construction, renovations, and repairs will allow child care providers to address health and safety concerns in their programs. Additionally, the \$150 million for major construction of child care facilities will help us to address our local shortfall of 17,000+ child care spaces for children ages 0-12.

We are writing at this time to express a number of concerns about the length of time that it has taken for providers to apply for the program, receive notice of awards, and ultimately receive funding to make these critical repairs and/or expand their facilities. We recognize that this is the first time the CA Department of Social Services (CDSS) has administered an infrastructure grant program and that they were surprised and overwhelmed by approximately 7,000 applications received across the two grant programs. However, the delays in funding are ultimately impacting children in our communities who may be in programs needing health and safety repairs, or waiting for a space at programs that have not been able to expand. Below is a summary of the timeline to date:

- Program enacted in July 2021.
- For Minor Renovation and Repair: Request for Applications (RFA) announced February 7, 2022 with applications due March 25, 2022. Awardees were notified on a rolling basis and payments did not start going out to programs until 2023. *To date, only \$103 million out of \$200.5 million has been paid to awardees.*
- For New Construction: RFA announced November 22, 2022 with applications due January 31, 2023. CDSS has been notifying awardees on a rolling basis beginning in August 2023, but many programs in San Mateo County are still waiting to hear whether their applications were accepted. *Grant payments will not start rolling out until mid-2024.* In San Mateo County, 22 programs applied, requesting \$16 million which would create 600+ spaces.

Locally, we have heard from programs that are still waiting to hear about their applications for both the Minor Repair and Renovation Grants and the New Constructions grants. For example, Silverspot Nursery, a small licensed preschool program, applied for assistance in Spring 2022



hoping for funds to make classroom and storage upgrades during their planned summer break closure. They were notified in November 2023, a year and half after applying, that they would receive a grant, but they do not know the grant amount or when they will receive funds. In the meantime, they have been making upgrades incrementally and saving receipts in hopes of reimbursement from the state. Izzi Early Education, our County's largest provider of Early Head Start/Head Start services for low-income children, shared the following about their experiences with the grants:

We have received some minor renovations grants and are waiting to hear about the major renovations grant. We were notified in January 2023 that we would be awarded minor renovations grants, but as of yet still have not received the check. We are so grateful to have been selected, however the delay in the timeline is challenging. The work is supposed to be completed by May 2024, however we were instructed not to sign a contract until we received a check. We have been in contact with the construction companies that submitted the original bids and some have informed us that their bids are no longer valid due to the delay, that the cost will increase, and some are no longer interested in doing the projects.

We are reaching out seeking improvements to the current grant program, as well as additional funds to address ongoing infrastructure needs in San Mateo County. Specifically, we would like to see:

- 1) **An accelerated timeline to notify all Major Construction grantees of their award status.** Many programs are waiting for confirmation of funding to support their capital campaigns and breaking ground on new projects.
- 2) **An accelerated payment schedule to issue both the Minor Renovation & Repair and Major Construction grants.** It is our understanding that CDSS has been working with the Low Income Investment Fund (LIIF) as a contractor to provide review of applications and technical assistance to applicants. LIIF is also a nationally-recognized, experienced facilities grants administrator and would be capable of making payments to providers should CDSS change course and allow this.
- 3) **Investigate with CDSS and LIIF to understand the causes of the lengthy timeline for the program so that future infrastructure grant programs can run more smoothly.**
- 4) **In the 2024-25 budget, provide \$50 million statewide in one-time funding for repair, renovation and major construction projects for child care facilities** with a strong priority given to funding climate change resiliency. The budget request also asks that grants be considered as non-taxable income. We recognize that California is facing a budget deficit and the Legislature will have to make difficult decisions about the budget. However, every \$1 invested in child care has an immediate benefit of \$1.88 in local economies. This would be a smart investment in the child care infrastructure that is critical for people to be able to go to work. The need was demonstrated as the Infrastructure Grant program was oversubscribed by 300% and many providers who



applied were not awarded funds. We know that in San Mateo County, approximately 1 in 4 of the applications for renovation and repair went unfunded. Please see the attached Fact Sheet on this budget request that was developed by Build Up California.

Thank you for your consideration of our requests and for being a champion for children and their care providers in Sacramento. Please reach out to Sarah Kinahan, skinahan@smcoe.org, for further information or with questions.

Sincerely,

The San Mateo County Child Care Partnership Council and Partners



Attachment: Infrastructure Grant Program Fact Sheet - 2024-25 California State Budget

Budget Request:

\$50 million, one-time funding for the Infrastructure Grant Program for repair, renovation and major construction projects for child care facilities.

Additional Details:

- Providers would receive technical assistance on grant applications and management.
- Grants would be considered nontaxable income.
- Additional focus on projects related to climate change resiliency.

Background:

In the 2020-21 and 2021-22 budget years, California allocated \$350.5 million for the Child Care and Development Infrastructure Grant Program, a program established in the 2019-20 budget but paused and funding swept back into the General Fund at the beginning of the COVID-19 pandemic. The Legislature reinstated funding over the two budget years. The Program is managed by the California Department of Social Services (CDSS) in partnership with the Low Income Investment Fund. Funding is used for child care provider facility repair and renovation projects as well as new construction and major renovation.

In 2022, more than 5,000 child care providers from all 58 counties responded to the request for applications for minor repair and renovation projects requesting over \$380 million to upgrade and retrofit their program spaces. Unfortunately, the program only had \$200.5 million available, leaving over 1,000 providers with unmet facility needs. To date, 3,813 providers have been approved for funding preserving and enhancing spaces for 125,000 children and preserving 24,000 jobs.

Over 1,800 providers applied for the 2023 new construction and major renovation grant opportunity, with requests totaling over \$600 million, though far less is available to be allocated.

Why More is Needed:

California's investment in this program is historic. It is the first statewide program to support the facility needs of child care providers and the children they serve, and it is the largest of its kind in the country. Build Up California continues to work to ensure all providers are able to access the program in the future. However, we know \$350.5 million was just the beginning of what is needed for the field, and current funding did not meet demand.

Investing in physical ECE infrastructure continues to be especially important so providers can expand and offer developmentally appropriate environments that meet the needs of infants and toddlers. According to a 2019 report from Catalyst California, California's early care and education facilities infrastructure only had the capacity to serve less than a quarter of our youngest learners. Out of the nearly 1 million children under age two who need quality child care in California, there are only 47,000 publicly funded seats.¹ Sixty percent of California children from low-income families live in areas with a very low supply of ECE.² Demand far exceeds supply for high-quality child care, particularly for low-income families, and the COVID-19 pandemic has only exacerbated California's early learning and care capacity problem.

Our current request for an additional \$50 million to be added to the Infrastructure Grant Program is a small step towards addressing the gap in needed and available child care seats and provide funding for necessary repairs, renovation and new construction and recognizing the State's historic commitment to facilities and the work that's been done to build the necessary infrastructure for administering the grants.

¹ FUTURE: Tackling the Facilities Challenge for Our Youngest Learners
² Early Childhood Facilities: What Research Tells Us

Focus on Climate Change:

In addition to general repair and renovation funding, Build Up requests that ECE providers are prioritized in funding and programs for climate infrastructure. Climate emergencies and events disproportionately impact young children. Child development research indicates that compared to adults, young children's brains and lungs are more affected by unhealthy air and extreme heat.³ For example, children breathe twice as often per minute than adults.⁴ Despite facing more severe impacts from climate change, children have the least ability to make the needed changes.

More frequent wildfires and extreme heat waves will increase the likelihood that child care providers will need to respond to climate-driven emergencies and public health issues. This means child care providers will face higher and more volatile cost pressures in dealing with the wide-ranging impacts of climate change, from higher utility bills on hotter days to massive recovery efforts after major emergencies. Additionally, facilities will require modifications to withstand the harsh impacts of climate change. Child care providers with smaller budgets and who serve higher numbers of lower-income families are particularly vulnerable to the impacts of climate change, since they may have greater infrastructure needs and fewer resources available to address such issues. A majority of IGP applicants have requested climate-related items such as new HVAC systems, improved outdoor spaces and shade structures. A significant number requested solar panels.

The \$50 million investment in the Infrastructure Grant Program would have a special focus on funding climate resiliency facilities projects in the areas most affected by climate events and would protect against extreme weather events like flooding, poor air quality and extreme heat. Shade structures, drought-resistant landscaping, and increased use of natural and sustainable materials for indoor and outdoor spaces and transitioning to cleaner energy could all be prioritized with renewed funding. Funds could also be used to create new child care spaces and slots with sustainability and climate resiliency in mind from the start. To ensure equitable access to these funds, technical assistance would be provided during the application process and implementation of the awards. Based on the allocations of previous IGP awards, this \$50 million investment would impact an estimated 8,000 child care seats across the state.

Child care facilities play an immensely important role in the healthy development of young children. Without timely and sizeable intervention, these spaces will continue to be threatened by the warming and erratic effects of climate change. Additional investment in the Infrastructure Grant Program is the next major step in alleviating and protecting against these changes.

For more information, please contact
Esmeralda Martin-Singh at
emsingh@liifund.org

³ [Protect Little Lungs: Fact Sheet](#)

⁴ [World Health Organization: More than 90% of the world's children breath toxic air every day](#)





Daly City

YOU'RE INVITED TO OUR
DALY CITY SITE

Grand Opening



WITH SPECIAL GUEST
DAVID CANEPA
OF THE SAN MATEO COUNTY
BOARD OF SUPERVISORS



FEB 12, 2024

11:45 AM

SUSAN B. ANTHONY ELEMENTARY
575 ABBOT AVENUE
DALY CITY, CA 94014



[emailed to 1115Waiver@dhcs.ca.gov]

February, 11 2024

Department of Health Care Services
Director's Office
Attn: Lindy Harrington and René Mollow
P.O. Box 997413, MS 0000
Sacramento, California 95899-7413

RE: Comments on CalAIM Section 1115 Continuous Coverage for Children Application

Dear René Mollow and Lindy Harrington,

We – the undersigned organizations– are pleased to see and enthusiastically support the [Medi-Cal's CalAIM 1115 waiver demonstration amendment request](#) to provide multi-year continuous Medi-Cal enrollment (MYCE) for young children. Medi-Cal is the primary source of health care coverage for children in California and almost three-fourths of Medi-Cal children are children of color. This proposed continuous coverage protection is a powerful health equity strategy: enrollees of color are more likely to face disruptions in their coverage and ensuring stable access to Medi-Cal coverage during the first years of life is paramount to promoting healthy childhood development and setting a child on a path to thrive. Our organizations urge DHCS to continue pressing forward on necessary steps to ensure timely implementation of MYCE as we await the state's determination of available General Fund resources.

We have the following comments on the proposed amendment to the California Advancing and Innovating Medi-Cal (CalAIM) Section 1115 demonstration related to continuous coverage for children.

1. **We strongly urge the Department to submit this waiver amendment request as soon as possible after the public comment period.** With this waiver amendment request, California will hopefully be joining other states - like Washington and Oregon - that have already successfully obtained federal approval for their continuous coverage protection policies for young children and are implementing them.
2. **The waiver amendment request should explicitly state that MYCE eliminates the need for annual renewal.** This waiver amendment request will advance the objective of making the Medi-Cal program work better for families by removing procedural hurdles that impact continued enrollment. While likely intended, it is worth explicitly clarifying in the waiver amendment request that the proposed continuous coverage protection eliminates annual renewal forms and determinations for children before the age of five. It does not just apply to changes in circumstances or interim periodic reviews, but also during annual renewal when almost all eligible children churn.
3. While we understand that this proposal amends an existing waiver demonstration, which is set to end in two years, **we expect DHCS will seek a new waiver or a continuing waiver beyond the two years so that it has a longer period of evaluation and opportunity to demonstrate its**

impact. Although MYCE will likely immediately reduce churn and gaps in coverage for children, as demonstrated during COVID-19 pandemic continuous coverage, it may take longer than two years to realize other impacts as defined in the waiver amendment: improved access to physical and behavioral health care and improved health outcomes for young children.

4. **For those in the process of completing their renewal forms when the policy goes into effect, their continuous coverage will take effect immediately and will not be subject to the upcoming redetermination deadline.** This clarification is aligned with the intent of the Department’s waiver amendment request but it is worth explicitly clarifying how these situations are handled at the start date.
5. **We recommend that the roll out of this policy include an outreach campaign to families** to let them know about this new protection available to their children, including who it applies to and who it does not and how that will impact their regular coverage and renewal process.

Ensuring timely implementation of MYCE is more important now than ever. California is conducting Medi-Cal redeterminations and children are once again facing gaps in coverage. Almost 250,000 children were dropped from Medi-Cal from June through November annual renewals. Most frustratingly, it is federally projected that [three-fourths of children](#) losing coverage during this “unwinding” period remain eligible. Disturbingly, this disenrollment ratio of those still eligible may be even higher in California. Despite the laudable increase in the automatic renewal rate (66%), [the percentage of Medi-Cal’s disenrollments due to procedural reasons remains persistently high \(81%\).](#)

In recent [focus groups](#), families expressed working hard to keep their insurance and how a loss in coverage is stressful even for a short period of time, resulting in delayed or forgone care and large out-of-pocket costs. Most focus group families found out their child lost coverage when they were seeking care, creating “nightmare” situations when at an emergency room or seeking life-sustaining medication. These are the realities families experience with losing Medi-Cal coverage.

We know the MYCE policy will have powerful impacts. During the federal COVID-19 public health emergency (PHE), stable access to Medi-Cal was guaranteed and the percentage of young Medi-Cal children who experienced a gap in coverage [dropped from 9% to 2%](#). On a broader scale, the *uninsured rate* (3.2%) during this time for all California children [dropped by 11%](#). Continuous coverage not only protected children from becoming uninsured — it reduced the uninsurance rate...during a pandemic!

We greatly appreciate the Department’s commitment to implementing this policy protection and to advancing this health equity strategy. Thank you for your time and consideration. We look forward to partnering in California's continued dedication to the health and prosperity of our youngest residents.

Sincerely,

Maternal and Child Health Access
The Children’s Partnership
Western Center on Law and Poverty
March of Dimes

First 5 Association of California
Children Now



Press Release

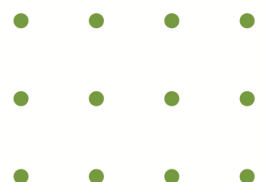
Media Contact: Melanie Flood FRSA
melanie@first5association.org

California’s First 5 leaders at State Capitol Advocating for Early Childhood Investments Amidst Tobacco Tax Revenue Decline *Proposed one-time funding set to alleviate cuts and ensure sustained services for California's youngest children and families*

SACRAMENTO, CA (February 7, 2024) - Hundreds of First 5 leaders from across California who collectively serve over one million of the state’s children and caregivers are rallying in the Capitol, calling for a one-time \$100 million investment, aimed to stabilize various local programs serving children and families amidst dwindling tobacco tax revenues that fund these programs. This investment would support the continuation of a broad spectrum of areas including parenting programs, family resource centers, early childhood mental health services, and child care and early learning support programs among others.

Since California voters passed Proposition 31 in 2022 - the flavored tobacco ban – First 5 programs, funded primarily by tobacco tax revenues, are predicted to face a drastic cut of over \$400 million in early childhood community investments in the next five years. To date, over 42 percent of First 5s have already implemented program cuts this year with 60 percent planning for cuts for fiscal year 2024-25 which begins on July 1.

“Failure to secure a short-term, stop-gap investment this year from the state will result in the elimination of even more services and programs currently supporting the healthy development of California's youngest residents, the majority of them children of color growing up in low-income households,” said First 5 Association Board President Fabiola González. “While we are also focused on long-term policy solutions, First 5s in each county cannot afford to see their contributions undervalued or their potential delayed by budget constraints.”





Press Release

Without this crucial, short-term funding from the state, programs supporting tens of thousands of young children – many low-income and children of color – face immediate cuts or elimination. First 5 leaders believe that the cost of banning flavored tobacco should not be carried by California’s babies, toddlers, and preschoolers.

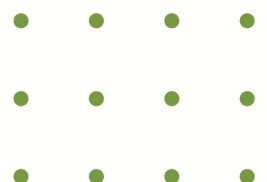
“Investment for California’s youngest children should be prioritized, even in tough budget years,” said Avo Makdessian, Executive Director of First 5 Association. “Focusing on our local communities is how we provide long-term solutions to the most pressing issues California’s youngest children and families face.”

In addition to program impacts, operational reductions in the 58-county First 5 network means they will have struggle to coordinate local early childhood services or serve as contract managers for CalAIM (California Advancing and Innovating Medi-Cal) community partners – a less known but crucial role that First 5s play in California.

###

About

The First 5 Association of California (F5AC) elevates the voice of the 58 county First 5s, created by voters in 1998 to ensure our youngest children are healthy, safe and ready to thrive in school and life. The First 5 Network impacts the lives of more than 1 million kids, families and caregivers each year. F5AC advocates for the state’s youngest kids, uniting partners and leveraging funding to improve and scale up California’s early childhood programming piloted by county First 5s. Learn more at www.first5association.org





Community Resources Fair


Join us for a vibrant district-wide Community Resource Fair, where community agencies unite to promote well-being for all. Explore an array of offerings including oral dental exams, food distribution by Second Harvest, engaging activity booths, enriching book giveaways, and exciting raffles. Discover resources, connect with experts, and embark on a journey to nurture your body and mind. Don't miss this opportunity to prioritize your health and wellness with us!

**SATURDAY,
MARCH 23, 2024
9 AM-12 PM**

**COLLEGE PARK ELEMENTARY
715 Indian Ave, San Mateo
Multipurpose Room**



**3D Demo
9am-12pm**



**Instruction
9:30am**



**Medi-Cal
Presentation
10:30am**





Feria de recursos comunitarios

Acompáñanos para una vibrante Feria de Recursos de Salud y Bienestar para todo el distrito, donde las agencias comunitarias se unen para promover el bienestar de todos. Explore una variedad de ofertas que incluyen exámenes dentales bucales, distribución de alimentos de Second Harvest, interesantes puestos de actividades, enriquecedores obsequios de libros y rifas. Descubra recursos, conéctese con expertos y embárgese en un viaje para nutrir su cuerpo y su mente.

¡No pierda esta oportunidad de priorizar su salud y bienestar con nosotros!

**SÁBADO, 23 DE MARZO
DEL 2024
9 AM-12 PM**

**ESCUELA PRIMARIA COLLEGE PARK
715 Indian Ave, San Mateo
Sala multipropósito**



**Demostración 3D
9 am - 12 pm**



**Instrucción
9:30 am**



**Presentación
10:30 am**





Digital Communications Analytics Report

January 1, 2024 - January 31, 2024

In January, visitors organically accessed First 5 San Mateo’s online resources primarily through the homepage URL. While the homepage remained popular, there was also significant interest in exploring First 5 San Mateo resources and reading the Evolving Impact blog.

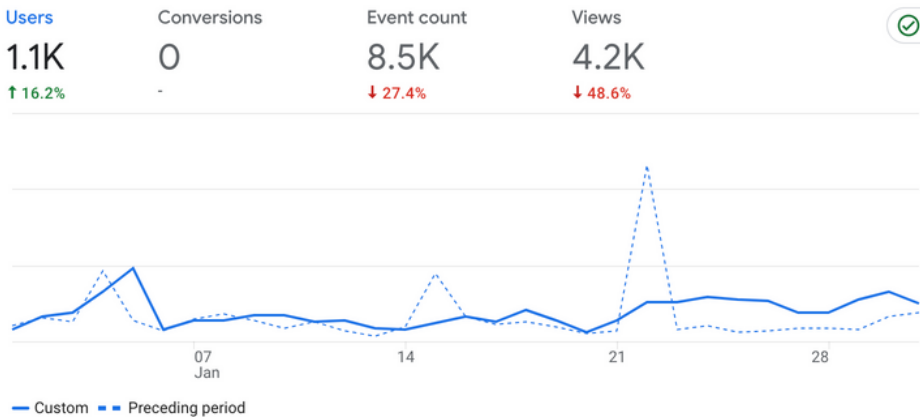
Content primarily focused on providing information and sharing resources from the First 5 San Mateo County webpage. The Evolving Impact: Data-Driven Insights Transforming Early Childhood Programs in San Mateo County blog stood out, garnering over 300 clicks and demonstrating strong engagement.

Promoted advertising efforts led to growth in F5SMC profiles, with new followers gained on Facebook, Instagram, and LinkedIn. This indicates a positive trend in some increase in audience without relying on paid promotions.

Website

Who is using your website?

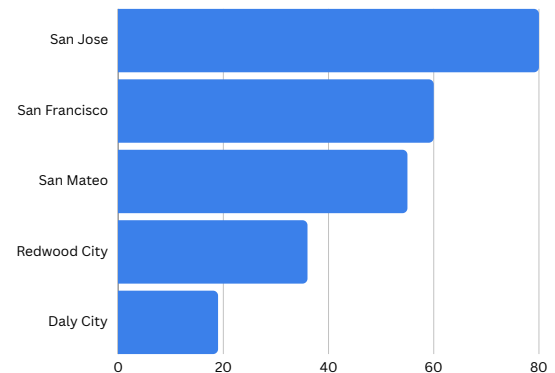
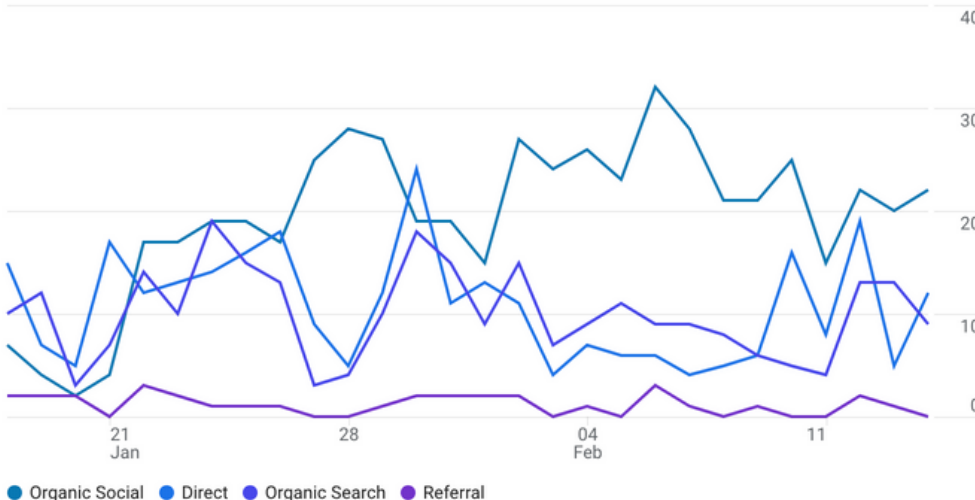
What pages do your users visit?



Rank	Page Name	Views
		4,227 (100% of total)
1	(not set)	2,280
2	Resources – First 5 San Mateo County	408
3	First 5 San Mateo County	396
4	Evolving Impact: Data-Driven Insights Transforming Early Childhood Programs in San Mateo County – First 5 San Mateo County	213
5	Funding Opportunities – First 5 San Mateo County	77
6	Commission – First 5 San Mateo County	71
7	Staff – First 5 San Mateo County	67
8	Who We Are – First 5 San Mateo County	63
9	Car Seat Checks – First 5 San Mateo County	58
10	Commissioners – First 5 San Mateo County	48

How do you acquire users?

Users by City



Meta: Facebook & Instagram

Facebook reach ⓘ

14.0K ↓ 21.6%

Instagram reach ⓘ

2.4K ↑ 214.7%

Paid reach ⓘ

0 0.0%

Paid impressions ⓘ

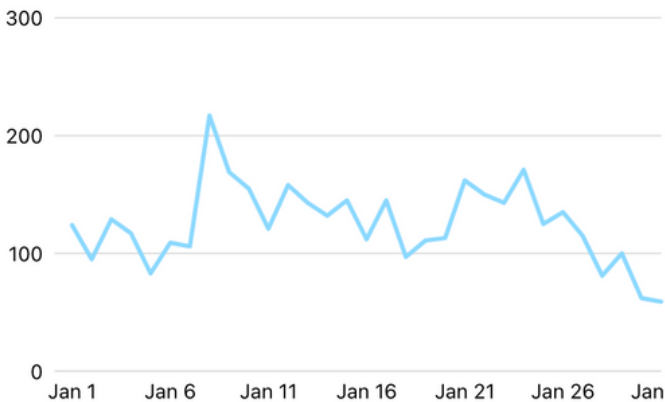
0 0.0%

Facebook reach ⓘ

14.0K ↓ 21.6%

Instagram reach ⓘ

2.4K ↑ 214.7%



Top Content by Reach

Content Title	Reach
Our latest blog takes you on a journey ... First 5 San Mateo County	8.3K
Fuel your Friday with positivity and co... First 5 San Mateo County	191
Dive into the art of building healthy rel... First 5 San Mateo County	181
The Commission on the Status of Wo... first5sanmateo	173
Building bright futures one step at a ti... First 5 San Mateo County	163
Investing in early childhood is like plan... First 5 San Mateo County	136
Wrap your little ones in warmth and lo... First 5 San Mateo County	133
The incredible journey of brain develo... First 5 San Mateo County	128
Wishing a cheerful and promising Ne... First 5 San Mateo County	125
Join us for a creative journey at our Vi... First 5 San Mateo County	122

Content Title	Reactions	Link clicks
Our latest blog takes you on a journey ...	19	303
Fuel your Friday with positivity and co...	3	--
Dive into the art of building healthy rel...	2	--
The Commission on the Status of Wo...	25	--
Building bright futures one step at a ti...	3	--
Investing in early childhood is like plan...	1	--
Wrap your little ones in warmth and lo...	2	--
The incredible journey of brain develo...	0	--
Wishing a cheerful and promising Ne...	2	--
Join us for a creative journey at our Vi...	0	--

Audience

Facebook Page New Likes

31

Instagram Page New Followers

25

Facebook Page Visits

330

Instagram Page Visits

46

LinkedIn

Visitor highlights

18

Page views

24

Unique visitors

4

Total followers

4

New followers

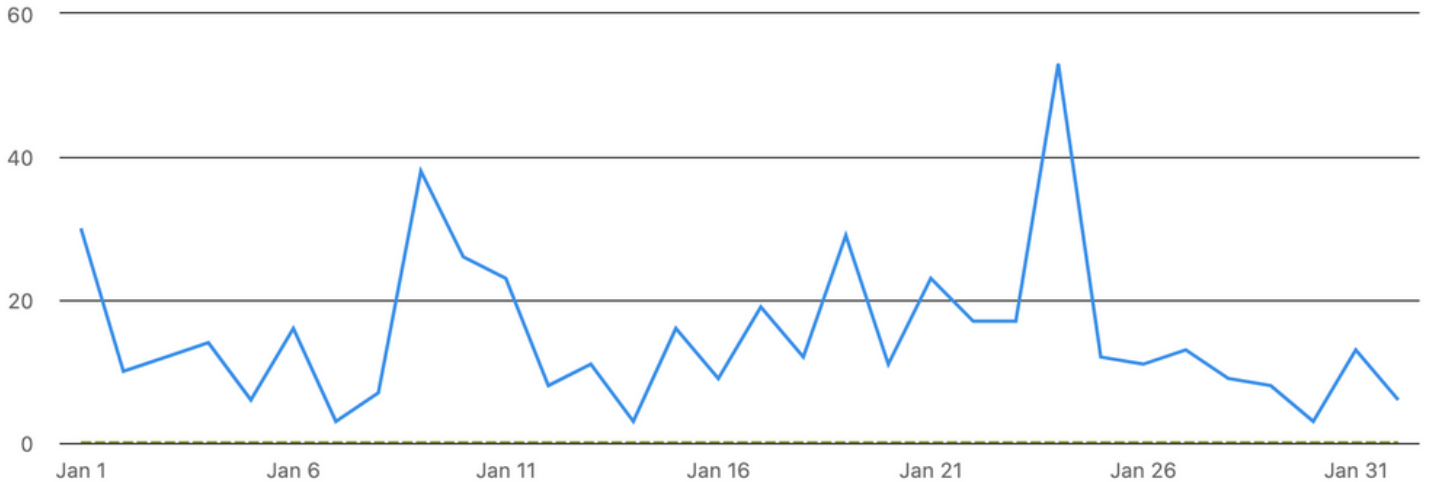
11

Search
appearances

463

Post
impressions

Impressions



Top 5 LinkedIn Posts

	Impressions	Clicks	Reactions
<p>Six to be Inducted into 35th San Mateo County Women's Hall of Fame Posted by Noa Elliott (she/her) 1/8/2024</p> <p>👉 Get more engagement Boost</p>	90	7	3
<p>first5sanmateo.org/evolving-impact-data-driven-insights-transforming-early-... Posted by Noa Elliott (she/her) 1/18/2024</p> <p>👉 Get more engagement Boost</p>	42	1	0
<p>Wishing a cheerful and promising New Year to our incredible community! 🎉🌟 ... Posted by Noa Elliott (she/her) 1/1/2024</p> <p>👉 Get more engagement Boost</p>	37	0	1
<p>Join us for a creative journey at our Vision Board Building event. On Wednesday,... Posted by Noa Elliott (she/her) 1/4/2024</p> <p>👉 Get more engagement Boost</p>	30	0	2
<p>The First 5 Network Prioritizes Children Despite Budget Deficit Posted by Noa Elliott (she/her) 1/17/2024</p> <p>👉 Get more engagement Boost</p>	26	0	2

DATE: February 26, 2024
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance and Administration Committee Meeting – February 12, 2024

- Commission Member: Claire Cunningham, Carla Boragno, Sylvia Espinoza (Chair)
- Staff: Kitty Lopez, Khanh Chau
- Minutes: Khanh Chau

1. Elect Finance and Administration Committee Chair

Commissioner Cunningham recommended Commissioner Espinoza to serve as Finance and Administration Committee Chair.

A motion for Election of Commissioner Espinoza as Finance and Administration Committee Chair was made.

Commissioner Espinoza chaired the February 12, 2024, Finance and Administration Committee Meeting.

2. Review of Budget Monitoring Report as of December 31, 2023

Kitty Lopez shared more contextual information about First 5's budgeting cycle and elements needing Commission review and discussion. She cited that agency presents quarterly Budget Monitoring Reports. At the Finance and Administration Committee meetings, Committee members will have deeper review, discussion, questions, and clarifications of finance documents, and make recommendation to full Commission.

Kitty Lopez briefly presented an overview of the Budget Monitoring Report as of December 31, 2023, comparing to 50% YTD Benchmark (Attachments 4, 4A, 4B, 4C). YTD Total Revenue is 6% lower than YTD benchmark due to the delayed annual disbursement of Prop 56 Tax revenue.

Total Appropriations is 10% below YTD Benchmark due to underspending in Program Appropriations due to normal slow grant executions at the beginning of new funding cycle and savings in various Admin Expenses due to staff working more outside of the office environment.

Projected Ending Fund balance of \$9,782 million or 114% of the planned budget or \$1,169 million higher than the planned budget.

Committee members reviewed the Budget Monitoring Report as of December 31, 2023, asked questions about Procurement policy, delayed disbursement of Prop 56 Tax Revenue. Staff responded that Contracting and Procurement policy are required annual review and approval by the Commission in a public hearing; are audit sampling items as part of State Expanded Audit requirements; despite there is some delay in Prop 56 Tax Revenue disbursement, agency will receive Prop 56 Tax Revenue disbursement before year end due to this is part of fiscal Tobacco Tax revenue allocation to F5 Commission.

Committee members also asked if any F5 SMC engages in policy discussions advocacy at the State level, given the Tobacco Tax Revenue declining landscape. Kitty Lopez cited that she and Michelle Blakely are the primary staff members engaging in statewide policy discussions.

3. Review and Recommend Approval of First 5 San Mateo County (F5SMC) Revised Budget FY 2023-24 and the Use of Ending Fund Balance (Ending Reserves*) to fund the Revised Budget FY 2023-24

Kitty Lopez cited that Commission had approved FY 2023-24 Budget last May 2023 when year-end financial information was not completely available at that time. She stated that we always have the agency Revised Budget in February to honor grant executions and contract obligations, after last year financial audit has been completed and new Other Grant awards become available. As per our strategic plan, Commission has approved higher Community Investments by drawing funds from the Fund Balance/Reserves \$1-3M to fund agency Revised Budget.

Kitty Lopez provided key budget changes in the F5SMC's FY 2023-24 Revised Budget, as presented in the summary table of the Budget memo (Attachment 5): Beginning Fund Balance is adjusted showing an increase of \$3.164M per the audited Ending Fund Balance as of 6.30.2023; Total Revenues increase by \$579K. Total Appropriations increase by \$834K; the FY 2023-24 Revised Budget changes result in a budget deficit of \$1.813M or \$254K higher than the previous budget deficit of \$1.558M in the Adopted Budget FY 2023-24; Administrative Cost rate is 10%, which is below the approved Admin Cost Rate for FY 2023-24.

Committee members asked about how impacts to the grantees given declining Tobacco Tax Revenue. Committee members were interested to hear more about F5SMC's Home Visiting program.

Committee members reviewed the F5SMC's FY 2023-24 Revised Budget, asked questions for clarification. Committee members endorsed the recommendation for approval of F5SMC's FY 2023-24 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund F5SMC's FY2023-24 Revised Budget.

Next Finance and Administration Committee Meeting will be on Monday May 13, 2024.

DATE: February 26, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of December 31, 2023

BUDGET MONITORING REPORT as of December 31, 2023 HIGHLIGHTS

Budget Monitoring Report as of December 31, 2023 Highlights

Finance and Administration Committee met and reviewed the Budget Monitoring Report at their meeting on February 12, 2024, as of December 31, 2023 (**Attachments 10A, 10B, 10C, and 10D**). Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 50%

REVENUES

- YTD Interest Revenues are \$228K or 224%, that represents a positive variance or 174% higher than YTD Benchmark due to higher interest earning rate (3.5%) than the planned budget (1%)
- YTD Tobacco Tax Revenue projections are \$1.879 million or 37%, that represents a negative variance or 13% lower than YTD Benchmark due to the Prop 56 Tax revenue was not disbursed yet.
- YTD Other Grant Revenue is 431K or 72%, which is 22% higher than YTD Benchmark as we won various new Other Grant awards.
- YTD Total Revenues projections are \$2.539 million or 44%, that represents a negative variance or 6% lower than YTD Benchmark. Major attributable factors to this net negative variance are associated with higher Interest Revenue and lower Tobacco Tax Revenue due to Prop 56 was not disbursed yet.

APPROPRIATIONS

- YTD Program Expenditures projections are \$2.577 million or 40%, that represents a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are generally slow grant executions as the new funding cycle started; however, it is anticipated that grant executions will be ramped up in the second half of the fiscal year.
- YTD Admin Expenditures projections of \$351K or 43% that represents a positive variance or 7% below YTD Benchmark. Major contributions to this positive variance are attributable to savings in various Admin Expenses due to staff working outside the office and staff on medical leave.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$2.928 million or 40%, that represents a positive variance or 10% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in Program Appropriations as the new funding cycle started, pending planning and execution of strategic plan implementation, and under spending in various Administrative Operation budget lines.

ENDING FUND BALANCE (RESERVES*)

- Currently, we are projecting Ending Fund balance (Reserves*) of \$9.782 million or 114%, that represents a positive variance of 14% or \$1.169 million higher than the planned budget.

CHALLENGES: None at this time.

FIRST 5 SAN MATEO COUNTY

SUMMARY BUDGET MONITORING AS OF 12.31.2023

	FY 23-24 Adopted Budget	YTD Actuals as of December 31, 2023	Accruals	YTD Combined Actual & Accruals
BEGINNING FUND BALANCE (Beginning Reserves*)	10,171,564	10,171,564	0	10,171,565
A. Interest Revenue	101,716	110,786	117,193	227,979
B. Tobacco Tax Revenue	5,064,425	1,457,762	422,035	1,879,797
Tobacco Tax Revenue Fiscal Year Allocations	5,064,425	1,457,762	422,035	1,879,797
C. Other Grant Revenues	598,700	109,848	321,315	431,164
Tobacco Tax Grants (Impact Legacy, Impact Hub, Home Visiting)	92,000	81,915	127,290	209,206
Non-Tobacco Tax Grants (PHD, SHD, MHSA)	506,700	27,933	194,025	221,958
TOTAL REVENUES	5,764,841	1,678,397	860,544	2,538,940
TOTAL AVAILABLE FUND (Total Sources*)	15,936,405	11,849,961	860,544	12,710,505
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	603,473	970,000	1,573,473
Community Investments (RF, HC, QC & E)	3,180,000	533,509	820,000	1,353,509
Evaluation	113,000	10,911	28,250	39,161
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	59,054	121,750	180,804
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	900,000	23,250	69,437	92,687
Community Investments - Healthy Children	250,000	4,500	31,250	35,750
Evaluation	80,000	18,750	10,000	28,750
Policy, Advocacy, & Communications (PAC) & Emerging Projects	570,000	-	28,187	28,187
E. Other Grants	510,000	163,851	211,391	375,242
Tobacco Tax Grants (Impact Legacy, Impact Hub, Home Visiting)	70,000	65,967	99,495	165,462
Non-Tobacco Tax Grants (PHD, SHD, MHSA)	440,000	97,884	111,896	209,780
F. Program Operations	1,313,795	508,889	26,673	535,561
Program Shared Operating Budget	214,525	64,417	26,673	91,090
Program Staff S&B & Shared Admin Staff Time	900,878	355,375	-	355,375
Evaluation Staff S&B	198,392	89,097	-	89,097
Total Program Appropriations (D1+D2+E+F)	6,503,795	1,299,463	1,277,501	2,576,965
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	214,525	64,417	26,673	91,090
H. Admin Staff S&B	604,617	260,360	-	260,360
Total Admin Appropriations (G+H)	819,142	324,777	26,673	351,450
TOTAL APPROPRIATIONS (Net Appropriations*)	7,322,937	1,624,241	1,304,174	2,928,415
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(1,558,096)	54,156	(443,630)	(389,474)
ENDING FUND BALANCE	8,613,468	10,225,720	(443,630)	9,782,090
Total S&B	1,703,887	704,832	-	704,832

FIRST 5 SAN MATEO COUNTY

DETAILS BUDGET MONITORING AS OF 12.31.2023

YTD Benchmark: 50%

	ORG/ACCT#	FY23-24 Adopted Budget	YTD Actuals as of December 31, 2023	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Adopted Budget (%)	Notes to Budget Monitoring Report
BEGINNING FUND BALANCE (Beginning Reserves*)		10,171,564	10,171,564	-	10,171,564	100%	
A. Interest Revenue	19510-1521	101,716	110,786	117,193	227,979	224%	
B. Tobacco Tax Revenue		5,064,425	1,457,762	422,035	1,879,797	37%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	5,064,425	1,457,762	422,035	1,879,797	37%	\$422K is Dec Tobacco Revenue estimates. Prop 56 Revenue disbursement is not disbursed yet.
C. Other Grant Revenues		598,700	109,848	321,315	431,164	72%	
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643		70,782	90,168	160,950		\$90K is Q2 revenue estimate
F5 San Benito Regional Home Visiting Grant FY23-25	19510-2643	92,000	11,134	23,000	34,134	37%	\$23K is Q2 revenue estimate
F5 San Benito IMPACT HUB TA FY23-25	19510-2643			14,122	14,122		\$14K is Q2 revenue estimate
County of San Mateo BHRS - Mental Health Services MHA #3 FY23-25	19510-2643			-	-		
Peninsula Healthcare District - HMG Call Center Grant CY2023	19510-2643	45,000		45,000	45,000	100%	
Sequoia Healthcare District - Special Needs Grant FY23-25	19510-2643	461,700		115,425	115,425	25%	\$115K is Q2 revenue estimate
Sequoia Healthcare District - Mental Health Grant FY23-25	19510-2643			33,600	33,600		\$33.6K is Q2 revenue estimate
SDI			27,933		27,933		
TOTAL REVENUES		5,764,841	1,678,397	860,544	2,538,940	44%	Negative variance due to Prop 56 Revenue is not disbursed yet.
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		15,936,405	11,849,961	860,544	12,710,504	80%	Negative variance due to Prop 56 Revenue is not disbursed yet.
APPROPRIATIONS							
PROGRAM APPROPRIATIONS							
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000	603,473	970,000	1,573,473	42%	It is anticipated that program executions will be accelerated in the second half of the fiscal year as the new funding cycle began.
Resilient Family	19540-6125	1,060,000	210,770	290,000	500,770	47%	\$290K are Q2 expenditure estimates

	ORG/ACCT#	FY23-24 Adopted Budget	YTD Actuals as of December 31, 2023	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Adopted Budget (%)	Notes to Budget Monitoring Report
Healthy Children	19540-6156	1,060,000	113,644	265,000	378,644	36%	\$265K are Q2 expenditure estimates
Quality Care and Education	19540-6263	1,060,000	209,095	265,000	474,095	45%	\$265K are Q2 expenditure estimates
Grant Management and Other Evaluation Projects	19540-6265	113,000	10,911	28,250	39,161	35%	\$28K are Q2 expenditure estimates
Other Evaluation Projects	19540-6265				0	#DIV/0!	\$290K are Q2 expenditure estimates
Policy Advocacy, Communications & Systems Change	19540-6814	380,000	59,054	95,000	154,054	41%	\$95K are Q2 expenditure estimates
Emerging Projects	19540-6814	107,000	0	26,750	26,750	25%	\$26K are Q2 expenditure estimates
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		900,000	23,250	69,437	92,687	10%	Continuation implementation of SPIP FY20-23 Carry Over in 2 years in coordination of SPIP FY23-25 implementation
Healthy Children	19540-6156	250,000	4,500	31,250	35,750	14%	
Grant Management and Other Evaluation Projects	19540-6265	80,000	18,750	10,000	28,750	36%	
Policy Advocacy, Communications & Systems Change	19540-6814	250,000			0	0%	
Emerging Projects	19540-6814	320,000		28,187	28,187	9%	
E. Other Grants		510,000	163,851	211,391	375,242	74%	New grant award executions
F5 San Benito IMPACT LEGACY Grant FY23-25	19540-6126		57,567	72,668	130,235		\$72.6K are Q2 expenditure estimates.
F5 San Benito Regional Home Visiting Grant FY23-25	19540-6126	70,000	8,400	13,380	21,780	31%	\$13K are Q2 expenditure estimates
F5 San Benito IMPACT HUB TA FY23-25	19540-6126			13,447	13,447		\$13K are Q2 expenditure estimates
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19540-6131				0		
Peninsula Healthcare District - HMG Call Center Grant CY2023	19540-6131	40,000	37,200		37,200	93%	Fully expended grant
Sequoia Healthcare District - Special Needs Grant FY23-25	19540-6131	400,000	58,146	97,792	155,938	39%	\$97.7K are Q2 expenditure estimates
Sequoia Healthcare District - Mental Health Grant FY23-25	19540-6131			8,050	8,050		\$8K are Q2 expenditure estimates
SMC CEO - Children Success Planning Project	19540-6131		1,269	2,017	3,286		\$2K are Q2 expenditure estimates
SMCOE- Children Success Planning Project	19540-6131		1,269	2,019	3,288		\$2K are Q2 expenditure estimates
F. Program Operations		1,313,795	508,889	26,673	535,561	41%	
Program Shared Operating Budget		214,525	64,417	26,673	91,090	42%	
Program Staff S&B & Shared Admin Staff Time		900,878	355,375	0	355,375	39%	
Evaluation Staff S&B		198,392	89,097	0	89,097	45%	

	ORG/ACCT#	FY23-24 Adopted Budget	YTD Actuals as of December 31, 2023	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Adopted Budget (%)	Notes to Budget Monitoring Report
Total Program Appropriations (D1+D2+D3+E+F)		6,503,795	1,299,463	1,277,501	2,576,965	40%	It is anticipated that program executions will be accelerated in the second half of the fiscal year as the new funding cycle began.
ADMIN APPROPRIATIONS				0			
G. Admin Shared Operating Budget		214,525	64,417	26,673	91,090	42%	
H. Admin Staff S&B		604,617	260,360	0	260,360	43%	
Total Administrative Appropriations		819,142	324,777	26,673	351,450	43%	
Administrative Cost Rate %		11%	20%		12%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		7,322,937	1,624,241	1,304,174	2,928,415	40%	It is anticipated that program executions will be accelerated in the second half of the fiscal year as the new funding cycle began.
ENDING FUND BALANCE (ENDING RESERVES*)		8,613,468	10,225,720	-443,630	9,782,090	114%	It is anticipated that program executions will be accelerated in the second half of the fiscal year as the new funding cycle began.

Color Coding

Shared Budget/Shared Cost

Revenue ; Fund Balance

Appropriations

Salaries & Benefits

Schedule 1- Operating Budget Monitoring Report as of December 31, 2023

Attachment 10D

	ORG / ACCT#	FY23-24 Adopted Budget	YTD Actuals as of December 31, 2023	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Adopted Budget (%)	Notes to Budget Monitoring Report
I. Services and Supplies							
Outside Printing & Copy Svc	19510-5191	1,000			0	0%	
General Office Supplies	19510-5193	8,000	830	500	1,330	17%	Saving as staff working outside of the office
Photocopy Lease & Usage	19510-5196	5,000	420	417	837	17%	Saving as staff working outside of the office
Direct Communication Expenses	19510-5132	3,800	1,288	317	1,605	42%	Place holder for oversuage of IT services versus planned budget
Computer Supplies	19510-5211	25,000	490	6,000	6,490	26%	Laptop replacements
Software License /Maintenance Expenses	19510-5215	4,500	3,940		3,940	88%	Annual software subscription
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	12,070		12,070	80%	
Auto Allowance	19510-5712	11,000	4,378	834	5,212	47%	
Meetings & Conference Expense	19510-5721	8,000	350	3,120	3,470	43%	Staff attended National Help Me Grow Summit
Commissioners Meetings & Conference Exp	19510-5723	3,000	1,307	1,300	2,607	87%	
Other Business Travel Expense	19510-5724	8,000		2,500	2,500	31%	Staff attended National Help Me Grow Summit
Dept. Employee Training Expense	19510-5731	8,000	51		51	1%	
Wellness grant	19510-5856	0	48		48		
Other Professional Services	19510-5858	30,000			0	0%	
Sub Total - Services & Supplies		130,300	25,172	14,987	40,159	31%	Underspend in various Operation budget lines
II. Other Charges							
Telephone Service Charges	19510-6712						ISD charges slit into 3 different codes 6713, 5215, 5132
Automation Services - ISD	19510-6713	45,000	10,226	3,750	13,976	31%	ISD charges slit into 3 different codes 6713, 5215, 5132
Annual Facilities Lease	19510-6716	99,000	42,341	7,896	50,237	51%	Inclusion of \$2.9K rent escalation for leasing office operating expenses
General Liability Insurance	19510-6725	13,500	5,524	1,104	6,628	49%	Liability Insurance increase
Official Bond Insurance	19510-6727	300	136	25	161	54%	
Human Resources Services	19510-6733	1,000	285		285	29%	
Countywide Security Services	19510-6738	950	594		594	63%	
All Other Service Charges	19510-6739	60,000	20,272	6,000	26,272	44%	\$6K is County Attorney expenditure estimates for Q2
Card Key Services	19510-6751	1,000	388	83	471	47%	
A-87 Expense	19510-6821	78,000	23,896	19,500	43,396	56%	Updated with increased AB87 713.23
Sub Total - Other Charges		298,750	103,662	38,358	142,020	48%	
Total Operating Budget		429,050	128,834	53,346	182,179	42%	
Program Shared Operating Budget		214,525	64,417	26,673	91,090	42%	Allocation rate 50%
Admin Shared Operating Budget		214,525	64,417	26,673	91,090	42%	Allocation rate 50%

Schedule 2 - SALARIES & BENEFITS Budget Monitoring Report as of December 31, 2023

Program Staff & Shared Admin Staff		900,878	355,375		355,375	39%	Underspend as staff on FMLA
Evaluation Staff		198,392	89,097		89,097	45%	Lower Employer pension contribution
Admin Staff		604,617	260,360		260,360	43%	Lower Employer pension contribution
Total Salaries and Benefits		\$ 1,703,887	\$ 704,832		\$ 704,832	41%	Underspend as staff on FMLA and lower employer pension contribution.

Color Coding

- Shared Budget/Shared Cost
- Revenue ; Fund Balance
- Appropriations
- Salaries & Benefits
