

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

DATE: Monday, May 20, 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 May 20, 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: Reading Rainbow Events By Valeria Chavez-Franco, Rikhav Shah, and Adele Ryono, Youth Commissioners	4:10 PM
Action Items		

6	Approval of First 5 San Mateo County Policies and Bylaws for FY 2024 - 2025 By Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 6)</i>	4:20 PM
7	Approval of F5SMC’s FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC’s FY 2024-25 Adopted Budget Presentation by Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 7)</i>	4:25 PM
Discussion Item		
8	Presentation: Help Me Grow – San Mateo County Data by Carol Elliott, Director, Family Support Services, AbilityPath	4:40 PM
Action Items		
9	Presentation and Approval of UCSF Infant-Parent Program Agreement for Infant and Early Childhood Mental Health Content Expert and Network Facilitator in an Amount not to exceed \$130,000, Contract Term Effective May 1, 2024 through June 30, 2026 by Emily Roberts, Strategic Initiatives Project Manager, First 5 San Mateo County <i>(See Attachment 9)</i>	5:00 PM
10	Annual Review of First 5 San Mateo County’s 2020-2025 Strategic Plan for FY 2024-2025 in accordance with Proposition 10 Statutes, California Health and Safety Code 130140(a) (1) (C) (iii), 13140(a) (1) (E), and 130140(a) (1) (F) and San Mateo County First 5 Commission Ordinance 2.24.060. <i>(See Attachment 10)</i>	5:15 PM
Discussion Item		
11	Presentation: Baby Bonus Program Updates By Mai Le, Community Health Planner, First 5 San Mateo County	5:20 PM
Informational Items		
12	Report of the First 5 San Mateo County Staff Team By Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 12)</i>	5:40 PM
13	Committee Updates <i>(See Attachment 13)</i>	5:45 PM
14	Adjournment	6:00 PM

Public Participation:

The May 20, 2024, First 5 San Mateo County Commission meeting may be accessed through Zoom link at the top of this agenda. The May 20, 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, May 17, 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, May 17, 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, May 17, 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 May 20, 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

May 20, 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 April 22, 2024 Commission Meeting Minutes
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
April 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, Claire Cunningham, Sylvia Espinoza, Nancy Magee, Naveen Mahmood, Nikia Richardson

Absent: Noelia Corzo, Manufou Liaiga-Anoa'i, Louise Rogers
Valeria Chavez-Franco (Youth Commission),
Rikhav Shah (Youth Commission)

Staff: Kitty Lopez, Michelle Blakely, Emily Roberts, Jenifer Clark,
Khanh Chau, Mai Le, Mey Winata, Myra Cruz

County Counsel: Jennifer Stalzer

A quorum was present. Commission Chair Richardson called the meeting to order at 4:00 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:

- Lizeth Hernandez, Education Director of Puente, invited the Commission to see the newly opened childcare center, which has been closed since March 2020 due to the pandemic. Hernandez thanked the Commission for their support.

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

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

4. Commission Announcements:

Commissioner Cunningham handed out pins in recognition of April being Child Abuse Prevention Month. She announced the County Board of Supervisors would be enacting a proclamation designating Child Abuse Prevention Month on April 23, 2024. In addition, on April 26, 2024, there

will be a flag raising in the County Courtyard to honor the memory of those children who have lost their lives due to abuse or maltreatment.

5. **Storytelling: First 5 Work/Impact: Commissioner Carla Boragno**

Commissioner Boragno shared her journey of growing up with two college educated parents and in a loving, caring, stable home believing that every household was the same. However, later in life she realized that she was wrong. Through the discomfort of realizing that not every household was like hers she was able to open herself up to learning. Through her non-profit work she learned that not all students had the same foundational support. She learned the importance of early intervention and that the lack of a stable home environment could negatively impact one's health and inability to focus in school. Now as a Commissioner on First 5, she continues to learn the importance of supporting young children before they reach kindergarten and that the most critical years for foundational brain development is from the ages 0-5. Even with dismal statics, she is learning that there are amazing, passionate people that are committed to making a difference. She shared her experience in attending an event hosted by SAMCEDA and the Silicon Valley Community Foundation and its participants. Through this event she learned that the current childcare crisis requires bold and courageous approaches and collaborations. In the last four months, as a Commissioner, she continues to learn the importance of coming together for the community and the growth that can come from being wrong.

The Commission made comments.

No Public Comments.

6. **Strategic Plan 2025 – 2030 Update and Approval of the formation of a First 5 Commission Strategic Planning Ad Hoc Committee and its Members to Assist the Strategic Planning Process for the Strategic Plan FY 2025 – 2030**

Michelle Blakley, F5SMC's Deputy Director, went over the memo provided for the Approval of the formation of a Strategic Planning Ad Hoc Committee that helps plan for the Strategic Plan FY 2025-2030. The Ad Hoc Committee consists of 3-4 Commissioners that meet outside the Commission Meeting. This allows for smaller detailed conversation with the strategic planning consultant, and staff. Michelle reviewed on what to expect in the next few months including upcoming inputs, discussion, and approval timelines and actions which were listed in the memo provided. Kitty Lopez, F5SMC's Executive Director added that in the Prop 10 statute, there must be a strategic plan which means that any work or funding disbursed in the community must be rooted in a Commission's strategic plan.

Commissioner Richardson announced that the Ad Hoc Committee Members from the Commission would be: Commissioners Boragno, Liaiga-Anoa'i, Magee, and Rogers.

MOTION: MAGEE / SECOND: CUNNINGHAM

AYES: BORAGNO, CUNNINGHAM, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON

NOES: NONE
 ABSTAIN: NONE

Motion approved.

Public Comments: None

The Commission made no comments.

7. Presentation: Choose Children Voter Survey Results

Christine Thorsteinson Director of Early Childhood Initiatives, Silicon Valley Community Foundation, gave a brief explanation of Choose Children and why the Community Foundation engages in that work. Choose Children is non-partisan, non-endorsing project that tries to elevate the issue of early childhood and issues that are relevant to young children and their families and caregivers during an election cycle. This is done in hopes of it becoming part of the conversation when candidates are running for office and when people are voting. This helps to create a community of champions by making candidates aware of the existing issues related to children and their families. Christine presented a slideshow that showed the Choose Children Strategy, current survey results in various areas that relate to young children and its data. The goal is to make candidates aware of these survey results in hope of creating future proposals that will improve the issues found through the surveys.

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

The Commission made comments and asked questions.

Public Comments: None

8. Presentation: Review of First 5 California Annual Report

Jenifer Clark, F5SMC's Research and Evaluation Specialist, presented a slideshow that reviewed the 2022-23 F5 California Report. This annual public hearing by each First 5 County Commission is a requirement of Prop 10. The full report is available online at ccfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_2022-23_Annual_Report_ADA.pdf.

Clark highlighted the following results:

- In FY 2022-23, First 5 County Commissions invested \$285 million in Services and \$86 million in Systems Change.
- Graphs that showed total expenditures and clients served.
- First 5 funded projects such as Quality Counts California and Impact 2020 that are quality improvement efforts for early learning and childcare settings.
- The Refugee Family Support Program which is a new program that the state put into effect last year.

- Stronger Starts Media Campaign which was launched in Spring 2023 and is an educational campaign.

The Commission made comments and asked questions.

Public Comments: None

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

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

Kitty Lopez, F5SMC's Executive Director, reviewed Attachment 9 Staff Team Report which is included in the [Commission Packet](#). Lopez highlighted the following:

- The U.S. Early Years Climate Action Plan Working Session which was hosted by Build Up SMC and the Child Care Partnership Council on April 5, 2024, and led by author and children's advocate Elliot Haspel.
- Children and Youth Behavioral Health Initiative Child-Parent Psychotherapy (CPP) Information Sessions. Two virtual information sessions detailing the training opportunity available to clinicians were hosted by F5SMC. The first CPP training cohort is scheduled to begin April 30.
- Baby Bonus Program Update: First in-person meeting was held on April 10, 2024, and Stanford has submitted a proposal to NIH to fund the rigorous evaluation of this work.
- The three letters of supports signed; Multi-Year Continuous Medi-Cal Eligibility for Young Children 0-5 - Support Implementation, AB 2982 (Reyes), and SB 1290 Advocacy: Essential Health Benefits and Hearing Aids
- An article titled, "What Happened When This Italian Province Invested in Babies" which was published by *The New York Times* on April 1, 2024.
- Community Outreach Outcomes from Childcare Preview Night and the Community Resources Fair which was attended by two First 5 Staff members.

Public Comments: None.

10. Committee Updates

Program, Operations and Planning (POP) Committee Meeting:

Commissioner Richardson

The Program, Operations and Planning (POP) Committee met on April 1, 2024, which was a productive and informative meeting. Items discussed were the Strategic Plan 2025- 2030 as well as the Baby Bonus Program. Early Mental Health Services information was also received.

The [Committee written report](#) is included in the packet.

Public Comments: None

Meeting Adjourned at 5:00 pm.

DATE: May 20, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of the First 5 San Mateo County Policies and Bylaws for FY 2024-25

ACTION REQUESTED

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2024-25

BACKGROUND

Mandate Policies: The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission’s policies to ensure compliance with legislative mandates and other administrative processes and to strengthen F5SMC’s internal controls for operations. Currently, there are seven (7) policies, four (4) of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and 2006 Senate Bill 35 (Flores). These four policies include: Contracting and Procurement, Conflict of Interest, Salary and Benefits, and Administrative Costs. All seven (7) policies were reviewed and approved by the Commission on May 22, 2023.

Bylaws: On May 22, 2023, the Commission reviewed and approved First 5 San Mateo County’s Amended Bylaws May 2023.

On Monday May 13, 2024, Finance and Administration Committee met and endorsed the approval of First 5 San Mateo County Policies and Bylaws for FY 2024-25

UNCHANGED POLICIES

The following policies remain unchanged:

- Amended Contracting and Procurement Policy May 2023 (Attachment 6A)
- Conflict of Interest Policy (Attachment 6B)
- Salary and Benefits Policy (Attachment 6C)
- Administrative Costs Policy (Attachment 6D)
- Supplantation Policy (Attachment 6E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 6F)
- Amended Event Sponsorship Policy (Attachment 6G)
- Amended Bylaws May 2023 (Attachment 6H)

CHANGED POLICIES: No Changes in any Policies at this time.

FISCAL IMPACT

None

RECOMMENDATION

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2024-25.



SUBJECT: AMENDED CONTRACTING AND PROCUREMENT POLICY (May 2023)

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code Section §130151(b)(1), which requires that the contract and procurement policy contains provisions to ensure that grants and contracts are consistent with the commission’s strategic plan.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

Part I. STATEMENT OF POLICIES

The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission, including ensuring that contracting and procurement are consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

When purchasing food, First 5 San Mateo County will give preference to United States-grown produce and United States processed foods when there is a choice and it is economically feasible to do so.

If fitness and quality are equal, First 5 San Mateo County will purchase recycled products, as defined in Section 12200 of the Public Contract Code, instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items.

In accordance with Section 130140 and Section 130105 of the Health and Safety Code, First 5 San Mateo County has autonomy to expend moneys from the trust fund only for the purposes as described in the Commission’s approved Strategic Plan.

Part II. CONTRACTING & GRANT PROCESSES

A. First 5 San Mateo County shall use a competitive selection, negotiation and approval process (“Request for Proposal Process” or “RFP Process”) whereby potential contractors and/or grantees may submit applications for Commission funding. Use of the RFP Process is intended to ensure that

all qualified contractors and/or grantees are given an opportunity to be considered a service provider to the Commission.

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this process on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. The RFP Process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- B. In addition to particular criteria are important and appropriate to the project/grant, the criteria for choosing the contractor and/or grantee may include and may include:
- Experience of the agency and specific staff assigned to complete the work, including description of experience with similar projects
 - Proposed methodology, work plan and timeline to complete the scope of work
 - Proposed cost to complete the work
 - Payment terms (when payment is due to the contractor and/or grantee throughout the timeframe of the contract)
 - Start date and completion date of the work/service.

Once the Commission has selected the contractor(s) and/or grantee(s) that can best perform the necessary work, Commission staff will negotiate the terms of the contract in accordance with the Commission's approval for such services.

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.
- E. Any service agreements, memorandums of understanding, and/or contracts that do not use or otherwise substantively amend the standard San Mateo County template agreement will be reviewed by County

Counsel. Approval must be obtained by County Counsel prior to finalization.



SUBJECT: CONFLICT OF INTEREST POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of the commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE SECTION 87100

- A. The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) has a Conflict of Interest Code, which has been approved by the San Mateo County Board of Supervisors. Pursuant to Section 87306.5 of the Government Code, First 5 San Mateo County will review that Conflict of Interest Code biennially. First 5 San Mateo County has designated the following positions in its Code: Commissioners, Executive Director, Deputy Director, and Consultants (when applicable).

- B. Form 700 filing. All individuals holding positions designated by the Conflict of Interest Code shall file the Form 700 of the California Fair Political Practices Commission, when assuming office, annually thereafter, and when leaving office as required by regulation.

- C. The Commission shall continue to have a conflict of interest code in effect at all times.

PART II. GOVERNMENT CODE SECTION 1090, et seq.

First 5 San Mateo County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, *et seq.*, hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code, First 5 San Mateo County Commissioners will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTION 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The Commission shall continue to conduct its operations consistent with Government Code Section 1125, *et seq.* Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination or removal from the Commission (whichever is applicable). Any disciplinary action related to violation of this policy will be conducted in accordance with the Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel, the Executive Director and the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

First 5 San Mateo County

List of Designated Positions in the First 5 San Mateo County and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Commission Member	1,2,3,4
Executive Director	1,2,3,4
Deputy Director (add)	1,2,3,4
Consultants*	1,2,3,4

*The Executive Director, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the Commission. Those consultants who, within the meaning of Section 18700 (a)(2) of Title 2 of the California Code of Regulations are required to file statements of economic interests, shall do so. During each calendar year, First 5 San Mateo County shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to category 2 is required to disclose interests in all real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.



SUBJECT: SALARY AND BENEFITS POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

As required by Health and Safety Code Section 130140(d)(6), salaries and benefits shall conform with established First 5 San Mateo County Commission and San Mateo County government policies.

II. **SALARY AND BENEFITS POLICIES AND PROCESSES**

The San Mateo County Board of Supervisors created the First 5 San Mateo County Commission in March 1999, Ordinance No. 3889. As an agency of the County, the First 5 San Mateo County Commission complies with the salaries and benefits policies and procedures that are applicable to all Boards and Commissions in the County, including:

- The Memorandum of Understanding between County of San Mateo and the applicable union that establishes the salaries for each job classification, as may be amended from time to time; and
- County Resolutions that provide salaries and related matters for exempt management, confidential and other unrepresented employees, as may be amended from time to time.

Employee hiring, termination, payroll, pay increases and benefits are processed through the San Mateo County Employee and Personnel Services Department and the Controller's Office.



SUBJECT: ADMINISTRATIVE COSTS POLICY (Amended)

- Categorizing Administrative costs, Program costs, and Evaluation costs
- Defining Administrative costs.
- Determining the maximum allowable Administration costs as a percentage of the commission's total operating budget.
- Monitoring the Administrative cost percentage to ensure the actual Administrative costs do not exceed the maximum rate adopted by the commission.

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(5) requiring the county commission to adopt, in a public hearing, a limit on the percentage of the county commission's operating budget that may be spent on administrative functions.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

First 5 San Mateo County will consistently identify Administrative costs following the guidelines outlined in this policy and monitor the actual Administrative costs as a percentage of its annual operating budget.

II. **COST CATEGORIES**

All costs fall into one of three major categories: Administrative, Program, or Evaluation. Administrative costs are differentiated from Program costs and Evaluation costs in accordance with the guidelines provided through the *Financial Management Guide*¹ of First 5 Association of California; its *Cost Allocation and Administrative Cost*² provide guidelines in categorizing and allocating costs.

III. **ADMINISTRATIVE COST DEFINITION**

¹ The Guide is a product of the California First 5 Association's and the State Commission's joint technical assistance effort and a direct result of a financial management assessment conducted by the Government Finance Officers Association (GFOA) in response to new legislation.

² Financial Management Guide, First 5 Association of California (the Fifth Edition, 2015) Cost Allocation (pages 36-37); Administrative Cost, (page 61-65)

Administrative costs: Costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than Evaluation and Program activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Administrative costs include all salaries, benefits, services, and supply costs not readily identifiable as costs of the Commission's Evaluation or Program activities. Commission staff will adhere to the above definition for budgeting, accounting, and financial reporting processes. Staff utilizes certain codes for reporting processes to identify costs as Program, Evaluation, or Administration according to their nature. Except when there is information to determine a direct allocation of operating costs, shared operating costs/office expenses will be allocated by a systematic, valid and rational allocation methodology. The methodology will be reviewed annually and presented with the annual budget.

III. MAXIMUM ALLOWABLE ADMINISTRATIVE COSTS AS A PERCENTAGE OF THE OPERATING BUDGET

The Commission will monitor actual Administrative costs so that, in any one year, Administrative costs do not exceed 15% of the Commission's annual operating budget. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.

IV. MONITORING

The Administrative costs' percentage will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director and Finance Committee. In the event that Administrative costs exceed 15% of the operating budget, the Commission will review and approve a corrective action plan to achieve the desired percentage. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.



SUBJECT: SUPPLANTATION POLICY

PROHIBITING USE OF COMMISSION FUNDS TO SUPPLANT STATE OR LOCAL GOVERNMENT FUNDS

PURPOSE: The purpose of the policy is to assure compliance with Proposition 10, adopted by the voters in 1998. Revenue & Taxation Code Section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the commission’s trust fund shall be used to supplant state or local general fund money for any purpose.

POLICY:

1. No Commission funds shall be used to supplant state or local general fund money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local general funds unless the proponent demonstrates to the Commission’s satisfaction that the Commission’s funding will be used to improve the quality or quantity of an existing service, and not to supplant existing funding.
3. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commissions. The prohibition on supplantation does not refer to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government general funds, and which are “existing” as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

Definitions:

Existing means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission’s action.

State general funds means funds which are received into the treasury of the State and not required by law to be credited to any other fund.¹

¹ See Gov. Code § 16300.

Local government general funds means funds which are received into the treasury of the local government and not specially appropriated to any other fund.²

Level of service includes both the quality and quantity of services.

Pilot with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.³

Supplant shall be given its ordinary meaning, that is, “to take the place of.”

Guidelines:

1. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
2. Any applicant that discloses that state or local government funding has been received for the proposed program or service within the last three years must also demonstrate to the Commission’s satisfaction:
 - a) That the program or service has not received state or local general funds within the 12 month period preceding the Commission’s action, or
 - b) That, if received, such funds have not been reduced during the 12 month period preceding the Commission’s action, or
 - c) That the program or service was a pilot project, and
 - d) That the Commission’s funds will be used to augment or improve the existing level of service, either in terms of quantity or quality.
3. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is executed. For multi-year contracts or commitments, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

² See Gov. Code § 29301

³ See Penal Code § 5058.1



SUBJECT: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO TAKE ACTION TO SUPPORT OR OPPOSE LEGISLATION OR OTHER INITIATIVES

PURPOSE: On occasion, the Executive Director is approached with a time-sensitive request to sign a letter of support for (or opposition to) legislation or other initiatives related to First 5 San Mateo County Commission’s mission. This policy is intended to delegate authority to the Executive Director to take necessary action to provide that support (or opposition) consistent with the First 5 San Mateo County Commission’s mission when certain conditions are met.

POLICY:

The First 5 Commission hereby delegates its authority to the Executive Director to sign documents or other materials on behalf of First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”), when all of the following conditions are met:

1. The legislation or other initiative is directly related to, and consistent with First 5 San Mateo County’s mission.
2. Because of time constraints, bringing the matter to the Commission at its next scheduled meeting is not practical.
3. Calling a special meeting to address the matter is either not practical or not appropriate under the circumstances.
4. The Executive Director has conferred with the Chair of the Commission and both the Executive Director and the Chair agree that: (a) the position that the Executive Director intends to take is consistent with the mission of First 5 San Mateo County; (b) bringing the matter to the Commission at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Commission is appropriate under the circumstances.
5. The Executive Director reports at the next regularly scheduled Commission meeting as part of the Executive Director’s Report any position taken pursuant to this policy.



SUBJECT: EVENT SPONSORSHIP POLICY

PURPOSE: To provide support for events targeted at children prenatally to age 5 and their families in San Mateo County.

POLICY: First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of ***success for every child*** would not be possible without the collaboration of our partners throughout the County.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Healthy Children
- Resilient Families
- Quality Care and Education

Event Sponsorship Eligibility Criteria

Parents or providers may request a sponsorship if the event meets the following criteria:

- The event ties to one or more of the focus areas above and are consistent with the Commission's vision and mission.
- The event targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC.
- The event takes place in San Mateo County.
- The event provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions ***prior*** to, and ***during*** the event (e.g., print, radio, web, and televised advertisement and promotions).
- The event provides a booth space for F5SMC staff to participate during the event, if appropriate.
- The requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible.
- The event is designated smoke free.
- The event is not used to lobby for or against or otherwise attempt to influence legislation.
- The event is not used for religious purposes.
- The event is not used for fundraising purposes.

Event Sponsorship Award Amounts

- The Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.
- Event Sponsorship requests up the amount of \$5,000 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

Standards for Collaboration

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

Post Event Reporting

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment.
- A representative from the requesting agency may also be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the Sponsorship Request Form, which can be obtained from First 5 San Mateo County staff or downloaded at first5sanmateo.org.

Requests must be received eight weeks prior to the proposed event date. Event Sponsorship Requests will be accepted on a continuous basis as long as funding is available.

Submit Questions and/or Sponsorship Requests to:

Myra Cruz

1700 S. El Camino Real, Suite 405

San Mateo, CA 94402

ecruz@smcgov.org

**FIRST 5 SAN MATEO COUNTY COMMISSION
BYLAWS
Amended May 2023**

ARTICLE I (Authority)

These bylaws (“Bylaws”) are adopted by the First 5 San Mateo County Commission (the “Commission” or “F5SMC”) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision, Mission, Outcomes and Status)

The vision of the Commission is “Success for every child.”

The mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

F5SMC adopted the following desired outcomes to guide its efforts in its 2020 - 2025 Strategic Plan:

1. San Mateo County prioritizes young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and are able to nurture their children’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

F5SMC is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of F5SMC shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act or omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:

- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the State Act and any other applicable state laws and County guidelines.
- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate, and conduct at least one public hearing on the Commission's review of the plan before any revisions to the plan are adopted and submitted to the First 5 California Commission (the "State Commission").
- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150, and conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California Commission annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the State Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the State Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the State Act or the County Ordinance.

ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

ARTICLE V (Conflicts of Interest Policy)

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy, and any amendments thereto, shall be consistent with County policies and requirements.

Each Commissioner shall file a statement disclosing reportable economic interests in accordance with the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission and the Commission's Conflict of Interest Policy.

ARTICLE VI (Officers)

1. Officers:

- A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of

standing and *ad hoc* committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.

- B. The Vice Chair shall be a Commissioner, and in the Chair's absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair will be absent or unable to act at a meeting at which a quorum of the Commission will be present, the Chair may in advance of said meeting appoint a Commissioner to preside at said meeting over all business of the Commission, appoint chairs of standing and ad hoc committees, and exercise such powers and perform such other duties of the Chair as may be prescribed by the Commission.

2. Terms and Removal:

Officers of the Commission shall be chosen annually through an election to be held at the last scheduled meeting of each calendar year, unless an earlier election is necessary because of a vacancy or vacancies on the Commission. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VII (Staffing)

1. Executive Director:

The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff:

The Executive Director hires, evaluates and terminates F5SMC Staff.

ARTICLE VIII (Meetings)

1. Regular and Special Meetings:

- A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (the "Ralph M. Brown Act" or the "Brown Act").
- B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the fourth (4th) Monday of the month.
- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff shall give notices of regular and special meetings in accordance with the Brown Act.

2. Open and Public:

All meetings of the Commission shall be held in accordance with the Brown Act.

3. Quorum:

A quorum is required to initiate the transaction of business at any regular or special meeting of the Commission. A quorum is a majority of the seated members of the Commission. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by at least four Commissioners.

4. Voting:

Except as otherwise provided by these Bylaws, all official acts of the Commission require the affirmative vote of a majority of the Commissioners who are present and voting as long as the quorum requirements are met. No official act shall be approved with less than the affirmative vote of four Commissioners.

5. Recusals:

A Commissioner shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on a contract or grant where the contract or grant directly relates to services to be provided by that Commissioner or the entity that the Commissioner represents or financially benefits the Commissioner or the entity that he or she represents, or as otherwise required by applicable law or by the Conflict of Interest Policy of the Commission.

6. Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission.

ARTICLE IX (Committees)

1. Advisory Committees:

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purpose of the State Act and of the Commission. Advisory committees shall meet and shall make recommendations and reports as deemed necessary or appropriate.

A. Early Childhood Evaluation Advisory Committee:

The duties and responsibilities of this Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full Commission.

2. Standing Committees and Appointment of Members:

The Commission may establish standing and *ad hoc* committees and appoint members to those committees, wherever necessary. The following standing committees have been established: the Finance and Administration Committee and the Program, Operations and Planning Committee.

A. Finance and Administration Committee:

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations and Planning Committee:

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the First 5 San Mateo County Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

3. Conflicts of Interest:

Commission members shall abide by all applicable laws, policies and regulations governing conflicts of interest, including those adopted by this Commission, the Board of Supervisors and the State Commission.

4. Committee Membership:

Notwithstanding section 3 above, persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings:

Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum for that committee.

6. Open and Public:

All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

- A. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- B. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements,

memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

1. Executive Director Signature Authority:

The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

2. Apply for Grants:

All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commissioners who are present and voting as long as the quorum requirements are met. No amendment to or repeal of these Bylaws shall be approved with less than the affirmative vote of five Commissioners.

DATE ADOPTED: _____

SIGNED BY:

Chair, First 5 San Mateo County Commission

DATE: May 20, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County’s FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2024-25 Adopted Budget

ACTION REQUESTED

Approval of First 5 San Mateo County’s FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2024-25 Adopted Budget.

1. SUMMARY OF FY 2024-25 DRAFT BUDGET

On Monday May 13, 2024, Finance and Administration Committee met and endorsed the approval of the F5SMC’s FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to fund FY2024-24 Adopted Budget.

Please read this Budget memo in conjunction with FY 2024-25 Draft Budget presented in **Attachments 7A, 7B, and 7C** (Schedule 1 and Schedule 2).

F5SMC’s FY 2024-25 Draft Budget with the summary of budget changes as follows:

	FY 23-24 Revised Budget	FY 24-25 Draft Budget	Increase / (Decrease) \$	Increase / (Decrease) %	Notes for FY 24-25 Draft Budget
Beginning Fund Balance (Beginning Reserves*)	13,335,535	11,522,713	(1,812,822)	-14%	Lower Ending Fund Balance in FY 2023-24 Revised Budget
Total Revenues	6,344,478	6,219,059	(125,419)	-2%	Lower Interest Revenue and lower Tobacco Tax Revenue allocations offset with the increases in Other Grant Revenues.
Total Available Fund (Total Sources*)	19,680,013	17,741,771	(1,938,241)	-10%	Same above.
Total Appropriations (Net Appropriations*)	8,157,300	8,199,822	42,522	1%	Increase in Other Grant Appropriations
Ending Fund Balance (Ending Reserves*)	11,522,713	9,541,950	(1,980,763)	-17%	Lower Tobacco Tax Revenue and higher Other Grant appropriations as agency has won various new grant awards.

Total Requirements* (Net Appropriations*+ Ending Reserves*)	19,680,013	17,741,771	(1,938,241)	-10%	Same as above
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(1,812,822)	(1,980,763)	(167,941)	9%	Continue draw down Reserves* to fund higher Community Investments.

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

FY 2024-25 Draft Budget changes result in a net Total Budget Deficit of \$1,980,763; this represents a higher Budget Deficit by \$167,941 than the Budget Deficit in the FY 2023-24 Revised Budget of \$1,812,822. Major contributions to the additional Budget Deficit amount are associated with lower Beginning Fund Balance, lower Tobacco Tax Revenue, and new Other Grant award executions. Therefore, we will draw and encumber a total of \$1,980,763 from the Ending Reserves* to fund the Community Investments.

The net change of Ending Fund Balance (Ending Reserves*) will be a decrease by (\$1,980,763) as a result of the budget adjustments in Total Revenues and Total Appropriations in the FY 2024-25 Draft Budget.

The Administrative Cost Rate is projected 10%, which is below 15% of the proposed approved Administrative Cost Policy for the FY 2024-25. F5SMC has implemented Administrative Cost rate of 15% since 2020.

1. FY 2024-25 DRAFT BUDGET ASSUMPTIONS

- Projected Interest earning rate is 2.0% on the Beginning Fund Balance of FY 2024-25 Draft Budget.
- Use Tobacco Tax Revenue projections with Flavor Ban released by F5CA on February 7, 2024 which reflect an additional reduction in F5SMC Tobacco Tax Revenue allocations in FY 2024-25 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)
- Execute Strategic Plan Implementation Plan (SPIP) FY 2023-25 implementation in the second year of 2-year funding cycle; we expect to continue contracting the allocated Program Appropriations in FY 2024-25 Draft Budget, equal to \$3.780 M x 2 years, already as part of the Long-Term Financial Plan (LTFP)
- Continue implementation of \$533K of SPIP FY 2020-23 Underspending Fund Carry Over in coordination with the 2-year time frame of SPIP FY 2023-25. Any underspending funds by year end 6.30.2025 will return to Fund Balance.
- We expect to execute \$1.932 M Other Grants in the second 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

2. BACKGROUND

- F5SMC’s current Strategic Plan FY 2020-25 comprises two funding cycles: The first funding cycle FY 2020-23 and the second funding cycle FY 2023-25 with the approved community investment amount of \$3,780,000/each fiscal year, as per Commission approved Strategic Plan and Long-Term Financial Plan.

Strategic Plan Investment SPIP FY 2020-25	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
First Funding Cycle SPIP FY 2020-23	\$3,780,000	\$3,780,000	\$3,780,000		
Second Funding Cycle SPIP FY 2023-25				\$3,780,000	\$3,780,000

- As per F5SMC’s Strategic Plan FY 2023-25 approved by the Commission, the Commission has approved higher Community Investments than its fiscal revenues by drawing down dollars from 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 of Tobacco Tax Revenue Projections from current 3% to 11% of Tobacco Tax Revenue Projections in 2023 and 2024, then levels off to 6% negative decline rate from 2025 onward.
- 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.
- We anticipate having FY 2024-25 Revised Budget in February 2025, after the FY 2023-24 Financial Audit completion and when under spending contracts and Audited Ending Fund Balance (as of 6.30.2024) become available.

ACTION REQUESTED

Review and Recommend Approval of First 5 San Mateo County’s FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) in the amount of \$1,980,763 to Fund FY 2024-25 Adopted Budget.

FY 2024-25 DRAFT BUDGET NARRATIVES are presented in **Attachments 7A, 7B, and 7C** (Schedule 1 and Schedule 2).

A. BEGINNING FUND BALANCE (Beginning Reserves*)

- Ending Fund Balance (Ending Reserves*) of FY 2023-24 Revised Budget is carried over to become Beginning Fund Balance of FY 2024-25 Draft Budget.
- Beginning Fund Balance (Beginning Reserves*) produce a net decrease of **(\$1,812,822)** or 14% decrease due to lower Ending Fund Balance in FY 2023-24 Revised Budget as agency continues draw down Fund Balance (Reserves*) to fund higher Community Investment, as per Commission approved LTFP.
- However, Beginning Fund Balance is anticipated to be adjusted higher when under spending contracts and audited Ending Fund Balance (as of 6.30.2024) become available after the fiscal year financial audit completion in late October 2024.

B. TOTAL REVENUES

Total Revenues produce a net decrease of **(\$125,419)** or 2% decrease

- **(\$119,546)** Interest Revenue decrease or 34% decrease due to projected lower interest earning rate and lower Beginning Fund Balance.
- **(\$222,876)** Tobacco Tax Revenue decrease or 5% 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, as per Tobacco Tax Revenue projections released on 2/7/2024.
- \$217,003 Other Grant Revenues increases or 13% increase as agency has won various new Other Grant awards and Other Grant executions in the second year of 2-year grant terms (IMPACT Legacy grant, IMPACT Hub grant, Mental Health Service Act (MHSA) #3 grant, Baby Bonus Dividend grant, Help Me Grow San Mateo County calendar year 2024, Children and Youth Behavior Health Initiatives – Round 2).

C. TOTAL AVAILABLE FUND (Total Sources*)

Total Available Funds (Total Sources*) produce a net decrease of **(\$1,938,241)** or 10% decrease.

Major contributions to 10% net decrease in Total Available Fund are attributable to lower Interest Revenue and lower Tobacco Tax Revenue allocations offset with the increase of Other Grant Revenues.

D. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net increase of \$32,545 or less than 1% increase.

Major contributions to 1% net increase in Total Program Appropriations are associated with the Other Grant executions in its second year of 2-year grant terms.

D1. Strategic Plan Investment - SPIP FY 2023-25: No changes

SPIP FY 2023-25 is tentatively budgeted the same investment level of \$3,780,000 until FY2023-24 Actual Budget Performance becomes available in October 2024.

SPIP FY 2024-25 Draft Budget: \$3,780,000

- \$1,060,000 investment in Resilient Family
- \$1,060,000 investment in Healthy Children.
- \$1,060,000 investment in Quality Care and Education.
- \$113,000 investment in Evaluation
- \$380,000 investment in Policy, Advocacy, Communication, and System Changes PAC.
- \$107,000 investment in Emerging Projects.

D2. Strategic Plan Investment - SPIP FY 2020-23 Carry-Over

SPIP FY 2020-23 Carry Over produces a net decrease of **(\$366,681)** or 41% decrease as staff continuing planning and execution of SPIP FY 2020-23 Carry Over balances.

- **(\$90,119)** decrease in SPIP FY 2020-23 Carry Over - Healthy Children
 - to be served as leverage funding or shared funding contribution to acquire new Other Grants: Integrated System for Children with Special Needs (ISCSN) program from Sequoia Healthcare District; Trauma, Resiliency, Informed Systems Initiative (TRISI) program from Sequoia Healthcare District; TRISI program from Behavior Health Systems and Recovery Services of County of San Mateo (MHSA).
 - to cover emerging system support in addressing gaps and barriers and TRISI implementation Phase 3 which may include (coaching, cohorts, professional learning communities, Culture of Care Event etc.); emerging strategies from the early mental health landscape scan, other professional development supports for infant /early mental health workforce strategies, etc...
- **(\$180,000)** decrease in SPIP FY 2020-23 Carry Over in Policy Advocacy, Communications, and System Changes PAC.
 - to cover the upcoming new strategic planning consultation for FY 2025-30; Kit for New Parents (KNP) update; and the development of a strategy to elevate parent voices as part of Race, Equity, Diversity, and Inclusion initiatives that are implemented countywide, statewide, and national wide.
- **(\$96,562)** decrease in SPIP FY 2020-23 Carry Over in Emerging Projects
 - to cover emerging needs in the Resilient Families focus areas; ECE Career Workforce Career Navigator that benefits families and children, 0 to 5 years old population; countywide Communication Campaign for ECE; leverage funding and matching funds for acquiring new Regional F5CA IMPACT grant and F5CA Regional Home Visiting grant from F5CA.

E. Other Grants:

Other Grants produce a net increase of \$388,867 or 29% increase.

- \$10,000 increase in new the Peninsula Healthcare District – Help Me Grow SMC CY 2024.
- \$101,800 increase in Sequoia Healthcare District Mental Health Grant execution.
- \$200,000 increase in the Children and Youth Behavior Health Initiatives- Round 2 grant execution
- **(\$8,068)** decrease for the San Mateo County’s Children Success Planning Project – San Mateo County funding.

- **(\$8,068)** decrease for the San Mateo County's Children Success Planning Project – San Mateo County Office of Education funding.
- \$93,203 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.

F. Program Operations: net increase of \$10,360 or 1% increase

The increases in Program Operations are associated with facilities lease rent escalation increase and County services cost increases.

G. ADMINISTRATIVE APPROPRIATIONS:

Administrative Operations: net increase of \$9,977 or 1% increase

The increases in Administrative Operations are associated with facilities lease rent escalation increase and County services cost increases.

H. FY 2024-25 DRAFT OPERATING BUDGET (Schedule 1)

FY 2024-25 Draft Operating Budget increases \$11,197 or 3% increase due to facilities lease rent escalation increase and County service cost increases.

I. SALARIES AND BENEFITS (Schedule 2)

FY 2024-25 Draft Salaries & Benefits Budget increases \$9,139 or 1% increase due to projected healthcare cost increases.

J. TOTAL APPROPRIATIONS

Total Appropriations (Net Appropriations*) produce a net increase of \$42,522 or 1% increase

Major contributions to 1% net increase in Total Appropriations are associated with the various new Other Grant executions.

K. ENDING FUND BALANCE

Ending Fund Balance (Ending Reserves*) produce a net decrease of **(\$1,980,763)** or 17% decrease.

Major contributions to 17% net decrease in Ending Fund Balance are associated with lower Tobacco Tax Revenue and higher Program Appropriations as Other Grant executions as agency has won various new grant awards.

L. 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 2024-25 DRAFT BUDGET SUMMARY

	FY23-24 Revised Budget	FY24-25 Draft Budget	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (\$)	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	13,335,535	11,522,713	(1,812,822)	-14%
A. Interest Revenue	350,000	230,454	(119,546)	-34%
B. Tobacco Tax Revenue	4,279,017	4,056,141	(222,876)	-5%
Tobacco Tax Revenue Fiscal Year Allocations	4,279,017	4,056,141	(222,876)	-5%
C. Other Grant Revenues	1,715,461	1,932,464	217,003	13%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	509,161	509,161	0	0%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	1,206,300	1,423,303	217,003	18%
TOTAL REVENUES	6,344,478	6,219,059	(125,419)	-2%
TOTAL AVAILABLE FUND (Total Sources*)	19,680,013	17,741,771	(1,938,241)	-10%
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	533,319	(366,681)	-41%
Community Investments - Healthy Children	250,000	159,881	(90,119)	-36%
Evaluation	80,000	80,000	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	570,000	293,438	(276,563)	-49%
E. Other Grants	1,326,778	1,715,645	388,867	29%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	398,192	398,192	0	0%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	928,586	1,317,453	388,867	42%
F. Program Operations	1,322,587	1,332,947	10,360	1%
Program Shared Operating Budget	223,317	228,916	5,599	3%
Program Staff S&B & Shared Admin Staff Time	900,878	901,634	756	0%
Evaluation Staff S&B	198,392	202,397	4,005	2%
Total Program Appropriations (D1+D2+E+F)	7,329,365	7,361,911	32,545	1%
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	223,317	228,916	5,599	3%
H. Admin Staff S&B	604,617	608,995	4,378	1%
Total Admin Appropriations (G+H)	827,934	837,911	9,977	1%
TOTAL APPROPRIATIONS (Net Appropriations*)	8,157,300	8,199,822	42,522	1%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	-1,812,822	1,980,763	167,941	-9%
ENDING FUND BALANCE	11,522,713	9,541,950	(1,980,763)	-17%
Total S&B	1,703,887	1,713,026	9,139	1%

FIRST 5 SAN MATEO COUNTY

FY 2024-25 DRAFT BUDGET DETAILS

	ORG/ACCT#	FY23-24 Revised Budget	FY24-25 Draft Budget	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (\$)	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (%)	Notes to FY2024-25 Draft Budget
BEGINNING FUND BALANCE (Beginning Reserves*)		13,335,535	11,522,713	(1,812,822)	-14%	
A. Interest Revenue	19510-1521	350,000	230,454	(119,546)	-34%	2.00% Interest earning rate
B. Tobacco Tax Revenue		4,279,017	4,056,141	(222,876)	-5%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	4,279,017	4,056,141	(222,876)	-5%	Tobacco Tax Revenue Projections 2.7.24 - Update 2.20.24
C. Other Grant Revenues		1,715,461	1,932,464	217,003	13%	Won Other Grants through competitive grant applications
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643	360,672	360,672	0	0%	Tobacco Tax dollars
F5 San Benito Regional Home Visitng 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	0	0%	Tobacco Tax dollars
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19510-2643	150,000	150,000	0	0%	Non-Tobacco Tax dollars
Peninsula Healthcare District - Help Me Grow SMC CY2023	19510-2643	37,200		(37,200)	-100%	Non-Tobacco Tax dollars
Peninsula Healthcare District - Help Me Grow SMC CY2024	19510-2643	60,000		(60,000)	-100%	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	0	0%	
Children and Youth Behavior Health Initiatives - Round 2	19510-2643	250,000	500,000	250,000	100%	Two-year grant award
SMC Health, Family Health Services - Baby Bonus Dividend Program**	19510-2643	84,000	177,203	93,203	111%	WOC Communtiy Health Planner
F5SMC Wellness Grant	19510-2658					
Miscellaneous Revenue - SDI	19510-2645	29,000		(29,000)	-100%	State Disability Insurance reimbursement
TOTAL REVENUES		6,344,478	6,219,059	(125,419)	-2%	
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		19,680,013	17,741,771	(1,938,241)	-10%	

APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000	3,780,000	0	0%	
Resilent 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	533,319	(366,681)	-41%	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	159,881	(90,119)	-36%	
Grant Management and Other Evaluation Projects	19540-6265	80,000	80,000	0	0%	
Policy Advocacy, Communications & Systems Change	19540-6814	250,000	70,000	(180,000)	-72%	
Emerging Projects	19540-6814	320,000	223,438	(96,563)	-30%	
E. Other Grants		1,326,778	1,715,645	388,867	29%	Grant awards through competitive grant applications
F5 San Benito IMPACT LEGACY Grant FY23-25	19540-6126	290,672	290,672	0	0%	
F5 San Benito Regonal Home Visitng Grant FY23-25	19540-6126	54,000	54,000	0	0%	
F5 San Benito IMPACT HUB TA FY23-25	19540-6126	53520	53,520	0	0%	
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19540-6131	106,250	106,250	0	0%	
Peninsula Healthcare District - Help Me Grow SMC CY2024	19540-6131	40,000	50,000	10,000	25%	
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	134,000	101,800	316%	
Children and Youth Behavior Health Initatives - Round 2	19540-6131	250,000	450,000	200,000	80%	
SMC CEO - Children Success Planning Project	19540-6131	8,068		(8,068)	-100%	
SMCOE- Children Success Planning Project	19540-6131	8,068		(8,068)	-100%	
SMC Health, Family Health Services Baby Bonus Dividend Program	Salaries & Benefits	84,000	177,203	93,203	111%	Community Health Planner - WOC position

F. Program Operations		1,322,587	1,332,947	10,360	1%	
Program Shared Operating Budget		223,317	228,916	5,599	3%	
Program Staff S&B & Shared Admin Staff Time		900,878	901,634	756	1%	Excluding WOC - Community Health Planner position for the Baby Bonus Dividend Program
Evaluation Staff S&B		198,392	202,397	4,005	2%	
Total Program Appropriations (D1+D2+D3+E+F)		7,329,365	7,361,911	32,545	1%	
ADMIN APPROPRIATIONS						
G. Admin Shared Operating Budget		223,317	228,916	5,599	3%	
H. Admin Staff S&B		604,617	608,995	4,378	1%	
Total Administrative Appropriations		827,934	837,911	9,977	1%	
Administrative Cost Rate %		10%	10%			
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		8,157,300	8,199,822	42,522	1%	
ENDING FUND BALANCE RESERVES*)	(ENDING	11,522,713	9,541,950	(1,980,763)	-17%	

Color Coding

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

Schedule 1- FY 2024-25 DRAFT OPERATING BUDGET

	ORG / ACCT#	FY23-24 Revised Budget	FY24-25 Draft Budget	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (\$)	FY24-25 Draft Budget (+/-) vs. FY23-24 Revised Budget (%)	Notes to FY2024-25 Draft 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%	
Computer Supplies	19510-5211	25,000	25,000	0	0%	
Software License /Maintenance Expenses	19510-5215	6,000	6,673	673	11%	
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	5,000	2,000	67%	
Other Business Travel Expense	19510-5724	8,000	8,000	0	0%	
Dept. Employee Training Expense	19510-5731	8,000	5,327	(2,673)	-33%	
Wellness grant	19510-5856	0	0	0		
Other Professional Services	19510-5858	28,500	28,500	0	0%	
Sub Total - Services & Supplies		130,300	130,300	0	0%	
II. Other Charges						
Telephone Service Charges	19510-6712					
Automation Services - ISD	19510-6713	45,000	41,271	(3,729)	-8%	
Annual Facilities Lease	19510-6716	99,000	109,000	10,000	10%	Rent escalation for services and maintenance
General Liability Insurance	19510-6725	13,500	19,090	5,590	41%	Insurance increases
Official Bond Insurance	19510-6727	300	319	19	6%	
Human Resources Services	19510-6733	1,000	323	(677)	-68%	
Countywide Security Services	19510-6738	950	692	(258)	-27%	
All Other Service Charges	19510-6739	60,000	60,210	210	0%	
Card Key Services	19510-6751	1,000	1,042	42	4%	
A-87 Expense	19510-6821	95,585	95,585	0	0%	
Sub Total - Other Charges		316,335	327,532	11,197	4%	
Total Operating Budget		446,635	457,832	11,197	3%	
Program Shared Operating Budget		223,317	228,916	5,599	3%	
Admin Shared Operating Budget		223,317	228,916	5,599	3%	

Schedule 2 - FY 2024-25 DRAFT SALARIES & BENEFITS BUDGET

Program Staff & Shared Admin Staff		900,878	901,634	756	1%	
Evaluation Staff		198,392	202,397	4,005	2%	
Admin Staff		604,617	608,995	4,378	1%	
F5SMC Salaries and Benefits		\$ 1,703,887	\$ 1,713,026	9,139	1%	
Baby Bonus Dividend Program - WOC		\$ 84,000	\$ 177,203	93,203	111%	Other Grant Appropriations

Color Coding

DATE: May 20, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Presentation and Approval of UCSF Infant-Parent Program Agreement for Infant and Early Childhood Mental Health Content Expert and Network Facilitator in an Amount not to exceed \$130,000, Contract Term Effective May 1, 2024 through June 30, 2026

ACTION REQUESTED

Approval of UCSF Infant-Parent Program Agreement for Infant and Early Childhood Mental Health Content Expert and Network Facilitator in an amount not to exceed \$130,000, Contract Term Effective May 1, 2024 through June 30, 2026.

BACKGROUND

As part of the State of California Department of Health Care Services effort to support the mental health and wellness of children, youth, and young adults, F5SMC applied for Round 2: Trauma-Informed Programs and Practices of the Children and Youth Behavioral Health Initiative (CYBHI) funding in the Spring of 2023 in partnership with colleagues from SMC Health Behavioral Health and Recovery Services. After a significant delay, F5SMC was notified in December 2023 that the proposal was funded in full in the amount of \$750,000 to support training two cohorts of up to 50 mental health clinicians in the practice of child-parent psychotherapy (CPP) over the two-year grant term. The CPP training component will be facilitated by UCSF Child Trauma Research Project staff member Dr. Vilma Reyes.

In addition to the CPP training objective, the grant supports foundational training (ECMH 101) for up to 200 individuals on trauma theory in early childhood to interested child- and family-serving stakeholders. These trainings serve as a foundation to launch the SMC Infant and Early Childhood Mental Health (IECMH) Professional Development Network, which is the third objective of the CYBHI grant. To support the foundational training and IECMH Professional Network, the grant supports two additional roles: (1) Infant and Early Childhood Mental Health Content Expert and Network Facilitator, and (2) the IECMH Network Manager.

The contract for the IECMH Content Expert and Network Facilitator is recommended as a sole source agreement to the UCSF Infant-Parent Program, who has worked in close partnership with the UCSF Trauma Research Project to host a similar model for counties in northern California. Kristin Reinsberg, Director of the UCSF Infant-Parent Program, is uniquely qualified to serve as the content expert and facilitator for ECMH 101 community trainings for this project due to her familiarity with the joint CPP and ECMH 101 offering, her deep relationships with SMC early childhood mental health clinicians, and her clinical expertise.

The additional role of IECMH Network Manager is slated to be procured and filled within the next couple of months.

KEY SERVICES TO BE PERFORMED

UCSF Infant-Parent Program will provide content expertise and consultation on ECMH workforce development network to F5SMC and IECMH Network Manager, including designing a

plan for establishing IECMH Network, co-facilitating IECMH Network Community meetings, providing ECMH 101 trainings, and attending key planning and coordination meetings for the CYBHI Round 2 grant. Please see **Exhibit A (Attachment # 9.1)** for a more detailed description of the activities and budget.

FISCAL IMPACT

The recommended award to UCSF Infant-Parent Program is up to \$130,000. This award is to be funded in full through a grant from the Department of Health Care Services Children and Youth Behavioral Health Initiative, Round 2 and does not require additional allocation from the F5SMC fund balance.

RECOMMENDATION

Approval of UCSF Infant-Parent Program Agreement for Infant and Early Childhood Mental Health Content Expert and Network Facilitator in an amount not to exceed \$130,000, Contract Term Effective May 1, 2024 through June 30, 2026.

**F5SMC DHCS CYBHI Round 2 Grant:
Infant and Early Childhood Mental Health Content Expert and Network Facilitator
Scope of Work and Budget**

Subcontractor: UCSF Infant-Parent Program

Contract Term: May 1, 2024 - June 30, 2026

Contractor Hourly Rate: \$133.00

Activity	Description	# of hours/ grant period	Hours x Rate=\$
Provide content expertise and consultation on ECMH workforce development project to F5SMC and Project Manager	Approximately 4 hrs/week of consultation and content TA will be provided to F5SMC and ECMH team	408	\$54,264.00
Participate in Coordination meeting with F5SMC and Project Manager	Weekly coordination meetings 1.5hr/week	152	\$20,216.00
Participation in DHCS CYBHI Learning Sessions with F5SMC and Project Manager	Provide content expertise and insight in Learning Sessions; 5 hrs/month	130	\$17,290.00
Participate in evaluation planning efforts for DHCS CYBHI project	Participate in evaluation-specific planning meetings; 2 hrs/month	52	\$6,916.00
With Program Manager, design plan for establishing IECMH Network	With PM and F5SMC, develop objectives/goals for establishing SMC IECMH Professional Network; 2 hrs/month	52	\$6,916.00
Co-facilitate up to 12 IECMH Network community meetings with Program Manager	Prep and co-facilitate community IECMH Network monthly meetings; 3 hrs/meeting plus prep	108	\$14,364.00
Provide 4 ECMH 101 trainings to IECMH Network and community partners	Prep and facilitate 4 4-hr trainings during grant period	48	\$6,384.00
Travel for Network meetings, ECMH 101 trainings or collaboration meetings	Travel to/from in-person ECMH Network or ECMH 101 trainings	15	\$1,995.00
Incidental training expenses	Day-of food or supplies as needed		\$1,655.00
Total		965	\$130,000.00

* Project estimates based on 26-month grant term; 48 weeks/year plus 6 weeks in May/June 2024

DATE: May 20, 2024

TO: First 5 San Mateo County Commission

FROM: Kitty Lopez, Executive Director

RE: Annual Review of First 5 San Mateo County's 2020-2025 Strategic Plan for FY 2024-2025 in accordance with Proposition 10 Statutes, California Health and Safety Code 130140(a) (1) (C) (iii), 13140(a) (1) (E), and 130140(a) (1) (F) and San Mateo County First 5 Commission Ordinance 2.24.060

ACTION REQUESTED

Annual Review of First 5 San Mateo County's 2020-2025 Strategic Plan for FY 2023-2024 in accordance with Proposition 10 Statutes, California Health and Safety Code 130140(a) (1) (C) (iii), 13140(a) (1) (E), and 130140(a) (1) (F) and San Mateo County First 5 Commission Ordinance 2.24.060

BACKGROUND

In accordance with the California Health and Safety Code and San Mateo County First 5 Commission Ordinance referenced above, the First 5 County Commission shall, on at least an annual basis, review its strategic plan and revise the plan if necessary and is appropriate. Additionally, County Commissions are required to conduct a public hearing on the review of the strategic plan before any revisions are adopted, and to submit its strategic plan and any revisions to First 5 California.

2020-2025 Revised Strategic Plan: After a comprehensive strategic planning process, the 2020-2025 Revised Strategic Plan was developed and adopted by the F5SMC Commission on October 22, 2018. The community was engaged throughout the process with the Commission during a significant portion of the Commission meetings through table top discussions and audience participation (**See Attachment 10A, 2020 – 2025 Strategic Plan**). The approved Strategic Plan's approach inspired by social determinants of health and Bronfenbrenner's ecological model is relevant today given the current events affecting the physical health, emotional health, economic vitality and equanimity with systems supporting young children and families.

Strategic Plan Implementation Plan (SPIP): On October 28, 2019, the Commission approved the SPIP, strategies and funding allocations, for FY2020 through FY2023, supporting the implementation of the 2020-2025 Strategic Plan. For the duration of the 2020-2025 Strategic Plan, F5SMC will focus on three primary community roles: Strategic Financial Investor, Community Partner in aligned efforts, and as a Community Leader to advocate for the prioritization of young children and their families in decision making processes.

The Commission also approved the Long-Term Financial Plan (LTFP) for FY2020-2025, allocating funding to the Strategic Plan's Focus Areas: Healthy Children; Quality Care and Education; Resilient Families; and Policy, Advocacy, Evaluation and Communication.

July of 2020 marked the beginning of the first phase of the 5-year plan; a 3-year funding cycle of community investments. New contracts came to the Commission April – June for final approvals. Updates on the Strategic Plan Implementation have been provided to the Program, Operations and Planning Committee (POP), to the full Commission and public since 2019; updates will be ongoing.

2025-2030 Strategic Plan: The Commission is presently engaged in preparing for the formulation of the 2025–2030 Strategic Plan and the Strategic Plan Implementation Plan, with oversight provided by a Strategic Planning Ad Hoc Committee comprised of four Commissioners. The Ad Hoc Committee was established at the April 22, 2024, Commission Meeting. This committee will work with the Staff Team and consultant to help guide the strategic planning process. The process is being facilitated by a consultant from VIVA Social Impact Partners.

This agenda item satisfies the requirement of an Annual Review of First 5 San Mateo County’s 2020-2025 Strategic Plan; no changes to the 2020-2025 Revised Strategic Plan are recommended at this time; SPIP implementation began July 1, 2020.

RECOMMENDATION

Annual Review of First 5 San Mateo County’s 2020-2025 Strategic Plan for FY2023-2024 in accordance with Proposition 10 Statutes, California Health and Safety Code 130140(a) (1) (C) (iii), 13140(a) (1) (E), and 130140(a) (1) (F) and San Mateo County First 5 Commission Ordinance 2.24.060



First 5 San Mateo County
Strategic Plan

July 1, 2020 - June 30, 2025





Vision

Success for every child.

Mission

First 5 San Mateo County promotes positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

Desired Outcomes

The First 5 San Mateo County Commission (F5SMC) adopted the following desired outcomes to guide its efforts during the 2020-2025 Strategic Plan:

1 San Mateo County will give priority to young children and their families

2 Communities provide a safe and healthy environment for young children

3 Children have access to high-quality early care and education settings

4 Families feel connected to and supported by their community and able to nurture their children's health and development

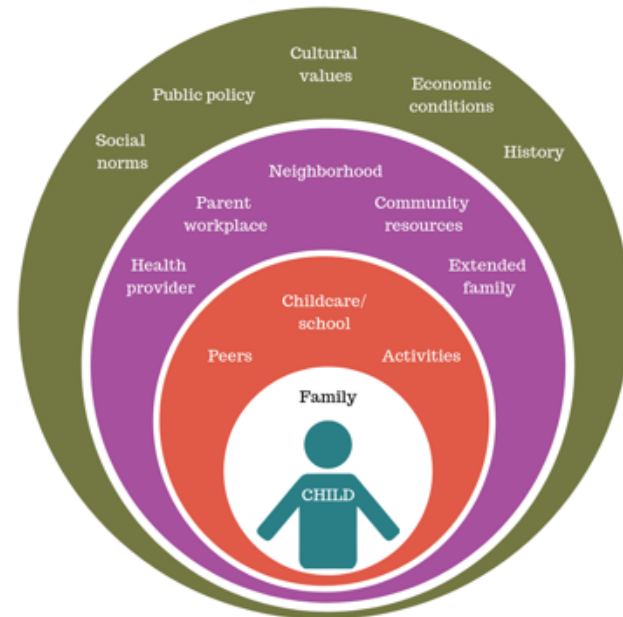
5 Children have healthy attachments to their parents and caregivers

6 Children have access to and are utilizing appropriate health care services to meet their health and developmental needs

Preparing Children for Lifelong Success

By the time children reach their sixth birthday, they should be poised to achieve their potential in all areas. This is frequently labeled “school readiness” and measured using standardized tests; however, the work of the First 5 San Mateo County Commission goes far beyond success in school settings. F5SMC’s vision is for children to succeed in all aspects of their lives.

The foundations for physical, emotional, cognitive, and behavioral health are laid during the first years of life. Children develop these capacities through interactions with responsive and loving caregivers in safe environments. Stable, nurturing relationships literally build children’s brains in ways that foster healthy emotional expression, self-regulation and impulse control, and social interactions. Parents and other caregivers are better able to build warm and consistent relationships with children if they themselves feel secure in their lives. Parents who are experiencing mental health issues, substance abuse, violence, social isolation, or the stress of being unable to meet their family’s basic needs face more barriers to providing a nurturing environment for their children.



Research has identified four major building blocks that contribute to a child’s likelihood of thriving in school and beyond: behavioral and emotional health, physical health, social skills, and academic skills. Children who arrive in elementary school well prepared in all four of these building blocks are over three times more likely to be reading at grade level in third grade than children who need additional support in all areas. In fact, healthy behavioral and emotional development at kindergarten entry is just as important as academic skills in predicting future success. Given our charge to foster optimal development for children prenatally through age 5, F5SMC can play a unique role in ensuring that communities prioritize the needs of young children and their families.

Our approach to supporting children’s success is aligned with Bronfenbrenner’s Ecological Systems Theory, which was first published in 1979. This theory emphasizes environmental factors as central context to development. In this approach, the child is at the center of what can be visualized as concentric circles including other systems and influences, such as family, community, and public policy.

Many of these systems and influences have been studied in research on social determinants of health, including physical environment, housing, employment opportunities, wages, education, community safety, and social connections. These factors influence the health, cognitive and social-emotional development, well-being, and long-term success of children and their caregivers. Each child’s development and opportunity to thrive is thus shaped by the distribution of and access to resources and power.¹ Understanding the complexity of achieving health and well-being, we strive to work broadly and proactively to create, support, and sustain the social, physical, and economic conditions for children’s success.

¹ World Health Organization (2018), *Social Determinants of Health*, Retrieved from www.who.int/social_determinants/en/

History of First 5 Children and Families Commissions

In November 1998, California voters passed the California Children and Families First Act (Prop 10). This groundbreaking legislation added a 50-cent tax on all tobacco products. The purpose of this funding is to create “an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.”

The Act established the Children and Families Commissions, subsequently called First 5 Commissions, in each of the state’s 58 counties. It also created a State Children and Families Commission (First 5 California) that focuses on statewide initiatives, media communications, public education, and research and evaluation functions.

Funds from the Children and Families First Act are distributed to each county based upon the number of births in that county. County Commissions are responsible for developing strategic plans that guide funding decisions to meet local strategic priorities, consistent with the legislative intent of the Act.

For the last 20 years, First 5 County Commissions have funded a wide variety of programs and services that address the needs of children in the prenatal stage through age 5 and their families. Investments were made in the areas of early childhood development and education, health care, and parent education and support. Additionally, investments have been made to improve capacity and quality of services provided to young children and their families. These local efforts have been complemented by an array of investments by First 5 California.

In recent years, many Commissions have been faced with the issue of declining revenues. While First 5 dollars were never able to meet all of the need for children 0-5 and their families, the decrease in funding has resulted in five related trends in Commission investments:

1 Endorsing practices with evidence of effectiveness

2 Focusing on prevention and early identification

3 Targeting populations most at risk

4 Shifting the balance from funding primarily direct services to efforts that contribute to broader systems change

5 Considering the contextual landscape at the local, state, and federal level by examining the policy and budget landscape, partnership opportunities, and other funding and sustainability considerations

As outlined in its 2015-2020 Strategic Plan, F5SMC is prioritizing partnerships with entities that are achieving both direct impact and positive systemic change. This approach fosters sustainable improvement within agencies and systems, and allows families beyond the direct service reach to benefit. Many of our investments serve present needs as well as examining and improving the underlying systems.

About the First 5 San Mateo County Commission

The First 5 San Mateo County Commission was established in March 1999. It consists of nine Commissioners appointed by the San Mateo County Board of Supervisors. Since its inception, First 5 San Mateo County has invested more than \$150 million in local programs and has served nearly 100,000 children from birth through age five. Each year, more than 8,000 parents and primary caregivers receive F5SMC services.

Roles of the First 5 San Mateo County Commission

First 5 San Mateo County is fortunate to be a part of a community with a history of collaboration and partnership within and across our publicly funded service sectors and community-based organizations. In light of the Commission's declining revenues, as well as expanding opportunities for partnership, the First 5 San Mateo County Commission reaffirmed that its desired role in the community is to maximize positive impacts for children, families, and the community. For the duration of the 2020-2025 Strategic Plan, F5SMC will focus on three primary community roles: Strategic financial investor, community partner in aligned efforts, and systems leader to advocate for the prioritization of young children and their families in decision-making processes.

Strategic Financial Investor:

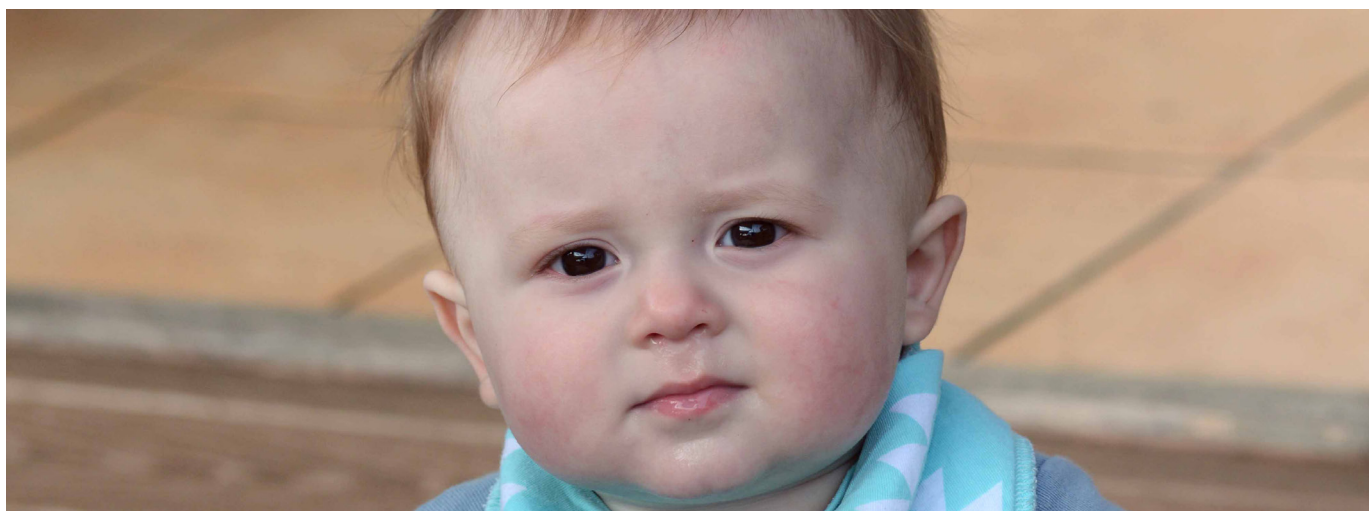
The Commission's role as an investor is to make positive movement toward its desired outcomes in critical areas of need for young children and their families. Specifically, these investments aim to make a unique contribution to specific family needs that are currently unable to be addressed by other entities. Strategic investments will also target quality improvement and enhancements within and across organizations and professionals serving children 0-5 and their families.

Community Partner:

The Commission's role as a community partner may be as a leader, initiating collaborative efforts aligned to its vision and mission; as a partner in existing efforts for which the leadership is provided or shared; or as a champion of community efforts, encouraging the efforts of others better resourced to make a positive impact. First 5 San Mateo County prioritizes partnerships that are results-driven, action-oriented, and likely to achieve measurable results and community impact.

Systems Leader:

As the County's only organization legislated exclusively to achieving positive outcomes for children 0-5 and their families, the Commission will vigorously advocate for their needs and priorities. Using appropriate and respectful channels, this leadership aims to ensure that the unique health and developmental needs of young children are known, discussed, and integrated into community solutions for families.





Prioritizing San Mateo County's Young Children Through Policy, Advocacy, and Building Awareness

Lasting improvements to the well-being of the County's youngest residents are possible when community organizations, policy makers, businesses, and residents understand the importance of supporting young children and their families, and work together to mobilize resources.

Voicing the need to prioritize young children and those who care for them is especially important in light of the stark inequalities of opportunity for the children of San Mateo County. While San Mateo County overall has some of the best health outcomes in the state,² these experiences are not shared equally. San Mateo County has greater income inequality than any other county in California, with the average income of the top 1% being nearly 50 times greater than the average income of the bottom 99%.³

This inequality manifests itself in the stress experienced by parents and caregivers, and the opportunities available for young children to reach their potential. Children living in low-income families are less likely to visit the dentist, attend preschool, be read to daily, and have access to enrichment activities, and they are more likely to be diagnosed with a developmental disability and to have a parent dealing with depression.

Children's health and development outcomes follow a social gradient: the further up the socioeconomic spectrum, the better the outcomes. Inequitable access to supports and services has the potential to maintain or increase inequities for children during their early years, because those families most in need of services are typically least able to access them. Reducing inequities during early childhood requires a multi-level, multi-faceted response.⁴

First 5 San Mateo County strives to create the conditions that will allow all young children to prosper socially, emotionally, and economically. Ensuring that all children can achieve their potential is a significant undertaking and will require a community solution that is not possible with funding alone. This effort will require common understanding, shared ownership, willingness to change, and commitment to providing equitable opportunities for all children.

An example of this work is the Early Childhood Policy Cabinet, which was convened as part of the strategic planning process in 2015-2020. The Cabinet consisted of a cross-section of large agencies in San Mateo County, including the County Office of Education, Human Services Agency, Probation, Housing, and others. The leadership of these agencies quickly identified opportunities for alignment and maximization of positive outcomes while better meeting family needs. This work will continue as part of First 5 San Mateo County's 2020-2025 Strategic Plan.

² University of Wisconsin Population Health Institute. (2018). *County Health Rankings & Roadmaps*. Retrieved from countyhealthrankings.org: <http://www.countyhealthrankings.org/app/california/2018/rankings/san-mateo/county/outcomes/overall/snapshot>

³ Price, E. S. (2018, July 19). epi.org. Retrieved from Economic Policy Institute: <https://www.epi.org/publication/the-new-gilded-age-income-inequality-in-the-u-s-by-state-metropolitan-area-and-county/>

⁴ Moore, T., McDonald, M. & McHugh-Dillon, H. (2014). *Early childhood development and the social determinants of health inequities: A review of the evidence*. Parkville, Victoria: Centre for Community Child Health at the Murdoch Children's Research Institute and the Royal Children's Hospital.

Additional activities to promote the prioritization of young children in San Mateo County are listed below:

Leadership on Early Childhood Advocacy & Policy Development:

Identify strategic partners and align leadership and resources to promote optimal child and family outcomes. Activities may include: convening high-level, multi-agency policy conversations that keep early childhood priorities and the impact of early childhood in the forefront of decision making; development and implementation of a Policy and Practices Platform that advances First 5 San Mateo County’s vision of Success for every child; and partnering with elected officials, community leaders, and other stakeholders to promote an early childhood agenda.

Community Partnership:

Foster cross-agency and multidisciplinary partnerships to better serve children 0-5 and their families. Activities may include: facilitation of partnerships and collaborative efforts that increase the capacity and quality of services to children 0-5 and those that care for them; and hosting facilitated opportunities for multidisciplinary cross-training and networking for both funded and unfunded partners.

Community Education:

Increase understanding about foundational early childhood topics such as early brain development. In coordination with other efforts, build public and political will to invest in the well-being and success of our young children. Activities may include: development and implementation of a Communications Plan highlighting the importance of a child’s early years, the needs and circumstances of families with young children in San Mateo County, and opportunities for stakeholders to act in ways that maximize positive outcomes for this population.

Early Childhood Research

The Children and Families First Act was based on research that a child’s brain develops more during the first five years than at any other time and that a child’s experiences and relationships during these years will impact a child for the rest of his or her life.

Since that time, a wealth of research has supported and expanded upon these earlier findings. This newer research provides First 5 Commissions additional information about types of early childhood programs and services that make the greatest difference, as well as demographic targets that will achieve the greatest benefit.

Among the primary findings are:

- The brain undergoes its most rapid development from the prenatal period through three years old. In the first few years of life, 700 new neural connections are formed every second.
- During these early sensitive periods of development, healthy emotional and cognitive development is shaped by responsive, dependable interaction with adults.
- Conversely, stress experienced early in life can result in physiological changes to the brain and have a cumulative toll on a child’s physical, emotional, and cognitive development.
- The more adverse experiences in childhood, the greater the likelihood of developmental delays and lifelong problems in learning, behavior, and physical and mental health.

The impact of experiences on brain development is greatest during the earliest years of a child’s life. It is easier and less costly to form strong brain circuits during the early years than it is to intervene later. However, it is important to remember that the brain remains flexible and capable of building new pathways throughout life. Therefore, while prevention of early childhood trauma is ideal, intervention after stressors have occurred can also be significantly beneficial to children.

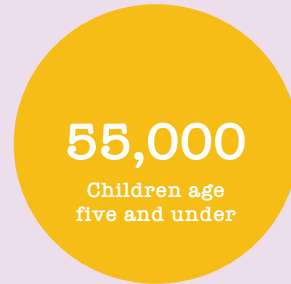
Children and Families in San Mateo County

Located in the heart of the Silicon Valley, San Mateo County has a highly-educated population with a median family income of \$125,227. It is home to over 55,000 children age five and under. Latinx children are the majority population in the county at 33.9%, followed by Caucasian (31.9%) and Asian American (22.6%). Other ethnic populations include: Multiracial (11.1%), African American (1.8%), and Pacific Islander (1.7%).⁵

Median annual income for families in San Mateo County



San Mateo County is home to over



Ethnic population

Latinx	33.9%
Caucasian	31.9%
Asian American	22.6%
Multiracial	11.1%
African American	1.8%
Pacific Islander	1.7%

Approximately 10% of all children 0-5 are living at or below federal poverty standards. Compared to the overall population of children 0-5 in the county, Latinx and African American children are much more likely to be living in poverty than all other children. In fact, 31% of all African American children 0-5 and 20% of all Latinx children 0-5 live in poverty.⁵



of all African American children 0-5 live in poverty



of all Latinx children 0-5 live in poverty

⁵ 2016 American Community Survey, 5-year estimates for San Mateo County.

While the median annual income for families in the county was \$125,227 in 2016, the Self-Sufficiency Standard for California estimates that a San Mateo County family of two adults and two children (one infant/toddler and one preschooler), would need an annual income of \$146,005 to make ends meet without assistance. Although a relatively small proportion of families in the county live below the Federal Poverty Line, 39% of families with children are below the Self-Sufficiency Standard.⁶ At the same time, high housing prices continue to make owning a home—or even finding affordable rentals—difficult for most families, as the median value of housing units is almost double that of the state.

According to the 2013 Silicon Valley Parent Story Project,⁷ approximately one-third of parents in San Mateo and Santa Clara Counties experienced depressive symptoms. Low-income parents reported higher frequency of depressive symptoms compared to middle-to-high income parents. The study also brought to light several other troubling disparities between low-income or Latinx parents and their middle-to-high income and non-Latinx peers. These included:

- Low-income parents reported lower levels of both personal and neighborhood support;
- Latinx preschool-age children were less likely to be enrolled in preschool and less likely to participate in enrichment activities outside of school;
- Low-income parents were more likely to encounter problems finding childcare and identified cost and inconvenient hours or locations as barriers to selecting child care options; and
- Low-income parents engaged in language development activities less frequently with their infants/toddlers than middle-to-high income parents.

The Parent Story Project also presented findings that illustrated strengths among low-income and Latinx parents. These included that they:

- Were more likely to help their children with homework;
- Were more likely to have family meals together than middle-to-high income parents; and
- Reported a greater ability to deal with stress compared to non-Latinx parents.

Core Values & Guiding Principles

The First 5 San Mateo County Commission has established the following Core Values and Principles to guide this Strategic Plan.

Core Values

We believe that our work must:

- 1 **Support the whole child within the whole family:** We understand that young children's social, emotional, physical, and cognitive development are interdependent, and that children grow and learn within their family relationships and the larger community.

⁶ Sources: 2016 American Community Survey, 5-year estimates for San Mateo County, and 2018 Self Sufficiency Standard for California, San Mateo County estimate.

⁷ Diaz, Rebeca & Rodriguez, Fernando & Boal, Ashley & Miller, Sarah. (2014). *The Silicon Valley Parent Story Project*.

- 2 **Build connections between the many systems that serve young children and their parents and caregivers:** We recognize the importance of smooth transitions for children and families as they grow from infancy through toddlerhood and preschool, and enter elementary school.
- 3 **Embrace the importance of fathers and male role models in the healthy development of children:** We expect intentional inclusion of fathers/male role models and consideration of their needs within the structure and delivery models of family services and supports.
- 4 **Promote positive development in infants and toddlers, and focus on prevention and early intervention:** We know that 75% of a child's brain develops before the third birthday, and that it is therefore critical to support pregnant women and to help mothers, fathers, and caregivers establish and maintain stable and loving relationships with their infants and toddlers.
- 5 **Include children of diverse abilities:** We support the right of all children to live, grow, and learn in their communities.
- 6 **Respect and engage parents and families:** We acknowledge the strength of individual familial structures and cultures, and respect the desire and ability of parents to nurture their children and act as their first teachers.
- 7 **Honor cultural, ethnic, and linguistic diversity:** We believe that all services should be delivered in a culturally and linguistically appropriate way.
- 8 **Appreciate strengths:** We build upon the positive qualities of children, families, and communities in the design and delivery of programs.
- 9 **Enlarge community capacity:** We invest in our community's understanding of and ability to support the healthy development of all children.

Guiding Principles

In our work on behalf of young children, we strive to:

- 1 **Create value:** Invest in approaches that add social and economic value to the landscape of supports for all children and families; and build upon, integrate, and collaborate with existing services to improve quality and provide efficient service delivery.
- 2 **Promote equity:** Ensure that all children, regardless of circumstance, have the opportunity to reach their full potential, and include families as partners in decisions that affect their service provision.
- 3 **Foster excellence:** Expect excellence and allow for innovation in the development and implementation of initiatives and programs.
- 4 **Demonstrate effectiveness:** Consider the existing evidence of impact when designing and supporting activities, and evaluate our investments to monitor results and inform continuous quality improvement.
- 5 **Achieve sustainable change:** Use Commission investments to effect long-term policy, institutional, funding, and systemic changes that extend the reach and impact of First 5 San Mateo County activities.

Developing the Strategic Plan - The Planning Process

In March 2018, the First 5 San Mateo County Commission began its strategic planning revision process to guide future community investments. The process included the following activities:

- A Community Forum for members of the public to share their experiences, perspectives and priorities
- A Partnership Breakfast with public agency systems partners to identify areas for collaboration
- An ad-hoc committee of F5SMC Commissioners that met regularly over seven months
- Two strategic planning sessions held as part of Commission meetings that included dialogue among Commissioners, community members, and First 5 San Mateo County staff.

Across the input processes, five themes emerged as central to F5SMC efforts moving forward.

- 1 **Convener and Collaborator:** Helping local funded and unfunded stakeholders tap into collaborative opportunities.
- 2 **Resource Maximization:** Leveraging, aligning, and blending funding as well as ensuring available public funds are maximized before F5SMC funding is utilized.
- 3 **Impact Investor:** Focus investments on prevention and target interventions to children with the very highest needs.
- 4 **Systems Catalyst:** Striking the right balance between program investments and systems improvements through cross-sector initiatives and effective partnership.
- 5 **Advocate and Champion:** Impacting local and regional decision makers, including community business leaders, to prioritize young children.

The information gathered from these discussions served as guidance for the strategic planning process and informed the Commission's deliberations and ultimate decisions on the Strategic Plan.

Framework for the 2020-2025 Strategic Plan

The 2020-2025 Strategic Plan is consistent with the focus and intent of the Children and Families Act, building on what has been learned and accomplished locally and providing a framework for the Commission and the community for how Proposition 10 funds will be strategically invested over the next five years.

Central to the success of these investments is a strong foundation that adequately prioritizes early childhood systems and services in San Mateo County. These foundational improvements will be furthered with investments in three core focus areas: Quality care and education, healthy children, and resilient families.



Focus Area:

Quality Care and Education

Early learning settings—including infant and toddler care, family child care homes, and center-based preschool programs—play a critical role in nurturing children’s social, emotional, and cognitive development and are an essential component of any strategy to promote school readiness and success in all aspects of life. In San Mateo County, 69% of children ages 0-5 live in families where all parents work,⁸ and 81% of kindergartners attend preschool in the year before entering elementary school.⁹ The benefits of a continuum of high-quality early learning, beginning in infancy and with smooth transitions into toddler care, preschool, and elementary school, has been well researched and is a priority for the Commission.

69%

of children ages 0-5 in San Mateo County, live in families where all parents work

Quality matters when providing early care and education services. Programs that participate in continuous quality improvement efforts are more likely to prepare students for success in school and beyond. Children who participate in high-quality early childhood education programs show long-term impacts on their ability to learn and interact with the world around them, including increased language and math skills, positive peer relationships, decreased rates of grade repetition, fewer referrals to special education services, and higher levels of cognitive and social development.¹⁰

81%

of kindergartners attend preschool in the year before entering elementary school

Central to providing a quality early care and education experience for children is a well-compensated, well-educated, and well-respected workforce. Studies have found that teachers’ specialized knowledge about child development and instruction for young children is particularly important.¹¹ A highly skilled, educated, and compensated workforce is necessary for high-quality early education. Professionalizing the early care and education field reduces teacher vacancies and turnover.¹²

The long-term economic benefit of children attending high-quality preschool programs is well documented, particularly for children living in low-income households. These “return on investment” studies differ on level of return depending on the population served, length of the program, and quality enhancements. One of the most widely studied programs is The Perry Preschool Program, a high-quality, half-day preschool targeted to very low-income children. Evaluations of this program document that the program returned seven dollars for every dollar invested.¹³

⁸ American Community Survey, 2012-2016 5 year estimates. American Fact Finder, Retrieved from <https://factfinder.census.gov/>

⁹ 2012 San Mateo County School Readiness Assessment, June 2013, SRI International, <https://www.siliconvalleycf.org/sites/default/files/publications/2012-silicon-valley-school-readiness-assessment.pdf>

¹⁰ Reynolds, A.J. and Wolfe, B. (1997). School achievement, early intervention, and special education: New Evidence from the Chicago Longitudinal Study. Focus 19, 3, 25-28. Available online at: www.worldbank.org/children/why/18.htm

¹¹ Bueno, M., Darling-Hammond, L., and Gonzales, D. Preparing Teachers for Pre-K: What Policymakers Should Know and Be Able to Do (Washington, DC: Pre-K Now, 2008).

¹² San Mateo County Teacher Compensation Study, Davis Consulting 2017

¹³ National Institute for Early Education Research. Economic benefits of quality preschool education for America’s 3- and 4- year olds. <http://nieer.org/resources/facts/index.php?FastFactID=6>

Parents of children with special needs and parents of infants and toddlers consistently report difficulty finding appropriate child care settings for their children. According to the 2017 San Mateo County Child Care Needs Assessment conducted by the Child Care Partnership Council, only 60% of the demand for infant and toddler care can be met with the available supply, and only 13% of the need for subsidized infant/toddler care is met.¹⁴

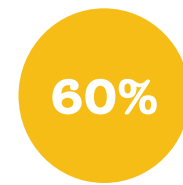
The 2014 assessment estimated that the parents of 1,956 children ages 0-5 with identified special needs are looking for an early learning program that will enroll their child. While the 2017 report did not provide a numerical estimate of the number of children with special needs who are seeking child care, it noted that the overall numbers of children served through the Golden Gate Regional Center and school district special education programs is similar to what has been found in prior assessments.

High-quality early learning programs can also provide an early identification process to assess young children for special needs. Early interventions for children at high risk can improve their social competence and cognitive abilities prior to school entry.^{15,16} These programs adapt to meet the needs and strengths of their students, to ensure that students with physical, sensory, or cognitive disabilities can learn some or all of the same lessons as other students.

In order to enroll their children in high-quality early learning programs, parents must be able to find understandable, user-friendly, reliable information about the quality of specific programs. Under the collaborative leadership of First 5 San Mateo County, San Mateo County Office of Education, and 4Cs of San Mateo County, San Mateo County began its Quality Rating and Improvement System (QRIS), which is called Quality Counts San Mateo County.

Quality Counts San Mateo County supports the quality improvement efforts of early learning programs to help make the care and education they provide even better. It is part of a state and national movement to raise early learning quality. Quality Counts rates early learning programs using statewide, evidence-based standards for high quality care and education. The ratings help programs identify where they want to improve; Quality Counts gives the programs helpful resources and training based on their ratings. Quality Counts also gives parents information to help find and select the best early learning program for their child.

The strategies for investments listed below link to and build upon the foundation of Quality Counts.



of the demand for infant and toddler care can be met with the available supply



of the need for subsidized infant/toddler care is met

STRATEGIES FOR INVESTMENT

1

Quality Improvement:

In partnership with existing community efforts, support formal quality improvement frameworks in early learning environments, and provide the services required to help providers and programs improve their quality as measured by these frameworks. Such services may include: coaching/consultation, including reflective practice and consultation to support children with social-emotional needs or who are at risk for expulsion and/or reduced hours; peer mentoring; program quality assessments; facility enhancements; early learning provider training; and technical assistance. Recruiting, retaining, and educating the early learning workforce is vital to creating and sustaining high-quality early learning programs.

¹⁴ San Mateo County Child Care and Preschool Needs Assessment. (2017) Retrieved from http://www.smcoe.org/assets/files/learning-and-leadership/child-care-partnershipcouncil/Needs%20Assessment%202017/CCPC_Full_Report_Needs_Assessment_11-17.pdf

¹⁵ Karoly, L., Greenwood, P.W., Everingham, S.S., Hoube, J., Kilburn, M.R., Rydell, C.P., Sanders, M. and Chiesa, J. (1998). *Investing in Our Children: What We Know and Don't Know about the Costs and Benefits of Early Childhood Education*. Santa Monica, CA: RAND Corporation. Available online at: www.rand.org/publications/MR/MR898.

¹⁶ Reynolds, A.J. and Wolfe, B. (1997). *School achievement, early intervention, and special education: New evidence from the Chicago Longitudinal Study*. Focus 19, 3, 25-28. Available online at: www.worldbank.org/children/why/18.htm

2

Expand Access to Early Learning Settings/Environments for Children with Special Needs:

Support families' ability to access appropriate early learning experiences for their children with special needs. Such efforts may include: enhanced referrals matching children with appropriate placements, training and technical assistance to providers who enroll children with special needs, and/or policy approaches supporting inclusion.

Population-level Indicators:

These indicators have community baseline data and are impacted by many efforts and agencies. The Commission will monitor the following indicators to inform its work:

- The percentage of children ages 3-5 who are enrolled in preschool prior to Transitional Kindergarten/Kindergarten entry
- The available supply of infant and toddler care relative to the need
- The number/percent of early learning programs that enroll and maintain children 0-5 with special needs
- The percentage of all early learning programs participating in the QRIS

Participant-level Indicators:

These indicators will be measured by First 5 San Mateo County grantees, as applicable, for participants in services:

- The percentage of children ages 3-5 who are enrolled in quality preschool prior to Transitional Kindergarten/Kindergarten entry (note: availability of information on the quality of programs is limited)
- The percentage of early learning programs that improve their overall rating on the QRIS matrix
- The percentage of families of children with special needs and of infants/toddlers reporting ability to access appropriate early care for their children

Focus Area:

Healthy Children

Children's optimal health and development is influenced by many factors, from the environments in which children live and are cared for to their access and utilization of preventive health services. F5SMC has a strong history of supporting collaborative health efforts, particularly those that focus on prevention and early intervention.

Preventive health care can help minimize threats to healthy development and provide early detection and intervention for problems that emerge.¹⁷ In San Mateo County, 98.5% of children are covered by health insurance (CHIS). Health coverage and utilization of preventive care benefits has been and continues to be an advocacy priority for the First 5 San Mateo County Commission.

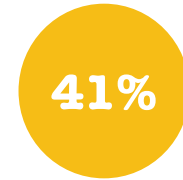
Given that there are limited resources to address the numerous important inputs that impact health, F5SMC is intentionally focusing on three areas that are not adequately supported in the current landscape of healthcare: oral health access and utilization, integrated systems for children with special needs and their families, and enhanced mental health systems.

¹⁷ Center on the Developing Child at Harvard University (2007). A Science-Based Framework for Early Childhood Policy: Using Evidence to Improve Outcomes in Learning, Behavior, and Health for Vulnerable Children. <http://www.developingchild.harvard.edu>

Oral Health Access and Utilization

Tooth decay is the most common chronic condition for children in the United States. Untreated decay can have negative implications for children's development, including problems with eating and speaking, as well as poor self-esteem. Additionally, dental problems are one of the leading causes of school absenteeism, which is associated with lower academic achievement.¹⁸ Preventive dental visits for children save 10 times the cost of more invasive dental treatment and help to avoid the negative physical, socio-emotional, and academic consequences of poor dental health.¹⁹

One-third of California children are low income and subsequently qualify for Denti-Cal. Children on Denti-Cal experience inadequate access to dental care. In 2016, the Little Hoover Commission issued a scathing report detailing the reasons for the poor utilization rates, including dismal reimbursement rates and the lack of providers willing to accept the state insurance provision.²⁰ According to 2017 data from the California Department of Health Care Services, only 41% of eligible children on Medi-Cal ages 1-20 in San Mateo County received an annual dental visit in the year prior. These rates differ significantly from those of children with private insurance.²¹ Denti-Cal reimbursement rates, administration of the Medi-Cal dental provision, and higher no-show rates are cited as significant barriers for dental providers to accept Medi-Cal patients.²²



of eligible children on Medi-Cal ages 1-20 in San Mateo County received an annual dental visit in the year prior

Integrated Systems for Children with Special Needs and Their Families

Early identification and treatment of special needs during the first five years of life is critical because this is the time when a child's brain, body, and behavior are most malleable. Early detection is critical for the 12 to 16 percent of all children in the U.S. who experience developmental or behavioral problems.²³ Although developmental delays pose risks for all children, delays that are prevalent among low-income children are more likely to be missed. Although the national average for all children to receive an autism diagnosis is four years of age, the average age of diagnosis for low-income children varies by race, with white low-income children diagnosed on average at six years of age, and their black and Latinx peers diagnosed at eight and nine years, respectively.²⁴ In California, 70% of children with developmental delays go undetected until kindergarten.²⁴ Undetected developmental problems in young children may cause delays in acquiring speech and language, inability to maintain relationships, and serious impediments to school learning.



of children with developmental delays go undetected until kindergarten

¹⁸ Research Brief. *Chronic Health Conditions and Academic Achievement*, 2017. Retrieved from https://www.cdc.gov/healthyschools/chronic_conditions/pdfs/2017_02_15-CHC-and-Academic-Achievement_Final_508.pdf

¹⁹ *Early Childhood Caries and the Impact of Current U.S. Medicaid Program: An Overview*. March 2012 Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3312229/>

²⁰ *Fixing Denti-Cal*, Report #230, April 2016. Little Hoover Commission Retrieved from <https://lhc.ca.gov/sites/lhc.ca.gov/files/Reports/230/Report230.pdf>

²¹ <http://healthpolicy.ucla.edu>.

²³ Boyle CA, Boulet S, Schieve LA, et al. *Trends in the prevalence of developmental disabilities in U.S. children, 1997-2008*. *Pediatrics* 2011;127:1034-42.

²⁴ Retrieved from <http://helpmegrowca.org/index.php/resources/resources-and-references/>

²⁵ Source for FY 2017: Part C Early Intervention Numbers and Percentages 2016. Retrieved from <https://www2.ed.gov/programs/osepidea/618-data/static-tables/2016-2017/part-c/child-countand-settings/1617-cchildcountandsettings-1.xlsx> Citation Source for Part B Child and Adolescent Health Measurement Initiative, Data Resource Center for Child and Adolescent Health, National Survey of Children with Special Health Care Needs (Dec. 2012). downloaded from Kids Data: Lucile Packard Foundation for Children's Health: www.kidsdata.org/topic/65/special-needs-special-education-participation

Screening for developmental delays using a validated tool has been shown to detect credible concerns that are otherwise missed by primary care physicians and other child-serving professionals who rely instead on surveillance methods. Although the American Academy of Pediatrics recommends that pediatricians implement universal screening for their patients three times before a child's third birthday, only 29% of children in California receive timely developmental screenings.²⁵ California ranks 30th among all 50 states for screening of infants and toddlers.²⁵ Early data in San Mateo County mirror the statewide data, indicating that each year 4,000 children under age six are not receiving critical early intervention services for which they may qualify.²⁵

Families and providers need support to understand and navigate the complex array of community-based services and supports available to promote children's optimal health and wellness.²⁶ However, California ranks 46th in the nation on effective care coordination for children with special health care needs, and families in our state are more likely than families in every other state to cut back or stop working due to their child's condition.²⁷

Enhanced Mental Health Systems

Trauma is increasingly recognized as a significant contributing factor to overall health and well-being. Trauma can affect individuals, families, and communities immediately and long term, even over generations. It can have particularly negative developmental impacts on young children.²⁸ When young children are exposed to trauma, they can experience feelings of helplessness, uncertainty about whether there is continued danger, and a general fear that extends beyond the traumatic event.²⁹

Trauma refers to the effects of an event, series of events, and/or ongoing circumstances that are experienced as physically or emotionally harmful. For children, this can include abuse and neglect, as well as living in a household affected by substance abuse, mental illness, domestic violence, or incarceration. These conditions are often also referred to as Adverse Childhood Experiences, or ACEs. ACE scores are highly correlated with future health outcomes and opportunities, including greater risk of nearly every major disease or condition. People with high ACE scores are more likely to die decades before their counterparts with lower ACE scores.³⁰

Given the increase of knowledge regarding the critical role that ACEs play in overall health and well-being, equal attention is also being paid to the importance of child- and family-facing services being mindful and attentive to trauma, a concept that has been coined "trauma-informed." Similarly, the recognition that systems that are intended to serve children and families in supportive ways can often unintentionally exacerbate the trauma of their clients has led to a new body of knowledge focused on promoting "trauma-informed organizations." This work encourages organizations to recognize the importance of trauma and its impacts, plan and implement trauma-informed practices at the organizational level, and adapt for the ongoing and evolving needs of those they serve.

²⁶ Hughes, D. (2015). *In their own words: Improving the care experience of families with children with special health care needs*. Lucile Packard Foundation for Children's Health & University of California, San Francisco. Retrieved from: <http://www.lpfch.org/publication/their-own-wordsimproving-care-experience-families-children-special-health-care-needs>

²⁷ Data source: *2009/10 National Survey of Children with Special Health Care Needs*. Data Resource Center for Child and Adolescent Health. www.childhealthdata.org

²⁸ Center for Collective Wisdom. *Trauma and Resiliency: A Systems Change Approach: Emerging Lessons and Potential Strategies from the Los Angeles County Trauma and Resiliency-Informed Systems Change Initiative*, 2017. <https://www.first5la.org/files/Trauma.pdf>.

²⁹ National Child Traumatic Stress Network, 2013. <http://www.nctsn.org/>

³⁰ "Relationship of Childhood Abuse and Household Dysfunction to Many of the Leading Causes of Death in Adults," published in the *American Journal of Preventive Medicine* in 1998, Volume 14, pages 245-258

STRATEGIES FOR INVESTMENT

1

Oral Health Access and Utilization:

Partnerships to improve young children's utilization of preventive oral health care and advocating for policies and practices that increases dental utilization for children on Medi-Cal.

2

Integrated Systems for Children with Special Needs and their Families:

Bolster the continuum of care to identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and quality of these services. Activities may include: promoting universal social-emotional and developmental screening services for children 0-5; embedding screenings, assessments, and care coordination into pediatric clinics, early learning settings, or family support services; and supporting linkages and timely access to care coordination, assessment, and services for children and families requiring additional assistance.

3

Early Mental Health Systems and Infrastructure Enhancements:

Partnerships to support trauma- and resiliency-informed practices and policies in child- and family-serving organizations.

Population-level Indicators:

These indicators have community baseline data and are impacted by many efforts and agencies. The Commission will monitor the following indicators to inform its work:

- The number and/or percentage of children ages 0-5 who live in areas of High Community Need, as defined by the Community Collaboration for Children's Success Project.
- Maintenance of universal or near-universal health insurance rates for children ages 0-5 (at or above 98.5% of children 0-5 insured)
- The number or capacity of dental providers who serve children on public insurance
- The number or percentage of pediatric health providers who provide access to developmental screening as a part of routine well-child visits

Participant-level Indicators:

These indicators will be measured by First 5 San Mateo County grantees, as applicable, for participants in services:

- The percentage of children with the appropriate number of well-child visits for their age in the past 12 months, calculated using the Academy of Pediatrics schedule
- The percentage of children ages 1-5 who have seen the dentist for a routine check-up in the past year
- The percentage of parents reporting difficulty accessing services for mental health, developmental, or behavioral concerns



Focus Area: Resilient Families

Secure, stable, and supportive relationships with caring adults significantly contribute to a child's healthy brain development.³¹ A loving and caring environment within the parent-child relationship is associated with many positive outcomes including higher self-esteem, increased communication, and fewer psychological and behavioral problems.³² Furthermore, lower levels of parenting stress may serve as a protective factor of the social-emotional health of their children. The early childhood field has gained tremendous knowledge in recent years about the ways in which families should be engaged in children's healthy development. Strength-based approaches that authentically affirm different cultures, languages, and family structures are accepted by the field as the best way to partner with families to achieve positive outcomes for children. Research on family engagement has repeatedly demonstrated that the majority of parents want the best for their children but may lack the knowledge and resources to promote development in the critical early years.

Data gathered from First 5 San Mateo County's research and evaluation efforts has identified social isolation, especially during the infant and toddler years, as a common struggle for parents. Between 2009 and 2015, more than one of every four parents participating in F5SMC services reported a lack of social support. This mirrors one of the key findings of the 2013 Silicon Valley Parent Story Project, which found that 37% of low-income families could not count on anyone in their neighborhood for help. Similarly, 24% of high-needs families reported they did not have friends to help them in their role as parents. Mothers' or fathers' groups can help parents network with other parents from similar backgrounds. Effective parent support groups are led by individuals who have similar life experiences and have a deep understanding of the socio-cultural backgrounds of the group participants.

Families in greatest need of support, for example, parents with mental health or substance abuse problems, parents experiencing domestic violence or incarceration, and especially those dealing with more than one serious issue benefit from focused services that are targeted to their particular source of stress. The cumulative effects of toxic stress can have damaging effects on learning, behavior, and health across the lifespan. Supporting families with multiple stressors diminishes the effects of trauma and promotes resilience by providing a more stable foundation for lifelong learning and success.

37%

of low-income families could not count on anyone in their neighborhood for help

24%

of high-needs families reported they did not have friends to help them in their role as parents

³¹ Schorr, L. B., & Marchand, V. (2007). "Pathway for Children Ready for School and Succeeding at Third Grade." Harvard University, Cambridge, MA.

³² Cox, M. Parent-child relationships. In M. Bornstein, L. Davidson, C. Keyes, and K. Moore (Eds.), *Well-being: positive development across the lifespan*. Hillsdale, NJ: Lawrence Erlbaum.

It is critical that parents and caregivers feel able to nurture their child's optimal development, because positive home learning environments contribute significantly to children's school achievement.³³ When parents act as their child's advocate and are involved in their child's education, it is more likely that their child will have increased school attendance and higher academic achievement.³⁴ Effectively partnering with parents in promoting their child's optimal development also results in better lifelong outcomes and reduces costs to society for special education, welfare, criminal justice, and health. By working with parents as equal partners in their child's healthy development, as well as acknowledging parents, schools, and communities as collectively responsible for the success of children, we promote reciprocal relationships that exponentially benefit children.

Authentic family engagement is the shared responsibility of families, providers, and communities to all collaborate in meaningful ways to support children's optimal development and learning. One barrier to family engagement for service providers and early childhood educators is a lack of knowledge and/or skills to effectively develop family engagement strategies. A key ingredient of effective family engagement is developing the capacity of providers through professional development.³⁵ A focus should be placed on building capacity of staff and families in four keys areas: Capabilities (skills and knowledge), Connections (networks), Cognition (beliefs, values), and Confidence (self-efficacy). Service sector leaders (i.e. executive directors, supervisors, and decision makers) must have a fundamental understanding of early brain development and the parent-child relationship, as well as an understanding of the importance of family engagement for child development. This is critical to guard against decision makers implementing practices/approaches/policies that unwittingly burden families and/or the family-serving system. Having a fundamental understanding of child development is key to positively impacting children. Without such knowledge and information, service providers will struggle to reach children in a positive light.³⁶

STRATEGIES FOR INVESTMENT

1

Intensive Support for Families with Multiple Risk Factors:

Provide ongoing, individualized, professional support to children and parents in families experiencing multiple challenges, such as: homelessness, low income, domestic violence, incarceration, mental illness, or substance abuse. Activities may include: home visiting, care coordination, case management, family needs assessments, social-emotional screening, and therapeutic services, as well as wrap-around services such as parent support/parent education groups.

³³ Duncan, G.J. and Magnuson, K. (2003). *Promoting health development of young children*. In Sawhill, I. [ed.], *One Percent for the Kids: New Policies, Brighter Futures for America's Children*. Washington, DC: Brookings Institution Press.

³⁴ Caspe, M., Traub, F., and Little, P. (2002). *Beyond the Head Count: Evaluating Family Involvement in Out-of-School Time*. Harvard Family Research Project. Cambridge, MA. <http://www.gse.harvard.edu/hfrp/projects/afterschool/resources/issuebrief4.html>

³⁵ Mapp and Kuttner. (2013) *Partners in Education: A Dual Capacity-Building Framework for Family-School Partnerships*. Retrieved from <https://www2.ed.gov/documents/family-community/partners-education.pdf>

³⁶ National Association for the Education of Young Children (NAEYC)

2

Parent Connectivity:

Support informal or semi-formal social networks to promote parental resilience and reduce social isolation. Activities may include: mothers' or fathers' groups; paraprofessional- or peer-led support groups; social media networking opportunities; father involvement efforts; family cafés; father cafés; developmental playgroups; and partnering with parents to identify parent leaders who understand and share knowledge about attachment and early child development among their peers.

3

Family Engagement Capacity Building:

Increase the understanding of early brain development, the parent-child relationship and culturally responsive practices among service providers from sectors whose decisions affect family functioning, and to promote the appropriate application of that knowledge within their work. Activities may include: training and learning communities (Friday CAFEs - Community and Family Engagement) to create a culture of awareness, learning and sharing; building the capacity of both service sector leaders and direct service staff on early childhood development, adverse early childhood experiences, the 5 Protective Factors, and related subjects; systematized data sharing; and promotion of family-centric practices. Target service sectors include: child- and family-serving organizations.

Population-level Indicators:

These indicators have community baseline data and are impacted by many efforts and agencies. The Commission will monitor the following indicators to inform its work:

- The percentage of children ages 0-5 reunified with their families within 12 months of entering out-of-home care
- The percentage of children ages 0-5 re-entering the child welfare system
- The percentage of parents who regularly read, sing, and/or count with their children ages 0-5
- Increase in percentage of parents who report feeling connected to a support network

Participant-level Indicators:

These indicators will be measured by First 5 San Mateo County grantees, as applicable, for participants in services:

- The number and/or severity of risk factors reported by parents, such as inadequate food, inadequate housing, depression, domestic violence, and substance abuse
- The percentage of parents reporting that they are able to access the services their family needs
- The percentage of parents who report feeling connected to a support network
- The percentage of parents reporting confidence in their ability to nurture their children and support their development
- The percentage of parents who regularly read, sing, and/or count with their children ages 0-5

Accountability and Evaluation

First 5 San Mateo County Commissioners are responsible for ensuring that First 5 funds are used as voters intended when the California Children and Families First Act (Proposition 10) was passed in 1998. Commissioners work with First 5 staff to create and implement internal policies and procedures in order to help guide decision-making that is both consistent with the law and that respects and honors families with young children. In addition, Commissioners serve on committees such as: Finance & Administration; Program, Operations, & Planning; and Evaluation. Committee work facilitates in-depth discussions on internal and external activities and responsibilities. Reports from committee meetings are a part of each Commission meeting.

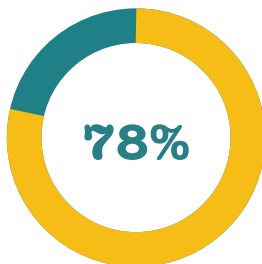
Organizations that receive First 5 San Mateo County funds report financial, program, and evaluation data in order to ensure contractual compliance. The fiscal reporting structure of the First 5 San Mateo County Commission was developed in accordance with the First 5 Financial Management Guide. This guide is a result of a cooperative project of the First 5 Association, First 5 California, and the Government Finance Officers Association of the United States and Canada (GFOA). Each year, F5SMC reports financial and program data to First 5 California for inclusion in the statewide Annual Report. In addition, F5SMC completes a comprehensive external audit annually. Together, these measures serve to ensure the public that Proposition 10 funds are being used as they were intended.

Evaluation

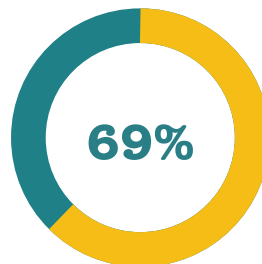
Starting in 2009, First 5 San Mateo County used a comprehensive evaluation approach to track its impact and identify effective strategies for achieving its desired outcomes using common indicators and data collection protocols across funded partners. The comprehensive evaluation has provided the Commission with a more complete picture of the families and providers we serve, and the benefits they gain from F5SMC-funded programs. For example, among families who received home visiting or care coordination services:



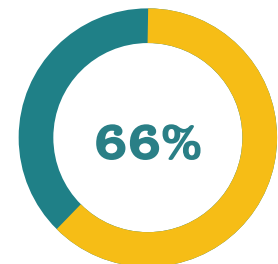
80% lived in households with annual incomes of less than \$30,000



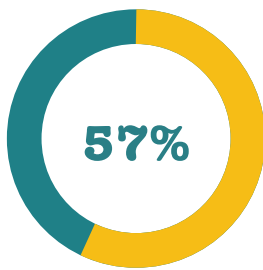
78%
were Latinx, and
70% spoke primarily
Spanish



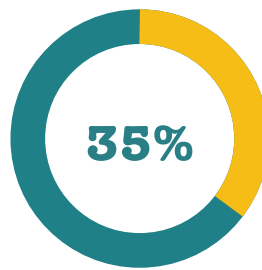
69%
of parents had a high
school education or less



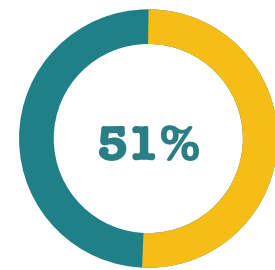
66%
of parents read to their
children at least 3 times
per week



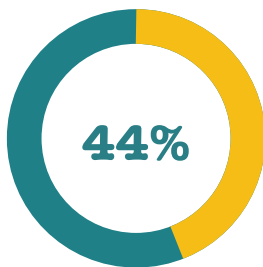
of children were
breastfed for at least
six months



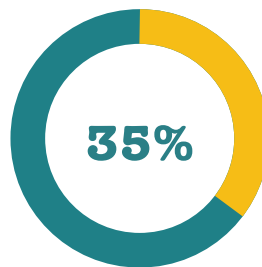
of the children had
developmental concerns
identified at screening,
and 12% had been
diagnosed with a
developmental disability



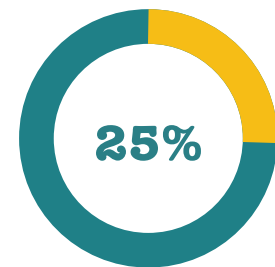
of parents worried
about inadequate
housing



of children ages 1-5
had never been to the dentist



of children had two or
more hours of screen
time per day



of parents needed help
with their sadness or
depression

While F5SMC is continuing common data collection for clients who participate in intensive services through our funded programs, different types of data collection may be required as we shift towards partnership, policy, and systems-level interventions. Collective impact models of community change require common data collection and data sharing procedures. Such efforts require that all partners build deeper connections to align, share, and use the data we collect on behalf of the children and families we serve. Regional, statewide, or national efforts typically have their own data collection and evaluation requirements, which we must map onto our local efforts. Work conducted through cross-agency, cross-sector collaborations also requires specialized evaluation to assess the changing nature of relationships between organizations and how those relationships improve systems' abilities to support high-quality service delivery as well as client outcomes.

Status of Young Children Countywide

In addition to evaluating the impact of its funded programs, F5SMC has an interest in tracking the overall status of the young children and families of San Mateo County. Partnering with local and regional funders to collect and analyze information about the status of young children allows all those who care about the wellbeing of our youngest residents to monitor trends, identify emerging issues, and inform program and policy development. To further these ends, the Commission will continue to partner with other funders in support of countywide research projects such as school readiness assessments, parent surveys, or service participation analyses.

Conclusion

It is with tremendous gratitude for our fellow investors, leaders, and partners that F5SMC celebrates its contribution to the increased well-being of children ages birth through five and their parents in our County. It is also satisfying that as Proposition 10's funding has decreased, the impact of First 5 continues to be significant.

F5SMC's pivot from primarily serving as a direct-service grant maker to a strategic investor, leader, and partner has set up its enduring relevance and the championing of young children for years to come. Now at its 20-year anniversary as an organization, the maturation of F5SMC, its leadership, and community partners facilitated the ability to rethink the strategies used to make the most impact. Rather than perceiving the funding decline as a fiscal cliff from which one should recoil, it was embraced as an opportunity to seek out new opportunities for leverage and significance. This creative and opportunity-based approach has yielded profound impact for young children and their families, and reinvigorated F5SMC as a community investor, partner, and leader.



First 5 San Mateo County Commissioners

Commissioners Who Adopted the Strategic Plan

Pam Frisella, Public Member, Commission Chair
 Louise Rogers, Chief, San Mateo County Health, Commission Vice-Chair
 Anne E. Campbell, County Superintendent of Schools
 David J. Canepa, Board of Supervisors
 Nicole Pollack, Director, San Mateo County Human Services Agency
 Michael Garb, Public Member
 Rosanne Foust, Public Member
 Neel Patel, M.D., Public Member
 Sandra Phillips-Sved, Public Member

2020 Current Commissioners

Louise Rogers, Chief, San Mateo County Health, Commission Chair
 Sandra Phillips-Sved, Public Member, Commission Vice-Chair
 Nancy Magee, County Superintendent of Schools
 David J. Canepa, Board of Supervisors
 Ken Cole, Director, San Mateo County Human Services Agency
 Alexis Becerra, Public Member
 Rosanne Foust, Public Member
 Pam Frisella, Public Member
 Neel Patel, M.D., Public Member

First 5 San Mateo County Staff

Kitty Lopez, Executive Director
 Michelle Blakely, MA, Program and Planning Director
 Khanh Chau, MBA, CPA, Fiscal Management Analyst
 Myra Cruz, Administrative Secretary III
 Jenifer Clark, Research and Evaluation Program Specialist
 Karen Pisani, Family Support Program Specialist
 Emily Roberts, MSW, MPH, Child Health and Development Program Specialist
 Mai Le, MPH, Program Associate III
 Mey Winata, Fiscal Office Specialist

Acknowledgements

The Commission would like to thank and acknowledge:

- Community members and leaders who took part in the strategic planning process. The time, expertise, and insight provided by our community partners were invaluable and played a significant role in shaping the focus and direction of the 2020-2025 Strategic Plan
- First 5 San Mateo County strategic planning ad-hoc members which includes the following Commissioners: Pam Frisella, Louise Rogers, Nicole Pollack, and Michael Garb
- First 5 San Mateo County staff for their thoughtful and tireless work, and dedication to San Mateo County's youngest children and families
- VIVA Strategy + Communications for their wise counsel and facilitation of the strategic planning.

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

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

QUALITY CARE AND EDUCATION

The Big Lift Steering Committee

Michelle Blakely, F5SMC’s Deputy Director, has joined the Steering Committee of the Big Lift (TBL) as the initiative has recently completed a new strategic plan. The Steering Committee meets bi-monthly and is delving deeper into strategic plan implementation for participating school districts and preschool networks and programs. The Board of Supervisors approval of the FY 24-26 Measure K Budget for the TBL is slated for early June approximately \$8Mil. “Launched by the County of San Mateo, the San Mateo County Office of Education, and the Silicon Valley Community Foundation in 2012, The Big Lift is a bold collective impact effort that helps more San Mateo County students achieve reading proficiency by third grade. Its initial design drew on four evidence-based interventions recommended by the Annie E. Casey Foundation in 2010, which inspired the national Campaign for Grade Level Reading: high-quality preschool to boost kindergarten readiness, “inspiring summers” programs to prevent learning loss and maintain school year learning gains, attendance efforts to reduce persistent chronic absences, and family engagement to promote home literacy practices.”

HEALTHY CHILDREN

Children & Youth Behavioral Health Initiative Child-Parent Psychotherapy (CPP) Training

First 5 SMC launched the first cohort of CPP training offered by UCSF Child Trauma Research Project staff member Dr. Vilma Reyes this month. The training, which is fully funded by a DHCS CYBHI Round 2 grant, will provide an opportunity for up to 50 mental health clinicians to be trained and rostered in the model over the two-year grant term. The first cohort was filled to capacity with 25 clinicians from BHRS and StarVista, who completed the first Learning Session on May 9 and will complete the full training after 18 months. The second CPP cohort is slated to begin in September 2024, and we anticipate including clinicians from other agencies in that round.

Help Me Grow Physician Advisory Group (HMG PAG)

On May 6, Dr. Neel Patel, HMG Physician Champion, convened the HMG PAG, including local pediatricians and HMG staff, virtually for our quarterly meeting. The meeting included a preliminary discussion of an intention to better engage the AAPI population and the sharing of some available data on AAPI births and Medi-Cal service delivery as a starting point. HMG staff intend to connect with members of the AAPI community this year to better understand how to support any questions or concerns about child development for this population. Additionally, F5SMC staff member Emily Roberts presented on the F5SMC Early Childhood Mental Health Efforts underway, and Dr. Patel shared more about data on the pediatric workforce to open discussion about the impacts of the mental health crisis on children, families, and providers.

RESILIENT FAMILIES

Friday CAFÉ's

On May 3, the virtual [Friday CAFÉ's](#) (Community and Family Engagement) theme was: **Leaning into Kindness!** “As we lean into a more curious space while listening courageously to understand one another, it is through kindness that we can connect and grow on a deeper level. Kindness pushes us past surface level interactions with the potential to heal and strengthen our communities through authentic connections”. Family engagement practitioners, advocates, and leaders delved deeper into the most profound component of meaningful relationships with families: *Kindness!*

POLICY & ADVOCACY UPDATES

Support Letter: Teacher Housing Act of 2016 - AB 2967 (Ting)

On May 6, 2024, First 5 San Mateo County submitted a letter to Chris M. Ward, Chair of the Assembly Housing and Community Development Committee, expressing their endorsement of AB 2967. This bill proposes the establishment of a new classification of educators entitled to housing priority: namely, personnel working for non-profit organizations that oversee early childhood, pre-kindergarten, and school-aged childcare services on school district premises. (See Attachment 12.1)

Support Letter: The Early Childhood Education Workforce Investment Act – SB 1307 (Becker)

On May 6, 2024, First 5 San Mateo County submitted a letter to Senator, Marie Alvarado Gil, Chair of the Senate Human Services Committee urging her to support this bill that will make early childhood education workers automatically eligible for state subsidized child care. (See Attachment 12.2)

Protect Children's Medi-Cal Health Coverage

The Children's Partnership along with First 5 San Mateo County and other organizations have sent letters to Governor Gavin Newsom to protect the Medi-Cal Health Coverage for children 0 – 5 in the California Budget. Click the link for more information:

<https://actionnetwork.org/letters/protect-childrens-medi-cal-health-care-coverage>

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

First 5 Network Responds to State Budget Cut Proposals Impacting California's Youngest Children

On May 14, 2024, the First 5 Association of California, First 5 California, and First 5 LA sent out a press release in response to Governor Newsom's State Budget cut proposals. They expressed disappointment to the proposed cuts which impact the programs and services for California children and families which includes CalWORKS Home Visiting Program, universal transitional kindergarten, Children and Youth Behavioral Health Initiative, child care slots, and no funding for continuous Medi-Cal eligibility for children 0 – 5. (See Attachment 12.3)

COMMUNITY AND STATEWIDE EVENTS & UPDATES

Thank You SMC Family Child Care Providers!

Provider Appreciation Day is an annual celebration established by NAFCC (National Association for Family Child Care) past president Sue Williamson, Sue Schmidt, Ginny Rutkowski and Monday Morning Inc. staff in 1995. Every year on the Friday before Mother's Day communities share thanks and recognition to the invaluable contributions of all types of child care providers in our community, *including family child care providers, child care center teachers and staff, nannies and other providers of young children everywhere*. These providers play a crucial role in keeping our children safe, nurturing their curiosity, and preparing them for a lifetime of learning and growth. Check out the video messages from our partners compiled by **Family Child Care Association of San Mateo County acknowledging our childcare providers**: <http://eepurl.com/iPvxyk>

COMMUNICATIONS

First 5 Association Communications Meeting

On May 7, 2024, First 5 Staff, Michelle Blakely and Myra Cruz, attended the monthly Communications meeting hosted by the First 5 Association of California. Its topics include a presentation about the Medi-Cal Communications from Krissi Khokhobashvili, Deputy Director, and Ann Carroll, Public Information Officer from California Department of Health Care Services. See *Attachment 12.4* for the [Medi-Cal for Kids & Teens brochure](#) that they shared. The First 5 Association also shared social media tool kits from [National Collaborative for Infants and Toddlers](#), Children and Youth Behavioral Health Initiative (CYBHI) – [May Mental Health Awareness Month](#), Office of the California Surgeon General – [ACEs & Toxic Stress](#) and others.

Social Media and Analytics Reports (See *Attachment 12.5*)



May 6, 2024

The Honorable Chris M. Ward
Chair, Assembly Housing and Community Development Committee
1020 N Street, Room 124
Sacramento, CA 95814

RE: Assembly Bill 2967 (Ting) Teacher Housing Act of 2016: definitions—SUPPORT

Dear Assemblymember Ward:

On behalf of the **First 5 San Mateo County**, I'm writing in strong support of Assembly Bill 2967, which would create a third category of educators eligible for a housing preference, specifically employees of non-profits who operate early childhood, pre-kindergarten, or school-aged childcare on school district property, under the Teacher Housing Act of 2016.

According to UC Berkeley's Center for the Study of Child Care Employment, educators pay a high price for pursuing a career in early childhood education rather than the K-8 workforce, with the median hourly wages for a preschool teacher at \$16.83 and \$24.78 for a center director. Even working 40 hours per week, a preschool teacher in the state earns a median annual wage of \$35,006; however, the Fair Market Rent for a two-bedroom apartment was \$2,030 in 2021, according to the National Low Income Housing Coalition (NLHIC). Thus, to afford this level of rent and utilities—without paying more than 30 percent of income on housing—a household must earn \$81,191 per year or more than twice the median annual wage of a preschool teacher in the state.

Housing for preschool teachers and other early educators is particularly unaffordable in high-cost counties like San Mateo County. An annual wage of \$35,006 places the preschool teacher in the Extremely Low-Income (ELI) category for purposes of qualifying for affordable housing in San Mateo County. Moreover, according to a March 2024 public review draft of the County's 2023-34 Housing Element, San Mateo County currently has a significant deficit in the number of housing units affordable to the County's 34,709 households in the ELI category.

The lack of affordable housing for the early childhood workforce has forced many to leave the profession, find second jobs, and undertake long, difficult commutes from cheaper housing markets. This makes it extremely difficult for nonprofit employers operating state or federally-funded programs for low-income children to recruit and retain a qualified workforce. Providers of publicly subsidized early childhood education providers are crucial to the state's social safety net, accounting for almost one-third of California's enrollment in early childhood programs, according to a 2019 UC Berkeley Labor Center Report.

AB 2967 would make these essential educators eligible to live in teacher housing projects by expanding the Teacher Housing Act of 2016 to include employees of nonprofits who operate early childhood, pre-kindergarten, or school-aged childcare on school district property with funding from the Department of Education, the Head Start program, or other public funding sources targeted to children of low and moderate-income families. The expansion is narrowly crafted to target this particular critical workforce, and school districts retain the right to prioritize school district employees over local public employees or other members of the public to occupy housing. It's up to each school district to decide whether or not to include a preference for this additional category.

Page 2 of 2

AB 2967 empowers developers of teacher housing to address the housing needs of early childhood educators when they identify this as a need. For these reasons, the First 5 San Mateo County strongly supports AB 2967. Should you have any questions about our position, please let me know. My email address is klopez@smcgov.org.

Sincerely,

A handwritten signature in blue ink that reads "Kitty Lopez". The signature is written in a cursive, flowing style.

Kitty Lopez
Executive Director

Cc: Members of the Assembly Housing and Community Development Committee
The Honorable Phil Ting



May 6, 2024

Senator Marie Alvarado Gil
Chair, Senate Human Services Committee
1020 N Street, Room 521
Sacramento, CA 95814

Re: Support for SB 1307 (Becker), the Early Childhood Education Workforce Investment Act

Dear Chair Alvarado Gil,

On behalf of First 5 San Mateo County, *I write in strong support of SB 1307 by Senator Becker.* This important bill incentivizes employment in early childhood education by making early childhood education (ECE) workers automatically eligible for state subsidized child care.

For more than 25 years, First 5 San Mateo County have been committed to creating opportunities for all children in San Mateo County.

Since its inception, First 5 San Mateo County has invested more than \$150 million in local programs and has served nearly 100,000 children from birth through age five.

San Mateo County's families are as diverse as our county. To help ensure all families have what they need to thrive, we work broadly and proactively to create, support, and sustain the social, physical, and economic conditions needed for children's success and SB 1307 reflects those principles.

The cost of child care can account for a significant portion of a family's earnings, with annual costs currently over \$10,000 annually per child. To access state subsidized child care, a family has to make less than 85% of the state median income dependent on their family size. While many families seek state subsidized child care, there is a lack of availability in most programs due to a shortage in the ECE workforce.

California is facing a dramatic workforce shortage for early child care workers. This shortage is often attributed to low wages, a lack of state support, and the high cost of childcare for ECE workers' own children.

SB 1307 encourages the growth of the early childhood educator workforce by making ECE workers automatically eligible for state subsidized child care.

For these reasons, First 5 San Mateo County supports SB 1307 and urges your committee to pass this important bill. Please contact me at klopez@smcgov.org with any further questions or concerns.

Respectfully,

Kitty Lopez
Executive Director

CC: Office of Senator Josh Becker

PRESS RELEASE



FOR IMMEDIATE RELEASE

Contact: Melanie Flood FRSA

Melanie@first5association.org

(510) 327-8816

First 5 Network Responds to State Budget Cut Proposals Impacting California's Youngest Children

First 5 Network confronts the challenges of state budget cuts on child services and advocates for continued support for children's programs

SACRAMENTO, CA (May 14, 2024) - The First 5 Network today expressed disappointment following Governor Newsom's May Revision in response to the state's budget shortfall. Proposed cuts announced on Friday worsen the impact of reductions that have already been made to First 5 programs and services due to declining tobacco tax revenue. Among the programs and services facing cuts are CalWORKS Home Visiting Program, universal transitional kindergarten, Children and Youth Behavioral Health Initiative, child care slots, and no funding for continuous Medi-Cal eligibility for children 0-5. The proposed cuts will affect California children and families who depend on crucial child care, parenting supports, mental health services, and high-quality early learning programs.

First 5s in every county have attempted to stabilize services to young children and families despite rapidly declining tobacco taxes. The Governor's proposed cuts add immense pressures on local First 5s and early childhood providers to administer more services with less funding. "It's unacceptable and untenable for a state as wealthy as California to ask babies, toddlers, and families to help balance budget deficits," said Avo Makdessian, Executive Director of the First 5 Association of California.

PRESS RELEASE



"At the California Children and Families Commission (First 5 CA), our steadfast dedication to meeting the needs of children aged 0-5, their families, and communities remains resolute," said First 5 CA Executive Director, Jackie Wong. "However, this budget proposal falls drastically short of reflecting our values that create the trauma informed, healing centered and culturally responsive systems which our children and families deserve. As we confront the gravity of the revised budget, our focus remains unyielding on realizing our Audacious Goal and North Star: ensuring that every child in California has the opportunity to thrive."

In the face of the staggering budgetary constraints, the First 5 Network remains committed to doing more with less for the communities it serves. Despite the challenges, the network is steadfast in its mission – to ensure the basic rights and essential services of children prenatal-to-five are not eroded by financial shortfalls. The First 5 Network hopes to work with the Legislature and the Administration to overcome these hurdles and champion the cause of California's youngest residents and their families.

"Ensuring the prosperity and well-being of our youngest residents is at the core of First 5 LA's commitment," said First 5 LA President and CEO, Karla Pleitez Howell. "We encourage the Governor to uphold the innovative policies that lifted up children and families during the pandemic. Protecting child care for our youngest learners and the workforce is paramount to LA County families, while also protecting core programs such as Medi-Cal, CalWORKs and Home Visiting will ensure their basic needs are met. The First 5 Network is ready to work with the Governor to find solutions so that all of California's children have what they need."

###

PRESS RELEASE



About First 5 Association

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

About First 5 LA

As one of the state's largest funders of early childhood and an independent public agency, First 5 LA advocates for children and their families, amplifies community voice, and partners for collective impact so that every child in Los Angeles County reaches their full developmental potential throughout the critical years of prenatal to age 5. Learn more at www.first5la.org.

About First 5 California

First 5 California First 5 California was established in 1998 when voters passed Proposition 10, which taxes tobacco products to fund services for children ages 0 to 5 and their families. First 5 California programs and resources are designed to educate and support teachers, parents, and caregivers in the critical role they play during a child's first five years--to help California kids receive the best possible start in life and thrive. For more information, please visit www.cafc.ca.gov.

What happens at your child's check-up?



Your child's provider will:

- Do a physical exam
- Ask about your family's health history
- Give recommended shots, when needed
- Talk about dental health and, when needed, give your child fluoride varnish and fluoride supplements, and help in finding a dentist
- Check your child's hearing and vision
- Discuss important health topics such as development, behaviors, your and your child's mental health, nutrition, sleep, safety, and protecting skin from the sun

Your child's provider will check for:

- **Developmental milestones**
- **Lead poisoning**
- **Anemia**, if at risk
- **Autism**
- **Depression screening** in new mothers
- **Anxiety**
- **Tuberculosis (TB)**, if at risk
- **Cholesterol**, if at risk
- **Other health issues** or concerns you have

February 2023 for children from birth to age 12

If you have questions or want to learn more

Your Medi-Cal managed care plan

The phone number is on your plan ID card and your plan's website
Or go to www.dhcs.ca.gov/mmchpd

Medi-Cal Member Help Line

Call **1-800-541-5555** (TDD 1-800-430-7077)
Or go to www.dhcs.ca.gov/myMedi-Cal

Medi-Cal Dental

Call Smile, California at **1-800-322-6384** (TTY 1-800-735-2922)
Or go to smilecalifornia.org or www.dhcs.ca.gov/MCP

Specialty Mental Health

Call **1-888-452-8609**
To ask about services for a serious mental health condition, contact your county Mental Health Plan at
www.dhcs.ca.gov/CMHP

Alcohol or drug use

Call the Department of Health Care Services (DHCS) Substance Use Resource Center 24/7 at **1-800-879-2772**
Or go to www.dhcs.ca.gov/SUD-NETRL

Crisis support

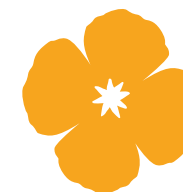
Call the National Suicide Prevention Line at **988**
Or call **1-833-317-HOPE** (4673)
For live CalHOPE crisis counseling, go to
www.calhopeconnect.org

Your rights and responsibilities

Call **1-888-452-8609**



www.dhcs.ca.gov/kidsandteens



Medi-Cal for Kids & Teens

Preventive and treatment services from birth to age 21



Medi-Cal services are free for children



All the care your child needs is free

If your child is enrolled in Medi-Cal, they qualify for free services and supports they need to stay or get healthy from birth to age 21.

This includes check-ups, shots, health screenings, and treatment for physical, mental, and dental health problems.

Read the check-up timeline below

It's important to take your child for regular check-ups even if they aren't sick. Regular check-ups can help keep your child healthy. They can prevent health problems, and find and address them early.

You can make an appointment any time to talk to a doctor, even if your child just had a check-up. Read the check-up timeline below.

You can get free transportation to medical appointments



Plan your child's check-up

Call your managed care plan. Or call the Medi-Cal Member Help Line at **1-800-541-5555** (TDD 1-800-430-7077).

You can get help to:

- **Find a doctor** or set up an appointment
- **Get a free ride** to and from your appointment or to pick up medication, medical equipment, and supplies
- **Ask for language assistance** at your appointment
- **Ask for interpretive services**

If you need this flyer or other Medi-Cal materials in an **alternative format** such as larger font, audio format, CD, or braille, call **1-833-284-0040**.

Attachment 12.4

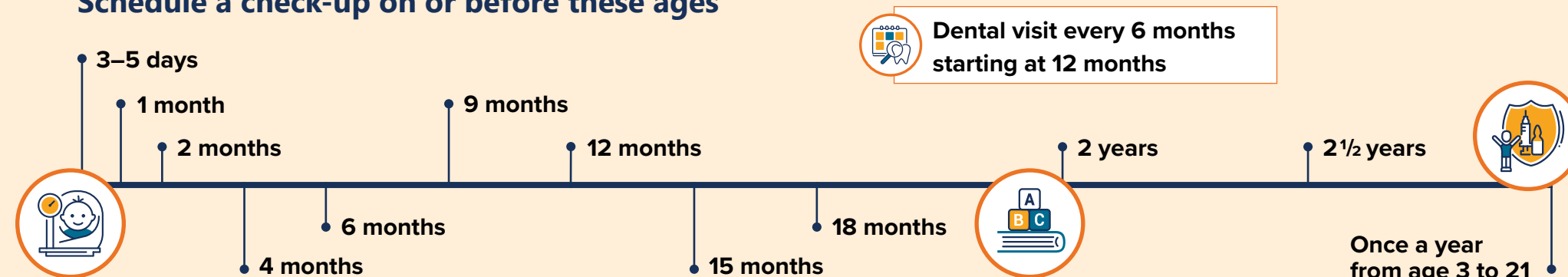
Medi-Cal for Kids & Teens covers services to manage and treat health problems

If a doctor finds a physical, mental, or dental health concern that needs treatment or management, Medi-Cal must provide and cover the needed care.

Care covered by Medi-Cal for Kids & Teens:

- Physical health services, including primary care and specialist visits
- Mental health and drug or alcohol treatment services, including therapy
- Dental check-ups and follow-up services
- Vision services, including eyeglasses
- Hearing services
- COVID-19 testing and treatment
- Medical equipment and supplies, including durable medical equipment
- Medication
- Lab tests, including blood tests to check lead levels, and any needed follow-up care
- Physical, occupational, and speech therapy
- Home health services, including nursing care
- Hospital and residential treatment
- All other needed services, as your child's provider determines

Schedule a check-up on or before these ages





Digital Communications Analytics Report

April 1, 2024 - April 30, 2024

In April, visitors explored First 5 San Mateo's online resources, car seat checks, and the 2024 Week of the Young Child blog that discussed the high return on investment of early childhood. Traffic was slightly lower, due to fewer social media ads, but the average time spent on each page was higher, indicating the strong performance of permanent, evergreen webpages.

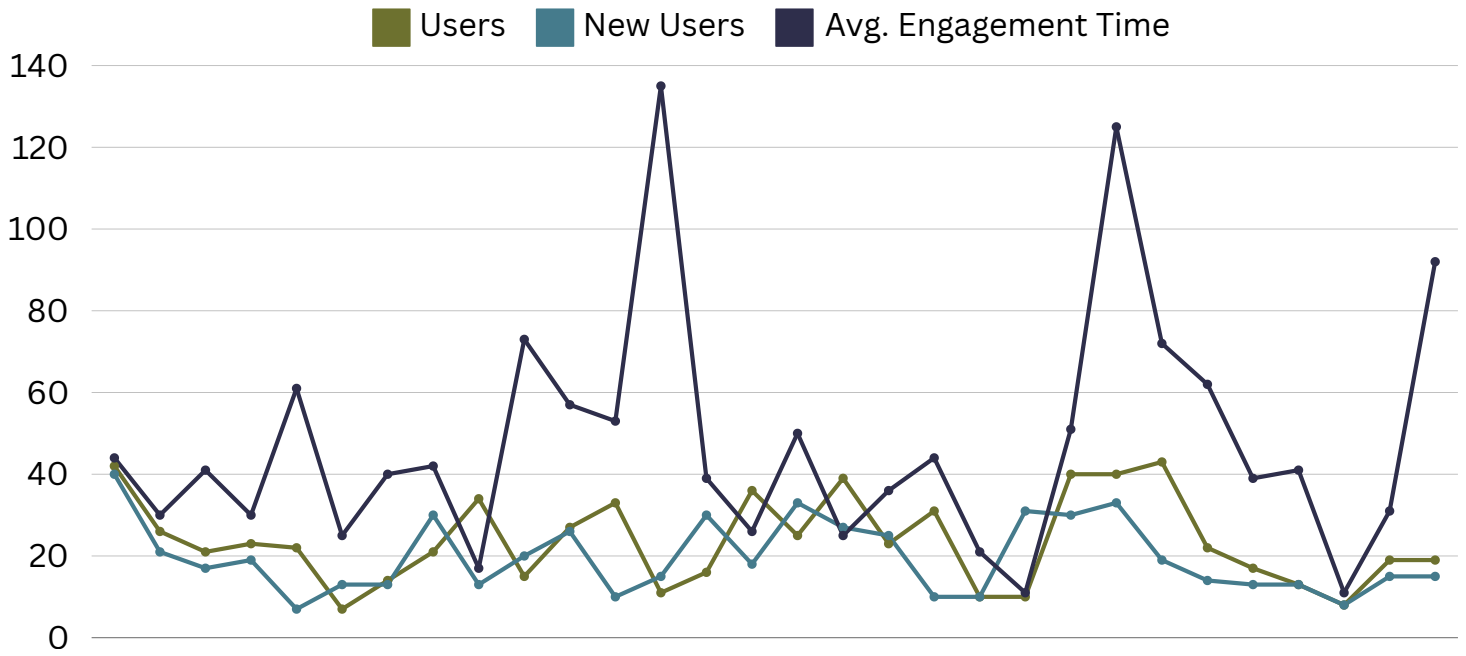
Social media content for the month mainly focused on sharing the Week of the Young Child content, highlighting that blog and the final installment of the Nurturing Diversity blog. LinkedIn content performed particularly well, due to a strong flow of content, and photos of the First 5 San Mateo County team in the community. Because the audience of this platform is mostly made up of other professionals in this space, it can be a valuable tool to demonstrate First 5 San Mateo County's action in the community to build connections. Finally, the email newsletter performed well and information about the Week of the Young Child event happening throughout the community were the strongest performing content.

First 5 San Mateo Accounts

Followers

Instagram: @first5sanmateo	1.5K
Facebook: @First 5 San Mateo County	2.4K
LinkedIn: @First 5 San Mateo County	223
Twitter: @first5sanmateo	675

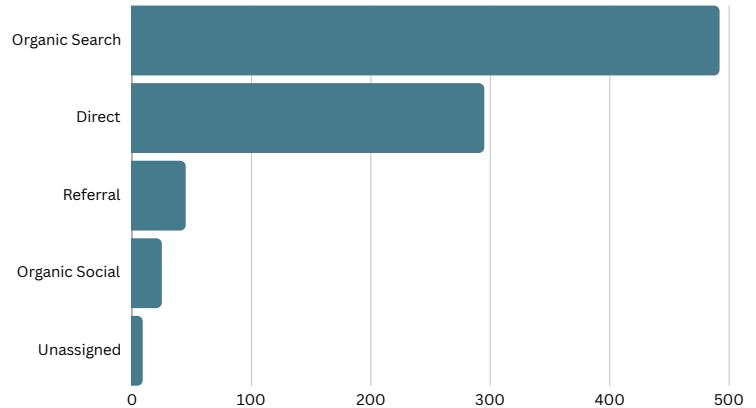
Who is using your website?



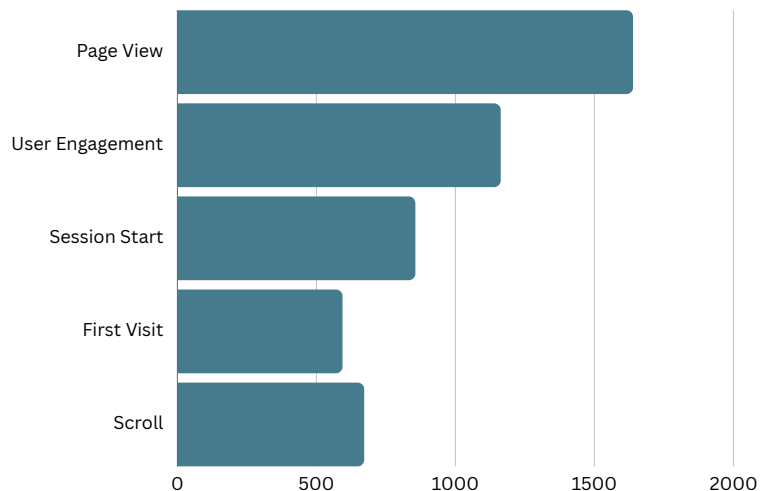
What pages do your users visit?

Page Name	Views
First 5 San Mateo County Home Page	428
Resources	97
Car Seat Checks	76
Commissioners	73
Staff	67
Our Work	59
Commission	50
Who We Are	49
Week of the Young Child 2024: Celebrat...	41
For Parents & Families	39

How do you acquire new users?



Event count



Meta: Facebook & Instagram

Attachment 12.5

Facebook Reach

Instagram Reach

Paid Reach

Paid Impressions

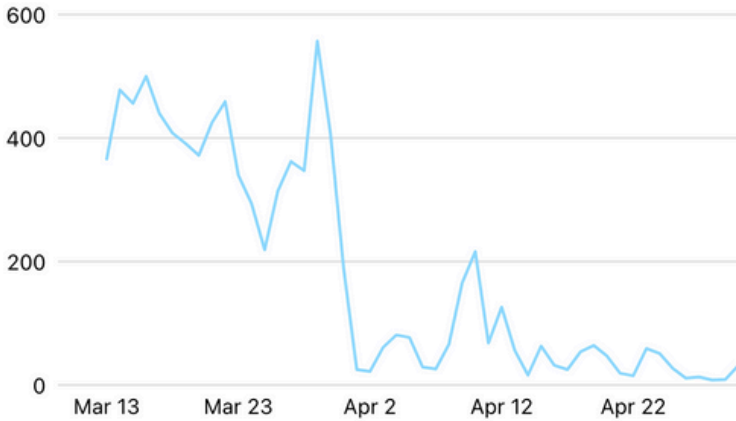
5.5K

1.2K

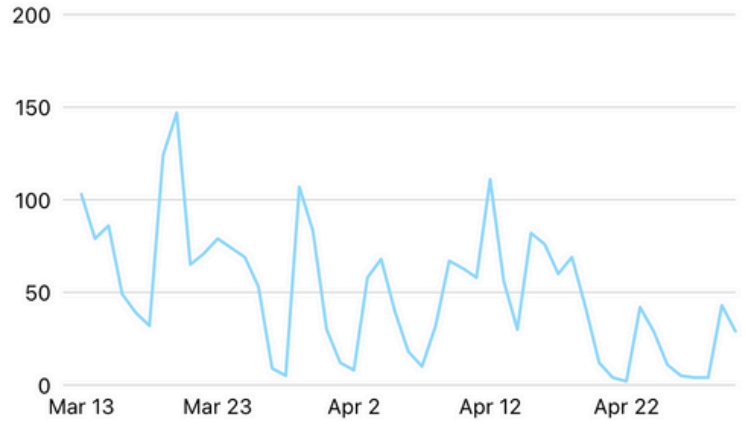
5.0K

8.1K








Facebook Reach



Instagram Reach



Top Performing Content

 Family Connections, one of our amazing Family Re... 🌱 First 5 San Mateo County
 We're excited to introduce one of our newest com... 🌱 first5sanmateo
 We're excited to introduce one of our newest com... 🌱 First 5 San Mateo County
 Exciting news! @acesaware just released a study h... 🌱 First 5 San Mateo County
 Family Connections, one of our amazing Family Re... 🌱 first5sanmateo
 Meet one of our newest Commissioners, Claire Cu... 🌱 first5sanmateo
 There's still time to register for this fun... 🌱 First 5 San Mateo County

Reach	Likes & Reactions
373 Reach	11 Reactions
268 Reach	8 Reactions
181 Reach	14 Likes
154 Reach	5 Reactions
125 Reach	13 Likes
120 Reach	1 Reactions
113 Reach	17 Likes

Audience

Facebook Page
New Likes

18

Instagram Page
New Followers

16

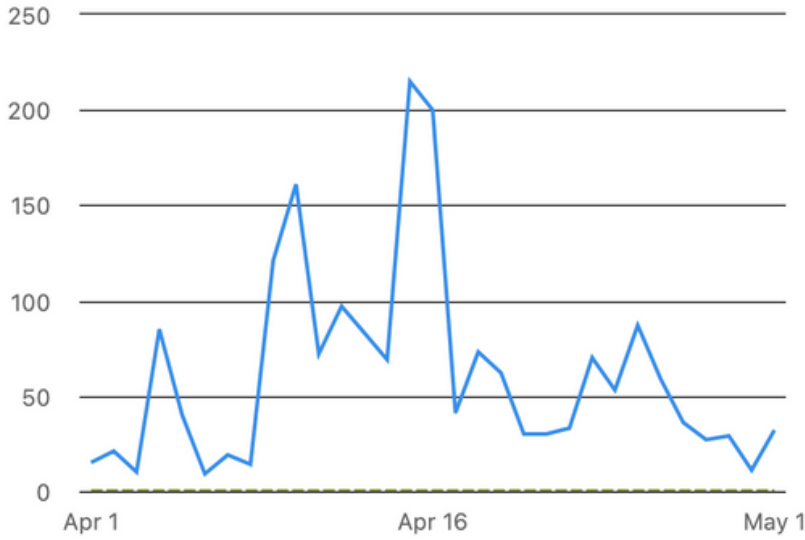
Facebook Page Visits

327

Instagram Page Visits

60

Impressions



Visitor highlights

50

Page views

21

Unique visitors

14

New followers

1,959

Post impressions

58

Post Reactions

214

Search Appearances

Top Performing LinkedIn Posts



513
Impressions

55 Clicks

18 Reaction



497
Impressions

25 Clicks

15 Reactions



182
Impressions

6 Clicks

8 Reactions



110
Impressions

0 Clicks

4 Reactions

Email

Sent: 488 Open Rate: 32.5% Click Rate: 2.9%

Opens	134
Sent	488
Bounces	76
Successful Deliveries	412
Desktop Open Percentage	94.3%
Clicks	12
Did Not Open	278
Unsubscribed	0
Spam Reports	0
Mobile Open Percentage	5.7%

DATE: May 20, 2024
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance and Administration Committee Meeting – May 13, 2024

Commissioner: Claire Cunningham, Carla Boragno

Commissioner Sylvia Espinoza was absent.

Staff: Kitty Lopez, Khanh Chau

1. Review and Recommend Approval of First 5 San Mateo County Policies Bylaws for FY 2024-25

Kitty Lopez stated that F5SMC Commissions must review and approve F5SMC's policies and Bylaws annually for state compliance requirements. There are no changes to the presented F5SMC's Policies and Bylaws for the FY2024-2025.

Committee members reviewed and asked questions for clarifications about Contracting and Procurement Policy. Committee members suggested some language revision to the policy for clarity improvement; however, Committee members still endorsed the contract threshold amounts of the Executive Director's authority, that is stated in the policy.

Committee members also asked questions about Administrative Cost Policy and suggested comparison of peers' administrative cost rate. Committee members asked questions for clarifications about approval of sponsorship for fund raising events. Kitty Lopez responded that all sponsorship activities are educational and programmatic in nature and that First 5 does not sponsor fundraising events as a practice.

2. Review of Budget Monitoring Report as of April 30, 2024

Kitty Lopez shared more contextual information about First 5's budgeting cycle and elements needing Commission review and discussion. She cited that the 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 recommendations to the full Commission.

Kitty Lopez briefly presented an overview of the Budget Monitoring Report as of April 30, 2024, comparing to 83% YTD Benchmark (**Attachments 13A, 13B, 13C**). YTD Total Revenue is 2% higher than YTD benchmark due to higher Interest Revenue and higher Tobacco Tax Revenue.

Total Appropriations is 22% below YTD Benchmark due to slow program and grant executions at the beginning of new funding cycle and underspending in various Admin Expenses due to staff working more outside of the office environment. Projected Ending Fund balance of \$13.878 million or 120% of the planned budget or \$2.356 million higher than the planned budget.

Committee members reviewed and asked questions for clarifications about the Budget Monitoring Report as of April 30, 2024. Committee members had no further questions.

3. Review and Recommend Approval of First 5 San Mateo County (F5SMC) Draft Budget FY 2024-25 and the Use of Ending Fund Balance (Ending Reserves*) to fund the Draft Budget FY 2024-25

Kitty Lopez provided key budget changes in the F5SMC's FY 2024-25 Draft Budget, as presented in the summary table of the Budget memo and Budget Narratives (Attachment 7) and Budget Worksheets (Attachments 7A, 7B, 7C).

Committee members suggested the inclusion of a Note Column in the summary table providing primary reasons of budget changes. Committee members also asked questions about the Reserves* amount in the future years, given the declining revenue landscape. Staff responded the Reserves* amount is targeted to be 6 to 12 months of fiscal revenue by 2028 and part of the Long-Term Financial Plan, which will be presented next June 2024 Commission meeting.

Committee members reviewed the F5SMC's FY 2024-25 Draft Budget, asked questions for clarification. Committee members endorsed the recommendation for approval of F5SMC's FY 2024-25 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund F5SMC's FY2024-25 Draft Budget.

4. Verbal Discussion: San Mateo County Birth Rate projections.

Staff presented a graph showing San Mateo County's birth rate projections and Tobacco Tax Revenue projections from 2010 to 2028. San Mateo County's birth rate shows a 33% declining rate 2010 – 2028.

Committee members reviewed and discussed the graph trend; Committee members cited the agency is facing double declines, given the declining Tobacco Tax Revenue and declining birth rate in San Mateo County.

Next Finance and Administration Committee Meeting is on Monday June 10, 2024.

Early Childhood Evaluation Advisory Committee Meeting – May 13, 2024

- Commission Members Present: Louise Rogers (Chair, via Zoom), Manufou Liaiga-Anoa'i
- Commission Member Absent: Naveen Mahmoud
- Grantee Representatives Present: Heather Cleary, Peninsula Family Service; Carol Elliott, AbilityPath
- EVALCORP Representatives via Zoom: Sally Lee, Devan Petersen
- F5SMC Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

The Early Childhood Evaluation Advisory Committee met in person on Monday, May 13th.

Updates and Announcements:

- **TRISI Project Evaluation:** Jenifer Clark provided a status update on the evaluation of the TRISI project. We have contracted with Susan Wolfe, a consultant with expertise in trauma-informed and participatory evaluation who will be guiding this work. We will be contacting the organizations who participated in the initial round of the TRISI project to

collect qualitative information through key informant interviews and Journey Mapping. We will also explore the possibility of readministering the Trauma-Informed Organizational Practices Assessment to identify any shifts in these organizations' development of trauma-informed practices. Organizations that participated in the second round of the TRISI project will also participate in the qualitative data collection. The goals of the evaluation include learning about how different aspects of the TRISI project impacted organizations' work to become more trauma-informed, and anything that facilitated or impeded ongoing work in this area. We will also be asking the participating organizations what they would like to learn from the evaluation and incorporating that information into the process.

- **Client-Level and Systems Improvement Data Collection Pilot:** This topic was held over due to technological difficulties. Sally Lee of EVALCORP will send the update presentation out to the Committee Members for asynchronous review. Jenifer Clark will follow up to gather feedback and questions to share with EVALCORP.

Discussion: Social Network Analysis of F5SMC Grantee and Partner Organizations

This topic was held over due to technological difficulties. Sally Lee of EVALCORP will send the presentation out to the Committee Members for asynchronous review. Jenifer Clark will follow up with Committee members to gather feedback and questions to incorporate into the planning process for the survey.

The next meeting of the Early Childhood Evaluation Advisory Committee is scheduled to be held in person on July 15, 2024, from 3:30-4:30pm.

DATE: May 20, 2024
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of April 30, 2024

BUDGET MONITORING REPORT as of April 30, 2024, HIGHLIGHTS

Budget Monitoring Report as of April 30, 2024, Highlights

The Budget Monitoring Report as of April 30, 2024, is presented in **Attachments 13B, 13C, and 13D**. Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 83%

REVENUES

- YTD Interest Revenues are \$445K or 127%, that represents a positive variance or 44% higher than YTD Benchmark due to higher interest earning rate (3.5%) than the planned budget (1%)
- YTD Tobacco Tax Revenue projections are \$3.768 million or 88%, that represents a positive variance or 4% higher than YTD Benchmark.
- YTD Other Grant Revenue is 1.186 million or 69%, which is 14% lower than YTD Benchmark as we won and executed various new Other Grant awards in the second half of the fiscal year.
- YTD Total Revenues projections are \$5.401 million or 85%, that represents a positive variance or 2% higher than YTD Benchmark. Major attributable factors to this net negative variance are associated with higher Interest Revenue and slightly higher Tobacco Tax Revenue.

APPROPRIATIONS

- YTD Program Expenditures projections are \$4.240 million or 58%, that represents a positive variance or 25% below YTD Benchmark. Major contributions to this positive variance are generally slow grant executions as the new funding cycle started as well as (i.e. delayed notification of grant award resulting in longer planning timelines, however, grant executions increase in the second year.
- YTD Admin Expenditures of \$619K or 75% that represents a positive variance or 8% 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 \$4.858 million or 60%, that represents a positive variance or 20% 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 \$13.878 million or 120%, that represents a positive variance of 20% or \$2.356 million higher than the planned budget due to higher Interest Revenue and slow program executions as the new funding cycle began.

CHALLENGES: None at this time.

FIRST 5 SAN MATEO COUNTY

SUMMARY BUDGET MONITORING AS OF April 30, 2024

	FY23-24 Revised Budget	YTD Actuals as April 30, 2024	Accruals	YTD Combined Actual & Accrual
BEGINNING FUND BALANCE (Beginning Reserves*)	13,335,535	13,335,535	0	10,171,565
A. Interest Revenue	350,000	357,906	87,500	445,406
B. Tobacco Tax Revenue	4,279,017	3,368,730	400,000	3,768,730
Tobacco Tax Revenue Fiscal Year Allocations	4,279,017	3,368,730	400,000	3,768,730
C. Other Grant Revenues	1,715,461	454,545	732,301	1,186,847
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	509,161	186,396	42,430	228,826
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	1,206,300	268,150	689,871	958,021
TOTAL REVENUES	6,344,478	4,181,181	1,219,801	5,400,983
TOTAL AVAILABLE FUND (Total Sources*)	19,680,013	17,516,716	1,219,801	18,736,518
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	2,077,960	315,000	2,392,960
Community Investments (RF, HC, QC & E)	3,180,000	1,832,971	265,000	2,097,971
Evaluation	113,000	32,733	9,417	42,149
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	212,256	40,583	252,839
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	900,000	143,822	33,333	177,155
Community Investments - Healthy Children	250,000	13,710	-	13,710
Evaluation	80,000	18,750	6,667	25,417
Policy, Advocacy, & Communications (PAC) & Emerging Projects	570,000	111,362	26,667	138,029
E. Other Grants	1,326,778	528,874	138,387	667,260
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	398,192	230,633	33,183	263,816
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	928,586	298,241	105,204	403,445
			98,204	355,829
F. Program Operations	1,322,587	995,486	6,743	1,002,229
Program Shared Operating Budget	223,317	137,673	6,743	144,416
Program Staff S&B & Shared Admin Staff Time	900,878	701,874	-	701,874
Evaluation Staff S&B	198,392	155,939	-	155,939
Total Program Appropriations (D1+D2+E+F)	7,329,365	3,746,141	493,463	4,239,604
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	223,318	137,674	6,744	144,417
H. Admin Staff S&B	604,617	474,117	-	474,117
Total Admin Appropriations (G+H)	827,935	611,790	6,744	618,533
TOTAL APPROPRIATIONS (Net Appropriations*)	8,157,301	4,357,931	500,208	4,858,138
Surplus / (Deficit) (Total Revenues - Total Appropriations)	1,812,823	176,750	(719,594)	(542,845)
ENDING FUND BALANCE	11,522,712	13,158,785	719,594	13,878,380
Total S&B	1,703,887	1,331,930	-	1,331,930

FIRST 5 SAN MATEO COUNTY

DETAILS BUDGET MONITORING AS OF April 30, 2024

YTD Benchmark: 83.33%

	ORG/ACCT#	FY23-24 Revised Budget	YTD Actuals as of April 30, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Revised Budget (%)	Notes to Budget Monitoring Report
BEGINNING FUND BALANCE (Beginning Reserves*)		13,335,535	13,335,535	-	13,335,535	100%	
A. Interest Revenue	19510-1521	350,000	357,906	87,500	445,406	127%	
B. Tobacco Tax Revenue		4,279,017	3,368,730	400,000	3,768,730	88%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	4,279,017	3,368,730	400,000	3,768,730	88%	\$400K are Mar and April Tobacco Revenue estimates.
C. Other Grant Revenues		1,715,461	454,545	732,301	1,186,847	69%	
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643	360,672	151,893	30,056	181,949	50%	\$30K is April revenue estimate
F5 San Benito Regional Home Visitng Grant FY23-25	19510-2643	92,000	24,972	7,667	32,639	35%	\$7.6K is April revenue estimate
F5 San Benito IMPACT HUB TA FY23-25	19510-2643	56,489	9,531	4,707	14,238	25%	\$4.7K is April revenue estimate
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	19510-2643	150,000	23,714	37,500	61,214	41%	\$37.5 is Q3 revenue estimate
Peninsula Healthcare District - Help Me Grow SMC CY2023	19510-2643	37,200	37,200		37,200	100%	
Peninsula Healthcare District - Help Me Grow SMC CY2024	19510-2643	60,000			-	0%	Deferred revenue
Sequoia Healthcare District - Special Needs Grant FY23-25	19510-2643	461,700	149,854	115,425	265,279	57%	\$115K is Q3 revenue estimate
Sequoia Healthcare District - Mental Health Grant FY23-25	19510-2643	134,400	17,125	33,600	50,725	38%	\$33.6K is Q3 revenue estimate
Children and Youth Behavior Health Initiatives - Round 2 (New)	19510-2643	250,000		450,000	450,000	180%	\$450K are revenue accruals
SMC Health, Family Health Services - Baby Bonus Dividend Program** (New)		84,000		53,346	53,346	64%	\$53K is Revenue Accrual
F5SMC Wellness Grant	19510-2658		1,072		1,072		
Miscellaneous Revenue - SDI	19510-2645	29,000	39,185		39,185	135%	
TOTAL REVENUES		6,344,478	4,181,181	1,219,801	5,400,983	85%	Agency has won various new Other Grant awards
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		19,680,013	17,516,716	1,219,801	18,736,518	95%	

	ORG/ACCT#	FY23-24 Revised Budget	YTD Actuals as of April 30, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Revised Budget (%)	Notes to Budget Monitoring Report
APPROPRIATIONS							
PROGRAM APPROPRIATIONS							
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000	2,077,960	315,000	2,392,960	63%	It is anticipated that program executions will be accelerated in the second year as the new funding cycle began.
Resilient Family	19540-6125	1,060,000	786,645	88,333	874,978	83%	\$88K are April expenditure estimates
Healthy Children	19540-6156	1,060,000	519,014	88,333	607,347	57%	\$88K are April expenditure estimates
Quality Care and Education	19540-6263	1,060,000	527,312	88,333	615,646	58%	\$88K are April expenditure estimates
Grant Management and Other Evaluation Projects	19540-6265	113,000	32,733	9,417	42,149	37%	\$9.4K are April expenditure estimates
Policy Advocacy, Communications & Systems Change	19540-6814	380,000	212,256	31,667	243,923	64%	\$31K are April expenditure estimates
Emerging Projects	19540-6814	107,000		8,917	8,917	8%	\$9K are April expenditure estimates
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		900,000	143,822	33,333	177,155	20%	
Healthy Children	19540-6156	250,000	13,710		13,710	5%	
Grant Management and Other Evaluation Projects	19540-6265	80,000	18,750	6,667	25,417	32%	\$6K are April expenditure estimates
Policy Advocacy, Communications & Systems Change	19540-6814	250,000	3,000		3,000	1%	
Emerging Projects	19540-6814	320,000	108,362	26,667	135,029	42%	\$26K are April expenditure estimates
E. Other Grants		1,326,778	528,874	138,387	667,260	50%	New grant award executions
F5 San Benito IMPACT LEGACY Grant FY23-25	19540-6126	290,672	180,792	24,223	205,014	71%	\$24K are April expenditure estimates
F5 San Benito Regional Home Visiting Grant FY23-25	19540-6126	54,000	34,560	4,500	39,060	72%	\$4.5K are April expenditure estimates
F5 San Benito IMPACT HUB TA FY23-25	19540-6126	53,520	15,281	4,460	19,741	37%	\$4.5K are April expenditure estimates
County of San Mateo BHRS - Mental Health Services MHA #3 FY23-25	19540-6131	106,250	6,360	8,854	15,214	14%	\$8.8K are April expenditure estimates
Peninsula Healthcare District - Help Me Grow SMC CY2023	19540-6131	40,000	37,200	3,333	40,533	101%	\$3.3K are April expenditure estimates
Sequoia Healthcare District - Special Needs Grant FY23-25	19540-6131	400,000	206,436	33,333	239,769	60%	\$33K are April expenditure estimates
Sequoia Healthcare District - Mental Health Grant FY23-25	19540-6131	32,200	6,360	2,683	9,043	28%	\$2.6K are April expenditure estimates
Children and Youth Behavior Health Initiatives - Round 2	19540-6131	250,000		50,000	50,000	20%	\$50K are expenditure estimates as new contracts begin
SMC CEO - Children Success Planning Project	19540-6131	8,068	1,269		1,269	16%	
SMCOE- Children Success Planning Project	19540-6131	8,068	1,269		1,269	16%	
SMC Health, Family Health Services Baby Bonus Dividend Program	Salaries & Benefits	84,000	39,346	7,000	46,346	55%	\$7K are April expenditure estimates

	ORG/ACCT#	FY23-24 Revised Budget	YTD Actuals as of April 30, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Revised Budget (%)	Notes to Budget Monitoring Report
F. Program Operations		1,322,587	995,486	6,743	1,002,229	76%	
Program Shared Operating Budget		223,317	137,673	6,743	144,416	65%	
Program Staff S&B & Shared Admin Staff Time		900,878	701,874		701,874	78%	
Evaluation Staff S&B		198,392	155,939		155,939	79%	
Total Program Appropriations (D1+D2+D3+E+F)		7,329,365	3,746,141	493,463	4,239,604	58%	Low execution in the TRISI grants and SPIIP Carry Over contracting planning
ADMIN APPROPRIATIONS							
G. Admin Shared Operating Budget		223,318	137,674	6,744	144,417	65%	
H. Admin Staff S&B		604,617	474,117		474,117	78%	
Total Administrative Appropriations		827,935	611,790	6,744	618,533	75%	
Administrative Cost Rate %		10%	14%		13%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		8,157,301	4,357,931	500,208	4,858,138	60%	It is anticipated that program executions will be accelerated in the second year as agency has won various new grant awards and stated its executions
ENDING FUND BALANCE (ENDING RESERVES*)		11,522,712	13,158,785	719,594	13,878,380	120%	It is anticipated that program executions will be accelerated in the second year as agency has won various new grant awards and stated its executions

Color Coding

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

Schedule 1- Operating Budget Monitoring Report as of April 30, 2024

Attachment 13D

YTD Benchmark: 83.33%

	ORG / ACCT#	FY23-24 Revised Budget	YTD Actuals as of March 31, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY23-24 Revised 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	2,501		2,501	31%	Saving as staff working outside of the office
Photocopy Lease & Usage	19510-5196	5,000	813		813	16%	Saving as staff working outside of the office
Direct Communication Expenses	19510-5132	3,800	2,086		2,086	55%	Place holder for oversuage of IT services versus planned budget
Computer Supplies	19510-5211	25,000	7,250		7,250	29%	Combined 5211, 5212 Laptop replacements
Software License /Maintenance Expenses	19510-5215	6,000	4,351		4,351	73%	Annual software subscription
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	12,570		12,570	84%	
Auto Allowance	19510-5712	11,000	8,549	417	8,966	82%	
Meetings & Conference Expense	19510-5721	8,000	5,104		5,104	64%	Staff attended National Help Me Grow Summit
Commissioners Meetings & Conference Exp	19510-5723	3,000	2,929		2,929	98%	Combine 5723 and 5927
Other Business Travel Expense	19510-5724	8,000	4,249		4,249	53%	Combine 5713, 5714, 5717, 5722, 5724
Dept. Employee Training Expense	19510-5731	8,000	469		469	6%	
Wellness grant	19510-5856	0	523		523		
Other Professional Services	19510-5858	28,500	8,313		8,313	29%	
Sub Total - Services & Supplies		130,300	59,708	417	60,125	46%	Underspend in various Operation budget lines
II. Other Charges							
Telephone Service Charges	19510-6712				0		ISD charges slit into 3 different codes 6713, 5215, 5132
Automation Services - ISD	19510-6713	45,000	24,826	2,000	26,826	60%	ISD charges slit into 3 different codes 6713, 5215, 5132
Annual Facilities Lease	19510-6716	99,000	81,821		81,821	83%	Inclusion of \$2.9K rent escalation for leasing office operating expenses
General Liability Insurance	19510-6725	13,500	11,047	1,104	12,151	90%	Liability Insurance increase
Official Bond Insurance	19510-6727	300	227		227	76%	
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	24,372	2,000	26,372	44%	
Card Key Services	19510-6751	1,000	776		776	78%	
A-87 Expense	19510-6821	95,585	71,689	7,965	79,654	83%	
Sub Total - Other Charges		316,335	215,638	13,069	228,707	72%	
Total Operating Budget		446,635	275,345	13,486	288,832	65%	
Program Shared Operating Budget		223,317	137,673	6,743	144,416	65%	Allocation rate 50%
Admin Shared Operating Budget		223,318	137,674	6,744	144,417	65%	Allocation rate 50%

Schedule 2 - SALARIES & BENEFITS Budget Monitoring Report as of April 30, 2024

Program Staff & Shared Admin Staff		900,878	701,874		701,874	78%	Underspend as staff on medical leave
Evaluation Staff		198,392	155,939		155,939	79%	
Admin Staff		604,617	474,117		474,117	78%	
Total Salaries and Benefits		\$ 1,703,887	\$ 1,331,930	\$ -	\$ 1,331,930	78%	Underspend as staff onmedical leave.

Color Coding

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