

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

DATE: Monday, February 24, 2025

TIME: 4:00 PM – 6:00 PM

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

Participate via Zoom for Public Members

<https://smcgov.zoom.us/j/92952928173>

Phone: +1 669 900 6833, Webinar ID: 929 5292 8173

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

This meeting of the First 5 San Mateo County Commission will be held at the address above in the San Mateo County Office of Education on the first floor at 101 Twin Dolphin Drive, Redwood City and by teleconference pursuant to California Assembly Bill 2449 and the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. **Members of the First 5 San Mateo County Commission are expected to attend the meeting in person.** For information on exceptions allowed by law please reach out to counsel for First 5, Jennifer Stalzer, at jstalzer@smcgov.org. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

AGENDA		
Call to Order and Preliminary Business		
1	Roll Call	4:00 PM
2	Public Comment	
3	Action to Set Agenda for February 24, 2025, 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 <ul style="list-style-type: none"> Welcome Commissioner Colleen Chawla, new San Mateo County Health Chief 	4:05 PM
5	Storytelling: First 5 Work/Impact: Commissioner Hanish Rathod	4:10 PM

Action Items		
6	Approval of First 5 San Mateo County Revised Budget FY 24-25 By Kitty Lopez, Executive Director, First 5 San Mateo County (See Attachment 6)	4:15 PM
7	Appointment of Commissioner Hanish Rathod and Commissioner Colleen Chawla to Early Childhood Evaluation Advisory Committee, and Public Member Randy Torrijos to Program, Operations, and Planning Committee for 2025 (See Attachment 7)	4:25 PM
8	Approval of an Amendment to Agreement with San Mateo County Office of Education Contract - First 5 San Benito IMPACT Legacy Hub Training and Technical Assistance to increase the total obligation by \$23,325.74 for a new total, not to exceed \$127,975.78 and to extend the term from August 1, 2023, through June 30, 2025. By Michelle Blakely, Deputy Director, First 5 San Mateo County (See Attachment 8)	4:30 PM
9	Approval of Amendment to San Mateo County Office of Education – Early Quality and Inclusion Partnership (EQ+IP) Agreement in the Amount of \$2,120,000, a no cost extension Contract Extension for three (3) months through September 30, 2025. By Kitty Lopez, Executive Director, First 5 San Mateo County (See Attachment 9)	4:35 PM
10	Approval of Amendment to AbilityPath - Integrated Systems For Children with Special Needs Agreement in the Amount of \$1,912,000, a no cost extension Contract Term Extension for three (3) months through September 30, 2025. By Kitty Lopez, Executive Director, First 5 San Mateo County (See Attachment 10)	4:40 PM
Discussion Items		
11	Presentation and Farewell to Commissioner Louise Rogers	4:45 PM
12	Presentation: Brown Act Training By Jennifer Stalzer, Deputy County Attorney, County of San Mateo	5:00 PM
Informational Items		
13	Report of the First 5 San Mateo County Staff Team By Kitty Lopez, Executive Director, First 5 San Mateo County (See Attachment 13)	5:20 PM
14	Committee Updates	5:35 PM
15	Adjournment	6:00 PM

Public Participation:

The February 24, 2025, First 5 San Mateo County Commission meeting may be accessed through Zoom link at the top of this agenda. The February 24, 2025, First 5 San Mateo County Commission meeting may also be accessed via telephone by dialing 1 669 900 6833. Enter the webinar ID: Webinar ID: 996 2226 6925, then press #. (Find your local number: <https://smcgov.zoom.us/j/99622266925>). Members of the public can also attend this meeting physically in the **San Mateo County Office of Education, 101 Twin Dolphin Drive, 1st Floor Conference Room, Redwood City, CA 94065**

*Written public comments may be emailed to ecruz@smcgov.org, and such written comments should indicate the specific agenda item on which you are commenting.

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

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

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Michelle Blakely, Deputy Director, as early as possible but no later than 10 a.m. on Friday, February 21, 2025, at ecruz@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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

During hybrid meetings of the First 5 San Mateo County Commission, members of the public may address the Members of the First 5 San Mateo County Commission as follows:

***Written Comments:**

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

1. Your written comment should be emailed to ecruz@smcgov.org
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on Friday, February 21, 2025, it will be provided to the Members of the First 5 San Mateo County Commission and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00p.m. on Friday, February 21, 2025, the First 5 San Mateo County Staff will make every effort to either (i) provide such emailed comments to the First 5 San Mateo County and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

Spoken Comments*In person Participation:**

1. If you wish to speak to the First 5 San Mateo County Commission, please fill out a speaker's slip located at the front entrance table. If you have anything that you wish distributed to the First 5 San Mateo County Commission and included in the official record, please hand it to the First 5 San Mateo County who will distribute the information to the First 5 San Mateo County Commission members and staff.

Via Teleconference (Zoom):

1. The February 24, 2025 First 5 San Mateo County Commission meeting may be accessed through Zoom online at the links and telephone numbers listed above.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the First 5 San Mateo County Commission Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

***Additional Information:**

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

Public records that relate to any item on the open session agenda for a regular First 5 San Mateo County Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the First 5 San Mateo County Commission.

First 5 San Mateo County Commission Meeting

CONSENT AGENDA

February 24, 2025

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

- 3.1 Approval of the January 27, 2025 Commission Meeting Minutes
(See Attachment 3.1)

First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
JANUARY 27, 2025
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, Hanish Rathod, Nkia Richardson, Jackie Speier, Louise Rogers
Youth Commission: Adele Ryono, Rikhav Shah

Absent: Nancy Magee, Naveen Mahmood

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

County Counsel: Jennifer Stalzer

A quorum was present. Commission Chair Richardson called the meeting to order at 4:02 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.

Commissioner Richardson welcomed two new Commissioners, Commissioner Hanish Rathod and Commissioner Jackie Speier to the Commission.

2. Public Comments: None

3. Action to Set Agenda for January 27, 2025, Meeting and Approve Consent Agenda Items:

Kitty Lopez, F5SMC’s Executive Director, requested an amendment to the agenda to remove the Agenda Item #10, Brown Act Training Presentation by Jennifer Stalzer, due to illness. Chair Richardson asked the Commission to approve the revised agenda.

MOTION: CUNNINGHAM / SECOND: BORAGNO
AYES: BORAGNO, CUNNINGHAM, ESPINOZA, RATHOD, RICHARDSON, SPEIER, ROGERS
AYES - YC: RYONO
NOES: NONE
ABSTAIN: NONE

Motion approved.
Public Comments: None

4. **Commission Announcements:** None

5. **Storytelling: First 5 Work/Impact: Supervisor / First 5 SMC Commissioner Jackie Speier**

Jackie Speier spoke about her reasons for joining the Commission, her background as Congresswoman, leaving Congress in 2022, starting the Jackie Speier Foundation, and choosing to work at the local level in San Mateo County. Her motivation for working with San Mateo County was due to the fact that there are 30,000 children a year who live in poverty despite San Mateo being one of the richest counties in California and in the US. She believes in the potential of F5SMC to make a positive impact for the children of San Mateo County.

6. **Approval of a Second Amendment to Agreement with VIVA Social Impact Partners for the Strategic Planning Implementation Process for the Strategic Plan 2025-2030 to increase the total amount of the agreement by \$25,828.40 for a new total obligation not to exceed \$126,000.00 and for an extended term from May 1, 2024, through April 30, 2025.**

Kitty Lopez, F5SMC Executive Director, shared info on this agenda item and highlighted that the following:

- the role of VIVA Social Impact Partners in the strategic planning process
- VIVA will assist F5SMC in doing an executive summary for the Strategic Plan
- VIVA will assist with preparing procurement processes for new contracts.

MOTION: ROGERS / SECOND: ESPINOZA

AYES: BORAGNO, CUNNINGHAM, ESPINOZA, RATHOD RICHARDSON, SPEIER, ROGERS

AYES - YC: RYONO

NOES: NONE

ABSTAIN: NONE

Motion approved.

Public Comments: None

7. **A. Review the Strategic Plan Implementation Plan (SPIP) FYs 2025-2028 totaling \$7,800,000.**

Kitty Lopez gave background on the development of the SPIP from Commission meetings, focus groups, and surveys. She spoke about how the community views F5SMC as a weaver (building bridges and connecting dots), and as a change agent, and the role of F5SMC in balancing programs investments with systems improvements to make San Mateo County a better place for children.

She went over the SPIP and highlighted the following:

1. Purpose of SPIP in directing the activities and investments for four domain areas as part of Prop 10 statute, and requirement to implement things that focus on these core areas for young children
 - quality care and education
 - healthy children
 - resilient families
 - policy advocacy and communication

2. Five strategies
 - capacity and network building
 - system navigation and care coordination
 - family connectivity and leadership
 - weaving transformational change
 - policy advocacy and community education

Highlighted the fact that F5SMC faces a 30% reduction in funding compared to the last funding cycle, due to declining Tobacco Tax Revenue.

She mentioned the next steps of finalizing the SPIP, preparing procurement documents, getting competitive bids, and executing new agreements.

She requested approval to be able to utilize the \$650,000 in unspent funds towards other emerging issues, especially considering the new federal administration.

Kitty Lopez introduced Michelle Blakely, F5SMC's Deputy Director, for the next part of the presentation to give a walkthrough of the SPIP.

Michelle Blakely went over the following:

- Resource allocation considerations
- Considering the needs of babies, mothers, special needs children, social and emotional health of children and families
- Working from a framework of social determinants of health
- Focusing on the 4 domain areas, quality care and education, healthy children, resilient families, and systems change
- The need to leverage \$7,800 and Reallocation of \$650,000 in unspent funds from 2023-2025.

B. Approve and authorize staff to develop and release funding mechanisms for the Strategic Plan Implementation Plan per the Focus/Domain Areas, and Strategies of the new Strategic Plan for FY 2025-2028

MOTION: BORAGNO / SECOND: ESPINOZA
AYES: BORAGNO, CUNNINGHAM, ESPINOZA, RATHOD RICHARDSON, SPEIER, ROGERS
AYES - YC: RYONO
NOES: NONE
ABSTAIN: NONE

C. Approve the reallocation of FY 23-25 unspent Strategic Plan Implementation Plan funds, in the amount of \$650,000, to augment the Strategic Plan Implementation Plan (2025- 2030)

MOTION: SPEIER / SECOND: ROGERS
 AYES: BORAGNO, CUNNINGHAM, ESPINOZA, RATHOD RICHARDSON, SPEIER, ROGERS
 AYES - YC: RYONO
 NOES: NONE
 ABSTAIN: NONE

The Power Point Presentation can be found on the F5SMC's website, [January 27, 2025 Commission Meeting Presentations](#)

8. Presentation: Learning Goals for First 5 San Mateo County Partner Network Mapping

Jenifer Clark, Research and Evaluation Specialist of F5SMC, introduced Sally Lee, Project and Development Coordinator of EVALCORP for their data collection effort and partner mapping (systems building and systems integration. Sally Lee presented Learning Goals for F5SMC Partner Network Mapping Initiative.

Review of Framing, Purpose, and Learning Objectives

- Methodology would include a survey of all F5SMC partners.
- Reporting and Communications Planning
- Reflection questions for Committee about what they want to learn about your partnerships to inform F5SMC's future systems building work.

Commission shared what they want to learn from the partnerships such as potential duplication of efforts among partners and the adequacy of services in North County, which historically receives fewer resources. There was also an interest in evaluating the quality of partnerships, identifying service gaps, and understanding if newer partners (e.g., pediatric care managers) are effectively integrated. The goal is to better understand the service landscape to guide future decisions, improve efficiency, and ensure children receive needed services.

Public Comments:

- Lizeth Hernandez, Education Director, Puente de la Costa Sur, commented that the survey be sent to the core agencies in San Mateo County to better understand the services they provide, as each region is assigned to one of these agencies. This would help case managers at hospitals inform families about the services available based on their location and identify the nearest agency if needed. This information could enhance the survey's effectiveness.
- David Fleishman, 4Cs Executive Director, commented about the potential insights and appreciated the discussion. Fleishman suggested looking at how new players and recent changes might create alignment opportunities among partners, even across different sectors. First 5 could help build new connections. In addition to identifying redundancies, he highlighted the opportunity to enhance impact through collaboration.

The Power Point Presentation can be found on the F5SMC's website, [January 27, 2025 Commission Meeting Presentations](#)

9. Presentation: San Mateo County Home Visiting System Coordination Update

Michelle Blakely introduced Tamara Hamai, President of Hamai Consulting. Hamai highlighted the following points about SMC Home Visiting System Coordination:

- Supports young children and families with culturally and linguistically relevant services
- Environment Scan and Strategic Planning
- How strategies are being implemented
- Priority areas and goals for home visiting
- Data on how many families and parents were served:
 - SMC Home Visiting programs are currently serving 1385 families (approximately 1,400 weekly home visits)
- Funding sources (Head Start, First 5, Measure K, and others) - \$10,800,000 in funding
- Data systems used (Avatar, Child Plus, Kindercare, etc)
- Referral sources (schools/districts, pediatricians/clinics)
- Home visitors' benefits
- Degree of how parent and visitor languages match up
- Degree of how parent and visitor race and ethnicity match up

Commission asked questions and made comments.

The Power Point Presentation can be found on the F5SMC's website, [January 27, 2025 Commission Meeting Presentations](#)

10. Presentation: Brown Act Training

By Jennifer Stalzer, Deputy County Attorney, County of San Mateo

This item was removed from the agenda.

11. Report of the First 5 San Mateo County Staff Team

Kitty Lopez reviewed Attachment 11 Staff Team Report which is included in the Commission Packet. Lopez highlighted the following:

- Baby Bonus Program
- Child Abuse Prevention Meeting

Public Comments: None

Meeting Adjourned at 5:44 pm

DATE: February 24, 2025
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County’s FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2024-25 Revised Budget

ACTION REQUESTED

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

Finance and Administration Committee reviewed and endorsed the approval of First 5 San Mateo County’s FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to fund FY 2024-25 Revised Budget at its Finance and Administration Committee meeting on Monday February 3, 2025.

1. SUMMARY OF FY 2024-25 REVISED BUDGET

Please read this Budget Memo in conjunction with FY 2024-25 Revised Budget presented in **Attachments 6A, 6B, and 6C** (Schedule 1 and Schedule 2).

F5SMC’s FY 2023-25 Revised Budget with the summary of budget changes as follows:

	FY 2024-25 Adopted Budget	FY 2024-25 Revised Budget	Increase / (Decrease) \$	Increase / (Decrease) %	Notes for FY 24-25 Revised Budget
Beginning Fund Balance (Beginning Reserves*)	11,522,713	13,509,181	1,986,468	17%	Higher adjusted Beginning Fund Balance per audit report 6.30.2024
Total Revenues	6,219,059	7,263,697	1,044,638	17%	Higher Interest and Tobacco Tax Revenues, and inclusion of Baby Bonus Program Other Grant Revenue.
Total Available Fund (Total Sources*)	17,741,771	20,772,878	3,031,107	17%	Same as above.
Total Appropriations (Net Appropriations*)	8,199,822	8,802,966	603,144	7%	Increase in Other Grants – Baby Bonus Program Appropriations
Ending Fund Balance (Ending Reserves*)	9,541,950	11,969,912	2,427,962	25%	Higher Interest and Tobacco Tax Revenues, and

					inclusion of Baby Bonus Program Other Grant Revenue.
Total Requirements*(Net Appropriations*+Ending Reserves*)	17,741,771	20,772,878	3,031,107	17%	Same as above
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(1,980,763)	(1,539,269)	441,494	-22%	Continue draw down some of 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 Revised Budget changes result in a net Total Budget Deficit of \$1,539,269; this represents a lower Budget Deficit by \$441,494 than the Budget Deficit that the Commission approved in the FY 2024-25 Adopted Budget of \$1,980,763, May 20, 2024. Major contributions to the lower Budget Deficit amount are associated with higher Beginning Fund Balance as the outcome of the audit report for the year ending 6.30.2024, higher Tobacco Tax Revenue than initial projections, and new Other Grant award executions. Therefore, we will draw and encumber a total of \$1,539,269 from the Ending Reserves* to fund the Community Investments.

The net change of Ending Fund Balance (Ending Reserves*) will be increased by \$2,427,962 as a result of the budget adjustments in Total Revenues and Total Appropriations in the FY 2024-25 Revised Budget.

The Administrative Cost Rate is projected 9%, 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 REVISED BUDGET ASSUMPTIONS

Major themes of the F5SMC’s FY 2024-25 Revised Budget are to (1) adjust Beginning Fund Balance, outcome of the audit report 6.30.2024; and to (2) increase Other Grant Revenue – Baby Bonus Program and Other Grant Appropriations – Baby Bonus Program as the Baby Bonus Pilot Program launch is planned for March.

- Projected Interest earning rate is 3.0% on the Beginning Fund Balance of FY 2024-25 Revised Budget.
- Use Tobacco Tax Revenue projections with Flavor Ban released by First 5 CA on September 24, 2024 which reflect a higher Tobacco Tax Revenue allocations in FY 2024-25 to F5SMC than initially projected; said allocations are based on County of San Mateo’s actual birth rate.
- Execute Strategic Plan Implementation Plan (SPIP) FY 2023-25 in the second year of 2-year funding cycle; we expect to continue contracting the allocated Program Appropriations in FY 2024-25 Revised Budget, equal to \$3.780 M x 2 years, as part of the Commission approved Long-Term Financial Plan (LTFFP)

Attachment 6

- 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 launch the Baby Bonus Pilot Program in March, adding to total Other Grants execution of \$2.582 M.
- 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 is comprised 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 some dollars in 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 was 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

Approval of First 5 San Mateo County’s FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) in the amount of \$1,539,269 to Fund FY 2024-25 Revised Budget.

FY 2024-25 REVISED BUDGET NARRATIVES are presented in Attachments 6A, 6B, and 6C (Schedule 1 and Schedule 2).

A. BEGINNING FUND BALANCE (Beginning Reserves*)

- Beginning Fund Balance (Beginning Reserves*) is adjusted to \$13,509,181 that produces a net increase of \$1,986,468 or 17% higher as the outcome of the audit report for the year ending 6.30.2024, page 40.

B. TOTAL REVENUES

Total Revenues produce a net increase of \$1,044,638 or 17% increase.

- \$174,821 Interest Revenue increase or 76% increase due to higher interest earning rate and higher Beginning Fund Balance.
- \$219,817 Tobacco Tax Revenue increase or 5% increase per the recent Tobacco Tax Revenue projections on September 24, 2024 than initial projections.
- \$650,000 Other Grant Revenues – Baby Bonus Program increases or 367% increase as the agency plans to launch the Baby Bonus Pilot Program March 2025.

C. TOTAL AVAILABLE FUND (Total Sources*)

Total Available Funds (Total Sources*) produce a net increase of \$3,031,107 or 17% increase

Major contributions to 17% net increase in Total Available Fund are attributable to higher Interest Revenue, higher Tobacco Tax Revenue allocations than initial projections, and the increase of Other Grant Revenues – Baby Bonus Program.

D. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net increase of \$611,572 or 8% increase.

Major contributions to 8% net increase in Total Program Appropriations are associated with the Baby Bonus Program executions.

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.

D2. Strategic Plan Investment - SPIP FY 2020-23 Carry-Over: No changes

E1. Other Grant Appropriations: No changes

E2. Other Grant Appropriations - Baby Bonus Program:

Other Grant Appropriations – Baby Bonus Program produce a net increase of \$620,000 or 350% increase.

- \$500,000 increase in Baby Bonus Program execution from Health Plan of San Mateo funding.
- \$40,000 increase in Baby Bonus Program execution from County CEO - Measure K funding.
- \$40,000 increase in Baby Bonus Program execution from Silicon Valley Community Foundation – Chan Zuckerberg Initiative (CZI) funding.
- \$40,000 increase in Baby Bonus Program execution from Sobrato Family Foundation funding.

F. Program Operations: net decrease of \$8,428 or 1% decrease

The decreases in Program Operations are associated with net decreases in Other Services Charges.

G. **ADMINISTRATIVE APPROPRIATIONS:**

Administrative Operations: net decrease of \$8,428 or 1% decrease

The decreases in Administrative Operations are associated with net decreases in Other Service Charges.

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

FY 2024-25 Revised Operating Budget decreases \$16,856 or 4% decrease due to net decreases in Other Service Charges.

I. **SALARIES AND BENEFITS** (Schedule 2): No changes

J. **TOTAL APPROPRIATIONS**

Total Appropriations (Net Appropriations*) produce a net increase of \$603,144 or 7% increase

Major contributions to 7% net increase in Total Appropriations are associated with the Baby Bonus Program Other Grant executions.

K. **ENDING FUND BALANCE**

Ending Fund Balance (Ending Reserves*) produce a net increase of \$2,427,962 or 25% increase.

Major contributions to 25% net increase in Ending Fund Balance are associated with higher adjusted Beginning Fund Balance as the result of audit report 6.30.2024, higher Tobacco Tax Revenue allocations than initial projection, and higher Other Grant – Baby Bonus program executions as agency plans to launch March 2025.

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.

Attachment 6

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 REVISED BUDGET SUMMARY

	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (\$)	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	11,522,713	13,509,181	1,986,468	17%
A. Interest Revenue	230,454	405,275	174,821	76%
B. Tobacco Tax Revenue	4,056,141	4,275,958	219,817	5%
Tobacco Tax Revenue Fiscal Year Allocations	4,056,141	4,275,958	219,817	5%
C1. Other Grant Revenues	1,755,261	1,755,261	0	0%
C2. Other Grant Revenues - Baby Bonus Program	177,203	827,203	650,000	367%
TOTAL REVENUES	6,219,059	7,263,697	1,044,638	17%
TOTAL AVAILABLE FUND (Total Sources*)	17,741,771	20,772,878	3,031,107	17%
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	533,319	533,319	0	0%
Community Investments - Healthy Children	159,881	159,881	0	0%
Evaluation	80,000	80,000	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	293,438	293,438	0	0%
E1. Other Grant Appropriations	1,538,442	1,538,442	0	0%
E2. Other Grant Appropriations - Baby Bonus Program	177,203	797,203	620,000	350%
F. Program Operations	1,332,947	1,324,519	-8,428	-1%
Program Shared Operating Budget	228,916	220,488	-8,428	-4%
Program Staff S&B & Shared Admin Staff Time	901,634	901,634	0	0%
Evaluation Staff S&B	202,397	202,397	0	0%
Total Program Appropriations (D1+D2+E1+E2+F)	7,361,911	7,973,483	611,572	8%
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	228,916	220,488	-8,428	-4%
H. Admin Staff S&B	608,995	608,995	0	0%
Total Admin Appropriations (G+H)	837,911	829,483	-8,428	-1%
TOTAL APPROPRIATIONS (Net Appropriations*)	8,199,822	8,802,966	603,144	7%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	-1,980,763	-1,539,269	441,494	-22%
ENDING FUND BALANCE	9,541,950	11,969,912	2,427,962	25%
Total S&B	1,713,026	1,713,026	0	0%

FIRST 5 SAN MATEO COUNTY

FY 2024-25 REVISED BUDGET DETAILS

	ORG/ACCT#	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (\$)	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (%)	Notes to FY2024-25 Revised Budget
BEGINNING FUND BALANCE (Beginning Reserves*)		11,522,713	13,509,181	1,986,468	17%	Ending Fund Balance of the F5SMC's Audit report for the year ended 6.30.2024, page 40
A. Interest Revenue	19510-1521	230,454	405,275	174,821	76%	3.00% Interest earning rate
B. Tobacco Tax Revenue		4,056,141	4,275,958	219,817	5%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	4,056,141	4,275,958	219,817	5%	Tobacco Tax Revenue Projections update 9.24.2024
C1. Other Grant Revenues		1,755,261	1,755,261	0	0	
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643	360,672	360,672	0	0%	Tobacco Tax dollars
F5 San Benito Regional Home Visiting Grant FY23-25	19510-2643	92,000	92,000	0	0%	Tobacco Tax dollars
F5 San Benito IMPACT HUB TA FY23-25	19510-2643	56,489	56,489	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 CY2024	19510-2643			0		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	500,000	500,000	0	0%	Two-year grant award
C2. Other Grant Revenues - Baby Bonus Program		177,203	827,203	650,000	367%	
SMC Health, Family Health Services - Baby Bonus Program	19510-2647	177,203	177,203	0	0%	WOC Community Health Planner
Health Plan of San Mateo - Baby Bonus Program	19510-2647		500,000	500,000		
County CEO - Measure K - Baby Bonus Program	19510-2647		50,000	50,000		
Silicon Valley Community F. - CZI - Baby Bonus Program	19510-2647		50,000	50,000		
Sobrato Family Foundation - Baby Bonus Program	19510-2647		50,000	50,000		
TOTAL REVENUES		6,219,059	7,263,697	1,044,638	17%	
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		17,741,771	20,772,878	3,031,107	17%	

	ORG/ACCT#	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (\$)	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (%)	Notes to FY2024-25 Revised Budget
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000	3,780,000	0	0%	
Resilient Family	19540-6125	1,060,000	1,060,000	0	0%	
Healthy Children	19540-6156	1,060,000	1,060,000	0	0%	
Quality Care and Education	19540-6263	1,060,000	1,060,000	0	0%	
Grant Management and Other Evaluation Projects	19540-6265	113,000	113,000	0	0%	
Policy Advocacy, Communications & Systems Change	19540-6814	380,000	380,000	0	0%	
Emerging Projects	19540-6814	107,000	107,000	0	0%	
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		533,319	533,319	0	0%	Implementation of SPIP FY20-23 Underspending Fund Carry Over in coordination with SPIP FY23-
Healthy Children	19540-6156	159,881	159,881	0	0%	
Grant Management and Other Evaluation Projects	19540-6265	80,000	80,000	0	0%	
Policy Advocacy, Communications & Systems Change	19540-6814	70,000	70,000	0	0%	
Emerging Projects	19540-6814	223,438	223,438	0	0%	
E1. Other Grant Appropriations		1,538,442	1,538,442	0	0%	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 Regional Home Visiting Grant FY23-25	19540-6126	54,000	54,000	0	0%	
F5 San Benito IMPACT HUB TA FY23-25	19540-6126	53,520	53,520	0	0%	
County of San Mateo BHRS - Mental Health Services MHS #3 FY23-25	19540-6131	106,250	106,250	0	0%	
Peninsula Healthcare District - Help Me Grow SMC CY2024	19540-6131	50,000	50,000	0	0%	
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	134,000	134,000	0	0%	
Children and Youth Behavior Health Initiatives - Round 2	19540-6131	450,000	450,000	0	0%	
E2. Other Grant Appropriations - Baby Bonus Program		177,203	797,203	620,000	350%	
SMC Health, Family Health Services Baby Bonus Dividend Program	Salaries & Benefits	177,203	177,203	0	0%	Community Health Planner - WOC position
Health Plan of San Mateo - Baby Bonus Program	19540-6135		500,000	500,000		
County CEO - Measure K - Baby Bonus Program	19540-6135		40,000	40,000		
Silicon Valley Community F. - CZI - Baby Bonus Program	19540-6135		40,000	40,000		
Sobrato Family Foundation - Baby Bonus Program	19540-6135		40,000	40,000		

	ORG/ACCT#	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (\$)	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (%)	Notes to FY2024-25 Revised Budget
F. Program Operations		1,332,947	1,324,519	(8,428)	-1%	
Program Shared Operating Budget		228,916	220,488	(8,428)	-4%	
Program Staff S&B & Shared Admin Staff Time		901,634	901,634	0	0%	Excluding WOC - Community Health Planner position for the Baby Bonus Program
Evaluation Staff S&B		202,397	202,397	0	0%	
Total Program Appropriations (D1+D2+E1+E2+F)		7,361,911	7,973,483	611,572	8%	
ADMIN APPROPRIATIONS						
G. Admin Shared Operating Budget		228,916	220,488	(8,428)	-4%	
H. Admin Staff S&B		608,995	608,995	0	0%	
Total Administrative Appropriations		837,911	829,483	-8,428	-1%	
Administrative Cost Rate %		10%	9%			
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		8,199,822	8,802,966	603,144	7%	
ENDING FUND BALANCE (ENDING RESERVES*)		9,541,950	11,969,912	2,427,962	25%	

Color Coding

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

Schedule 1- FY 2024-25 REVISED OPERATING BUDGET

	ORG / ACCT#	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (\$)	FY24-25 Revised Budget (+/-) vs. FY24-25 Adopted Budget (%)	Notes to FY2024-25 Revised Budget
I. Services and Supplies						
Outside Printing & Copy Svc	19510-5191	1,000	2,000	1,000	100%	New strategic plan brochure printing
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	6,673	6,673	0	0%	
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	5,000	5,000	0	0%	
Other Business Travel Expense	19510-5724	8,000	8,000	0	0%	
Dept. Employee Training Expense	19510-5731	5,327	5,327	0	0%	
Wellness grant	19510-5856	0	0	0		
Other Professional Services	19510-5858	28,500	27,500	(1,000)	-4%	
Sub Total - Services & Supplies		130,300	130,300	-	-	shared cost; 50% cost allocated to Program
II. Other Charges						
Telephone Service Charges	19510-6712					
Automation Services - ISD	19510-6713	41,271	46,854	5,583	14%	Higher IT services charges
Annual Facilities Lease	19510-6716	109,000	109,000	0	0%	
General Liability Insurance	19510-6725	19,090	19,090	0	0%	
Official Bond Insurance	19510-6727	319	319	0	0%	
Human Resources Services	19510-6733	323	323	0	0%	
Countywide Security Services	19510-6738	692	692	0	0%	
All Other Service Charges	19510-6739	60,210	60,210	0	0%	
Card Key Services	19510-6751	1,042	1,042	0	0%	
A-87 Expense	19510-6821	95,585	73,146	(22,439)	-23%	County reduces A87 allocation
Sub Total - Other Charges		327,532	310,676	(16,856)	-5%	shared cost; 50% cost allocated to Program
Total Operating Budget		457,832	440,976	(16,856)	-4%	shared cost; 50% cost allocated to Program
Program Shared Operating Budget		228,916	220,488	(8,428)	-4%	shared cost; 50% cost allocated to Program
Admin Shared Operating Budget		228,916	220,488	(8,428)	-4%	shared cost; 50% cost allocated to Admin

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

Program Staff & Shared Admin Staff		901,634	901,634	0	0%	include 27% shared Admin cost
Evaluation Staff		202,397	202,397	0	0%	
Admin Staff		608,995	608,995	0	0%	
F5SMC Salaries and Benefits		\$ 1,713,026	\$ 1,713,026	0	0%	
Baby Bonus Dividend Program - WOC		\$ 177,203	\$ 177,203	0	0%	Other Grant Expenditures - Baby Bonus Program

Date: February 24, 2024

To: First 5 San Mateo County Commissioners

From: Kitty Lopez, Executive Director

Re: Appointment of Commissioner Hanish Rathod and Commissioner Colleen Chawla to Early Childhood Evaluation Advisory Committee, and Public Member Randy Torrijos to Program, Operations, and Planning Committee for 2025

ACTION REQUESTED

Appointment of Commissioner Hanish Rathod and Commissioner Colleen Chawla to Early Childhood Advisory Committee, and Public Member, Randy Torrijos (representing Commissioner Jackie Speier) to Program, Operations, and Planning Committee for 2025.

BACKGROUND

The Committees provide technical assistance and professional expertise by reviewing materials and making recommendations for consideration by the full Commission. Members are appointed by a majority vote of the Commission and consist of a minimum of two Commissioners and a maximum of four, which is less than a quorum of the members of the Commission (In compliance with The Brown Act: California's Open Meeting Law). Each Committee elects the Committee Chair and appoints public members as appropriate.

After initial discussions with the new Commissioners regarding current Subcommittee openings we are recommending that Hanish Rathod be appointed to the Early Childhood Evaluation Advisory Committee, as well as Colleen Chawla who replaced Louise Rogers as Chief of San Mateo Health, respectively; this Subcommittee currently has two open seats:

First 5 San Mateo County Subcommittees

Committee	Committee Description	Members for 2025
Finance and Administration	Reviews the Commission's financial operations including but not limited to the: annual budget, annual audit, long term financial planning, and investment strategies.	Claire Cunningham Sylvia Espinoza Carla Boragno
Program, Operations and Planning <i>(also referred to as POP)</i>	Reviews program specific content areas and helps facilitate the successful implementation of the Commission's Strategic Plan.	Nancy Magee Nkia Richardson *Harvey Kaplan *Liz Scully *Randy Torrijos
Early Childhood Evaluation Advisory	Reviews the implementation of First 5 San Mateo County's outcome-based evaluation framework and helps the Commission use evaluation results to inform strategic decision making.	Hanish Rathod Colleen Chawla Naveen Mahmood *Carol Elliott *Heather Cleary

* *Public Member*

RECOMMENDATION

Appointment of Commissioner Hanish Rathod and Commissioner Colleen Chawla to Early Childhood Advisory Committee, and Public Member, Randy Torrijos (representing Commissioner Jackie Speier) to Program, Operations, and Planning Committee for 2025

DATE: February 24, 2025
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of an Amendment to Agreement with San Mateo County Office of Education Contract-First 5 San Benito IMPACT Legacy Hub Training and Technical Assistance to increase the total obligation by \$23,325.74 for a new total, not to exceed \$127,975.78 for the term August 1, 2023, through June 30, 2025.

ACTION REQUESTED

Approval of an Amendment to Agreement with San Mateo County Office of Education Contract- First 5 San Benito IMPACT Legacy Hub Training and Technical Assistance to increase the total obligation by \$23,325.74 for a new not to exceed of \$127,975.78 for the term from August 1, 2023, through June 30, 2025.

BACKGROUND

- The funding for this Agreement and increased amount comes from a grant awarded to F5SMC from First 5 California and F5 San Benito Region 4 IMPACT Hub Lead. F5 San Benito acts as both the regional fiscal lead and coordinating lead agency. The grant is awarded to F5SMC and provides funding for training, technical assistance and administration which supplements the early learning quality improvement strategies approved in our strategic plan FY 2020-2025 for Quality Care and Education.
- Locally, IMPACT Hub is implemented through SMCOE- The Quality Counts SMC program (QCSMC) and is guided by a consortium, for fiscal oversight, training, infrastructure standards, data reporting activities and policy work at the regional and state level. F5SMC serves as back bone support lead and SMCOE is lead implementer.
- IMPACT Regional Hubs supports include coaching, training & technical assistance for learning educators, trainers, and communities. The hub centers foundational learning in equity practices, multi-language learners, family engagement, special needs, and safe, stable, nurturing relationships; Provides incentives for professional development; and supports, evaluation, data reporting and data-base management.

AMENDED CONTRACT DELIVERABLE AND BUDGET

Young boys of color (especially black boys) across the nation are excluded from early childhood education classrooms at significantly higher rates than their White peers (Gillam 2005). In response, the SMCOE in collaboration with 4 Bay Area counties is providing a regionally designed and implemented equity focused community of practice (COP) for early educators, administrative teams, trainers, coaches, and families. The community or practice, The Young Boys of Color Community of Practice (YBCOP): Creating Equitable Learning Environments for Young Boys Color- will provide strategies to address disproportionate outcomes. The YBOC runs February 2025 through May 2025. (See Attachment 8.1) For SMC specifically, the training supports 40 participants, 3 subject matter trainers/experts and 12 coaches for 1:1 follow-up connection with COP participants.

The table below reflects the two-year funding for Amendment to Agreement with San Mateo County Office of Education Contract - First 5 San Benito IMPACT Legacy Hub Training and Technical Assistance. Please see Exhibit A (**Attachment #8.2**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #8.3**).

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount*	County-wide Supports
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Attachment 8

San Mateo County Office of Education-IMPACT Legacy Hub Initiative	\$53,788	\$77, 113.74*	<ul style="list-style-type: none">• Database Management• Quality Improvement Incentives Regional Hub activities• Young Boys of Color- Book Study, Training & Community of Practice
Two-Year/Contract Total	\$127,975.78		

* Year 2 Budget Amount corresponds with the attached FY 24/25 Budget, (**Attachment #8.3**).

CONSIDERATIONS

- F5 San Benito Legacy Hub FY 23-25 total funding for local implementation with the amendment increase of **\$23, 325.74 (year 2)** is \$133,376.78. F5SMC's is retaining @4-5% indirect cost for hub support (\$5,401). The remaining **\$127,975.78** is the grant amount for SMCOE.

FISCAL IMPACT

The funding amount for San Mateo County Office of Education – F5 San Benito IMPACT Legacy Hub Initiative is \$ \$127,975.78. The grant allocation is in accordance with and reflected funding allocations of the Strategic Plan Implementation Plan (SPIP FY 2020-2025) and the Long-Term Financial Plan (LTFP).

COMMUNITY OF PRACTICE

BOOK STUDY

DID YOU KNOW?

Young Boys of Color are excluded from early childhood education classrooms at significantly higher rates than their White peers.

(Gilliam 2005)

COLLABORATIVE INTENTIONS

- Foundational skills to establish strong, positive, responsive relationships
- Knowledge about systemic racism and structural barriers that create implicit biases and seek to disrupt the systems Impacts of frequent experiences with bias and racism on brain development
- Strategies for mindful reflection and use of love as core element of a strength-based, responsive early education
- Instructional and culturally responsive practices that communicate, love, respect and genuine care

Creating Equitable Early Learning Environments

**for
Young
Boys
of
Color**



Disrupting Disproportionate Outcomes

Dates & Times for all the Sessions

In Person Sessions 9-3pm:

Saturday, January 25, 2025

Saturday, May 3, 2025

Location: Santa Clara County Office of Education

Breakfast and light lunch included

Virtual Sessions 6-8pm on Zoom:

Wednesday, February 5, 2025

Wednesday, February 26, 2025

Wednesday, March 19, 2025

Wednesday, April 2, 2025

This book study is FREE. Spaces are limited. Materials will be provided.

The book study is designed for Coaches, Trainers, Leaders, and Administrative teams supporting young boys of color, their families and the broader community.

Pre-Register by January 11, 2025:

<https://forms.gle/UK1YH9U1PNfQWbL27>



Questions contact cpin@sccoe.org



Santa Clara County
Office of Education



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

COMMUNITY OF PRACTICE

BOOK STUDY

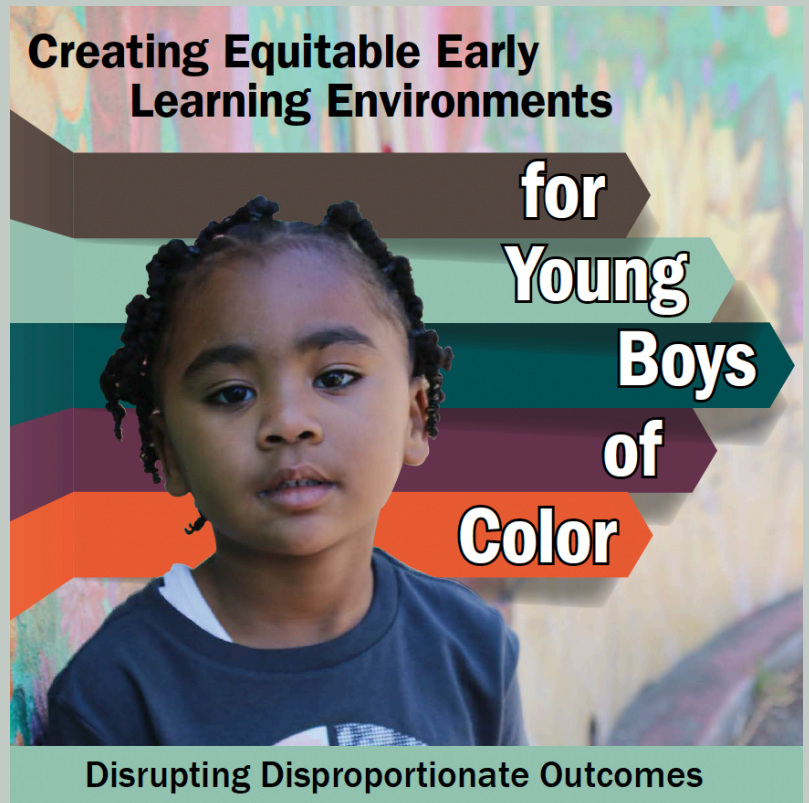
DID YOU KNOW?

Young Boys of Color are excluded from early childhood education classrooms at significantly higher rates than their White peers.

(Gilliam 2005)

COLLABORATIVE INTENTIONS

- Foundational skills to establish strong, positive, responsive relationships
- Knowledge about systemic racism and structural barriers that create implicit biases and seek to disrupt the systems Impacts of frequent experiences with bias and racism on brain development
- Strategies for mindful reflection and use of love as core element of a strength-based, responsive early education
- Instructional and culturally responsive practices that communicate, love, respect and genuine care



Dates & Times for all the Sessions

In Person Sessions 9-3pm:

Saturday, February 22, 2025

Saturday, May 31, 2025

Location: San Mateo County Office of Education
Breakfast and light lunch included

Virtual Sessions 6-8pm on Zoom:

Tuesday, March 18, 2025

Tuesday, April 1, 2025

Tuesday, April 29, 2025

Tuesday, May 13, 2025

This book study is FREE. Spaces are limited. Materials will be provided. **The book study is designed for Coaches, Trainers, Leaders, and Administrative teams** supporting young boys of color, their families and the broader community.

Pre-Register by February 8, 2025:

<https://forms.gle/hNWGi2TpnBKHyaGQ6>



Questions contact cpin@sccoe.org



COMMUNITY OF PRACTICE

BOOK STUDY

DID YOU KNOW?

Young Boys of Color are excluded from early childhood education classrooms at significantly higher rates than their White peers.

(Gilliam 2005)

Creating Equitable Early Learning Environments

**for
Young
Boys
of
Color**



Disrupting Disproportionate Outcomes

COLLABORATIVE INTENTIONS

- Foundational skills to establish strong, positive, responsive relationships
- Knowledge about systemic racism and structural barriers that create implicit biases and seek to disrupt the systems Impacts of frequent experiences with bias and racism on brain development
- Strategies for mindful reflection and use of love as core element of a strength-based, responsive early education
- Instructional and culturally responsive practices that communicate, love, respect and genuine care

Dates & Times for all the Sessions

In Person Sessions 9-3pm:

Saturday, April 5, 2025

Saturday, June 14, 2025

Location: Alameda County Office of Education

Breakfast and light lunch included

Virtual Sessions 6-8pm on Zoom:

Thursday, April 17, 2025

Thursday, May 1, 2025

Thursday, May 29, 2025

Thursday, June 12, 2025

This book study is FREE. Spaces are limited. Materials will be provided.

The book study is designed for Coaches, Trainers, Leaders, and Administrative teams supporting young boys of color, their families and the broader community.



Pre-Register by March 22, 2025

<https://forms.gle/9Fyqj2e2Y1g7EFZ89>

Questions contact cpin@sccoe.org



**AGREEMENT AMENDMENT BETWEEN FIRST 5 SAN
MATEO COUNTY AND
San Mateo County Office of Education
(First 5 San Benito IMPACT Legacy Hub)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and San Mateo County Office of Education effective as of August 1, 2023, the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement. Under this Agreement the Grantee provides First 5 San Benito IMPACT Legacy Hub Training and Technical Assistance, data base management and quality improvement support and other regional and local quality improvement strategies.

Project Services

- 1. Vertical Change database management (i.e. Quality Counts)**
- 2. Quality improvements stipends and incentives for participating programs.**
- 3. Regional Hub activities**
- 4. Young Boys of Color book read study group and training (new activity 2025).**
- 5. F5SMC Standard Activities**
 - a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
 - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.
 - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual means.
 - d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
 - e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)
- 6. F5SMC Standard Communications**
 - a. Distribute F5SMC materials to project clients and at community events.
 - b. Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in your agency's annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
 - c. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
 - d. Participate as able in relevant social media advocacy and resource sharing.
- 7. F5SMC Standard Evaluation**
 - a. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony

from your agency's data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g., CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.

- b. Administer F5SMC data collection and evaluation tools on clients served as required. These may include Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- c. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- d. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- e. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- f. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.



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

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

Agency Name:	San Mateo County Office of Education
Program/Project Name:	F5 San Benito IMPACT Hub Legacy_ Amended Budget
Amount of Request:	77,113.74
Budget Period:	08/01/2024-6/30/2025
Submission Date:	6/21/2024

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

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
<u>Position Title</u>	<u>Salary Range</u>	<u># FTEs</u>			
A.	0.00	0.00	0.00	0.00	0.00
B.	0.00	0.00	0.00	0.00	0.00
C.	0.00	0.00	0.00	0.00	0.00
D.	0.00	0.00	0.00	0.00	0.00
Benefits @ ___ %			0.00	0.00	0.00
Subtotal - Personnel			0.00	0.00	0.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	0.00	0.00	0.00
B. Office Supplies and Materials	0.00	0.00	0.00
C. Telephone/Communications	0.00	0.00	0.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	0.00	0.00	0.00
F. Equipment Lease	0.00	0.00	0.00
G. Travel Using Personal Vehicle	0.00	0.00	0.00
H. Travel Using Company Vehicle	0.00	0.00	0.00
I. Consultants (itemize):			0.00
I1. (5800) QI Assessors	0.00	0.00	0.00
I2. (5800) QI Rater	0.00	0.00	0.00
J. Subcontractors (itemize):			0.00
ii. Subvertical	20,000.00	0.00	20,000.00
		0.00	0.00
K. Other (itemize): Boys of Color Book Study & Training Community of Practice	23,325.74		23,325.74
QI Incentives	33,788.00	0.00	33,788.00
	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Operating Expenses	77,113.74	0.00	77,113.74

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	0.00	0.00	0.00
B.	0.00	0.00	0.00
C.	0.00	0.00	0.00
D.	0.00	0.00	0.00
E.	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Capital Expenditures	0.00	0.00	0.00

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
%		0.00	0.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			0.00
Subtotal - Indirect Costs	0.00	0.00	0.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	77,113.74	0.00	77,113.74

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

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

Date Prepared:		Prepared By:	Andrea Burnett
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



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

Agency Name:	San Mateo County Office of Education
Program/Project Name:	F5 San Benito IMPACT Hub Legacy_ Amended Budget
Amount of Request:	\$77,113.74
Budget period:	08/01/2024-6/30/2025
Submission Date:	6/21/2024

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A.	0.00	
B.	0.00	
C.	0.00	
D.	0.00	
Benefits @ %	0.00	
Subtotal - Personnel	0.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	0.00	
B. Office Supplies and Materials	0.00	
C. Telephone/Communications	0.00	
D. Postage/Mailing	0.00	
E. Printing/Copying	0.00	
F. Equipment Lease	0.00	
G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	0.00	
I. Consultants (itemize):		
I1. (5800) QI Assessors	0.00	
	0.00	
J. Subcontractors (itemize):		
ii. Subvertical	20,000.00	Maintenance, support and development for the Vertical Change centralized, online
	0.00	
K. Other (itemize): Boys of Color Book Study & Training Community of Practice		Includes: the book YBOC for participants, coaches & trainer compensation and materials to provide continued teacher support and reflection to promote classroom implementation, Support for virtual and in-person sessions.
QI Incentives	33,788.00	Quality Improvement incentives to QI participating programs
	0.00	
Subtotal - Operating Expenses	77,113.74	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	0.00	
B.	0.00	
C.	0.00	
D.	0.00	
E.	0.00	
Subtotal - Capital Expenditures	0.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>%</u>	0.00	
Subtotal - Indirect Costs	0.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	77,113.74

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

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

DATE: February 24, 2025
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Amendment to San Mateo County Office of Education – Early Quality and Inclusion Partnership (EQ+IP) Agreement in the Amount of \$2,120,000, a no cost extension Contract Extension for three (3) months through September 30, 2025.

ACTION REQUESTED

Approval of Amendment to San Mateo County Office of Education (SMCOE) – Early Quality and Inclusion Partnership (EQ+IP) Agreement in the Amount of \$2,120,000, a no cost extension Contract Extension for three (3) months through September 30, 2025.

BACKGROUND

First 5 SMC staff request a no-cost extension for the Early Childhood Quality and Improvement Partnership Agreement in order to accommodate the timeline for possible collaborative funding partners of early education to determine the best course of action for this work considering as many shifts in the early learning landscape continue to emerge. The current agreement term is July 1, 2023, through June 30, 2025, which follows a previous 3-year funding grant FY 2020-2023. The proposed amendment would extend the current grant term by three months- through September 30, 2025. This extension would allow the grantee to utilize funds already allocated and in contract to SMCOE through September 30, 2025, as available and needed to continue to fund in-scope activities of this grant. The scope of work and services provided through this grant are outlined in the attached Exhibit A. (*Attachment 9.1*)

ISSUES TO CONSIDER

- This amendment will allow for continuity for current F5SMC-funded services while we await information about leveraged, co-funded and braided funding anticipated later this spring from First 5 California, CA Department of Education (CDE) and CA Department of Social Services (CDSS). These state funding sources provide critical funding to implement and supplement early learning quality supports to early learning centers, Family Child Care (FCC) Homes, and alternative settings.
- The EQ+IP grant provides needed and flexible funding to support local quality implementation priorities and alignment with state resources and implementation directives. SMCOE is able to leverage CDE and CDSS grants and funding streams.
- F5SMC draws down grant funding from F5CA to supplement local quality supports and this funding requires a local 1:2 or 1:3 match which EQ+IP is the local match.
- Due to the meaningful potential impact of non-Prop 10 resources on scope and service delivery for the next iteration of this strategy, the three additional months are imperative to allow for greater certainty around additional resources to augment this initiative.
- No additional appropriations are required to allow staff and grantee the additional flexibility needed in this circumstance.

FISCAL IMPACT

The recommended contract amendment to San Mateo County Office of Education (SMCOE) requires no additional funding; it is a no cost extension. The amendment will instead allow for any underspend in the contract to be utilized, as needed, through September 30, 2025 to support the functions of the lead grantee and associated subcontractors. The funds currently in contract were already approved by the Commission as a part of the F5SMC 2020 – 2025 Strategic Plan Implementation Plan.

RECOMMENDATION

Approval of Amendment to San Mateo County Office of Education – Early Quality and Inclusion Partnership (EQ+IP) Agreement in the Amount of \$2,120,000, a no cost extension Contract Extension for three (3) months through September 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY AND
SAN MATEO COUNTY OFFICE OF EDUCATION
EARLY CHILDHOOD QUALITY AND INCLUSION PROJECT**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and StarVista, effective as of July 1, 2023, the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will for

Quality Improvement: In partnership with existing community efforts, support 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; improved practices to engage and support families of enrolled children; and technical assistance. Recruiting, retaining, and educating the early learning workforce is vital to creating and sustaining high-quality early learning programs.

Expand Access to Early Learning Settings 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.

Project Services

1. Grant Administration: Oversee the project management and fiscal administration of the grant in the role of Lead Agency for the Partnership.
1. Strategic partnerships to ensure that funded activities are aligned and integrated with similar initiatives at the local, state, and federal level.
2. Early learning provider training, technical assistance, consultation, coaching, and peer mentoring to improve the quality and impact of early learning programs and family child care homes.
3. Training, coaching, college coursework, peer mentorship, professional learning communities, and communities of practice focused on teaching early learning providers and programs how they can better engage and support dual/multilingual learners and their families and communities.
4. Training, coaching, consultation peer mentorship, professional learning communities, and communities of practice for early learning providers and programs, including family child care homes, to enhance their ability to provide inclusive environments for children with, or at risk for, special needs and their families.
5. Enhanced referrals to connect children with special needs to child care settings that can effectively meet those needs.
6. Early childhood mental health consultation to programs, providers, children, and families.
7. Wrap-around supports for low-income families that are accessed through their child care settings, including: Triple P programming, needs assessments, developmental screening, home visiting, and care coordination.
8. Support for the San Mateo County Family Child Care Association
9. Workforce development and support for SMC Community College District students enrolled in Early Learning Certificate programs.
10. Quality improvement mini-grants for programs and professional development stipends for providers.

DATE: February 24, 2025
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director

RE: Approval of Amendment to AbilityPath - Integrated Systems for Children with Special Needs Agreement in the Amount of \$1,912,000 a No-Cost Extension for three (3) months to extend the Contract Term through September 30, 2025

ACTION REQUESTED

Approval of Amendment to AbilityPath - Integrated Systems For Children with Special Needs Agreement in the Amount of \$1,912,000, a No-Cost Extension for three (3) months to extend the Contract Term through September 30, 2025

BACKGROUND

First 5 SMC staff request a no-cost extension for the Integrated System for Children with Special Needs Agreement in order to accommodate the timeline for possible collaborative funding partners of this system to determine their future commitment to this work. The current agreement term is July 1, 2023 through June 30, 2025 which follows a 3 year grant FY 2020-2023. The proposed amendment would extend the grant term by three months- through September 30, 2025. This extension would allow the grantee to utilize funds already allocated and in contract to AbilityPath through September 30, 2025 as available and needed to continue to fund in-scope activities of this grant. The scope of work and services provided through this grant are outlined in the attached Exhibit A. (*Attachment 10.1*)

ISSUES TO CONSIDER

- This amendment will allow for continuity for current F5SMC-funded services while staff await information about leveraged and co-funding sources anticipated later this spring.
- The Integrated Systems for Children with Special Needs strategy is highly leveraged and on average, draws down 35-40% of overall initiative funding from non-Prop 10 sources.
- Due to the meaningful potential impact of non-Prop 10 resources on scope and service delivery for the next iteration of this strategy, the three additional months are imperative to allow for greater certainty around additional resources.
- No additional appropriations are required to allow staff and grantee the additional flexibility needed in this exceptional circumstance.

FISCAL IMPACT

The recommended contract amendment to AbilityPath requires no additional funding; it is a no cost extension of time. The amendment will allow for any underspend in the contract to be utilized, as needed, through September 30, 2025 to support the functions of the lead grantee and associated subcontractors. The funds currently in contract were already approved by the Commission as a part of the F5SMC 2020-2025 Strategic Plan Implementation Plan.

RECOMMENDATION

Approval of Amendment to AbilityPath - Integrated Systems for Children with Special Needs Agreement in the Amount of \$1,912,000, a No-Cost Extension for three (3) months to extend the Contract Term through September 30, 2025

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
AbilityPath
(Integrated System for Children with Special Needs
Initiative)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and AbilityPath, effective as of July 1, 2023 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will support and administer a continuum of care to identify and treat children with special needs and address systemic issues that impact access to and quality of these services. The Initiative will link children from early identification to the services and supports they need to thrive and will include implementation of the local Help Me Grow system with fidelity to national standards, including all four core components, and offer targeted supports that address barriers for families and fill critical gaps within the system of care for children with or at risk of special needs. The Initiative will offer universal access to high-quality information and resources about child development for families and providers of young children countywide. This effort includes a dedicated focus on systems-improvement, including elevating and addressing barriers to care, and institutes a continuous quality improvement strategy to learn from current approaches through consistent innovation.

Project Services

1. Grant Administration: Oversee the project management and fiscal administration of the grant in the role of Lead Agency for the Initiative.
2. Family- Community Outreach: Promote the Help Me Grow system with general community providers and families.
3. Centralized Access Point: Provide universal access for families and providers of young children to access information about child development and support timely access to resources, linkages, and services for children requiring additional assistance.
4. Multidisciplinary Case Conferencing: Promote a deeper understanding of the needs of individual children and families across disciplines to coordinate services among agencies who may share clients and to document and uplift barriers to service.
5. Healthcare Provider Outreach: Promote the Help Me Grow system with pediatric medical providers and support the adoption of screening and referral systems within health/ medical homes.
6. Parent Services: Offer strategic services for families to fill gaps and reduce barriers within the system of care for children at risk of or with identified special needs.
7. Provider Capacity Building: Support family-serving providers through technical assistance, training, and consultation.
8. Systems: Improve the system of care through integration, communication, and alignment.
9. F5SMC Standard Activities
 - a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
 - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.
 - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual

means.

- d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
- e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)

10. F5SMC Standard Communications

- a. Distribute F5SMC materials to project clients and at community events.
- b. Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in your agency's annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
- c. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
- d. Participate as able in relevant social media advocacy and resource sharing.

11. F5SMC Standard Evaluation

- a. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony from your agency's data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g. CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.
- b. Administer F5SMC data collection and evaluation tools on clients served as required. These may include: Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- c. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County, and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- d. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- e. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- f. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.

**FIRST 5 SAN MATEO COUNTY (F5SMC)
FIRST 5 STAFF TEAM REPORT
FEBRUARY 2025**

OVERVIEW

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

QUALITY CARE AND EDUCATION

KNOW YOUR RIGHTS FOR Early Childhood Education (ECE) PROFESSIONALS

San Mateo County Office of Education (SMCOE) held a *Know Your Rights for ECE Professionals* sessions. Resources to support undocumented families can be found on the SMCOE website [Supporting Undocumented Families - San Mateo County Office of Education](#).

Resources can be found on <https://www.smcgov.org/ceo/know-your-rights> which includes Red Cards and Know Your Rights Toolkit, Immigration Preparedness Toolkit, and Family Preparedness Plan. (See Attachment 13.1)

HEALTHY CHILDREN

Help Me Grow Physician Advisory Group (HMG PAG)

On February 3, Dr. Neel Patel, Help Me Grow Physician Champion, hosted the quarterly meeting of the HMG PAG. The meeting featured a presentation from BrightLife Kids staff on their model, which provides coaching, triage, and parent education around youth mental health and is accessible to all children and youth across California regardless of insurance to support mental health and wellness.

Children's Oral Health Workgroup

The Children's Oral Health Workgroup met on February 5 for a regular meeting. In addition to standing agenda items, the primary focus of the meeting was to discuss the previous workplan priorities, discuss ongoing needs and/or concerns, and to help to determine a recommendation for how and where this work will be held beyond June 2025 as needed. The recently approved new SMC Oral Health Strategic Plan may help to inform the workgroup opportunities.

United For Youth: Cultural Wealth for Youth Behavioral Health and Healing

Staff member Emily Roberts attended the full day U4H convening held on February 13 at the new San Bruno Recreation and Aquatic Center, which featured cultural performances, healing practices, stories and presentations from SMC residents, including youth as well as breakout sessions on topics related to community-centered mental health services and practices.

RESILIENT FAMILIES

Friday CAFÉ

On February 7th, Jenifer Clark attended the Friday CAFÉ Trustees meeting. These meetings bring together a group of passionate family engagement professionals to think together about how Friday CAFÉs can continue to hold space for FE practitioners to rest, reflect, connect, and learn together. During this month's meeting, the group discussed the recent in-person CAFÉ as well as plans for the continuing work through the end of this fiscal year, and into the next

F5SMC Strategic Plan funding cycle. Some of the conversation focused on how to connect Friday CAFÉs and other efforts within the County to sustain the family engagement workforce. The work may benefit from leveraging and scaling similar activities.

POLICY & ADVOCACY UPDATES

Policy Update: F5 Association Network Voting to Support AB 49 (Muratsuchi) – The California Safe Haven Schools & Child Care Act

AB 49 in California shields undocumented students and families from Immigration and Customs Enforcement (ICE) raids in schools and childcare centers by prohibiting raids, formalizing existing protective policies, limiting school involvement in immigration enforcement, and requiring legal warrants for detentions. “It strengthens these protections for undocumented students and their families by codifying the California Attorney General’s model policies, which aim to restrict the involvement of schools in immigration enforcement activities. These policies ensure that federal immigration agents cannot detain undocumented students or their families on or near school property without proper judicial warrants or legal authority”.

(See Attachment 13.2)

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

First 5 Association of California Calls for Intervention Against Trump Administration’s Grant Freeze Order

On January 28, 2025, the Trump administration temporarily halted all federal grant and loan disbursements, causing uncertainty among families, government agencies, and nonprofits. The First 5 Association of California expressed concern, warning that the freeze could harm vulnerable children and families who rely on these funds. First 5 State Association Executive Director, Avo Makdessian, called for an immediate reversal of the decision and urged California’s congressional members to take action. (See Attachment 13.3)

2025 First 5 Association Annual Summit

February 10 -12, First 5 Staff members Kitty Lopez, Michelle Blakely, Emily Roberts, and Myra Cruz, along with other representatives from First 5 agencies across 58 counties, attended the First 5 Association Annual Summit in San Diego. Key speakers at the event included Xavier Becerra, former U.S. Secretary of Health and Human Services and former California Attorney General, as well as Isabelle Hau, Executive Director of the Stanford Accelerator for Learning, and Christine Thorsteinson, Director, Early Childhood Initiatives, Silicon Valley Community

Foundation. This year’s theme was Connect-Vision-Act. Additional topics presented were REDI (Race, Equity, Diversity and Inclusion), Medi-Cal Learning Community, Equity-Centered Evaluation Practices, Choose Children and the State of First 5 Association including its [2025 – 2030 Strategic Framework](#).



Xavier Becerra

COMMUNITY AND STATEWIDE EVENTS & UPDATES**SAVE THE DATE: First 5 Association Advocacy Day – April 9, 2025**

Join us for our annual Advocacy Day at the State Capitol in Sacramento on Wednesday, April 9, 2025. This year, we'll focus on opposing potential state budget cuts and exploring collaboration opportunities with the First 5 Network. More details to follow.

COMMUNICATIONS**What's New?**

The First 5 San Mateo County website now offers Chinese language, in addition to Spanish and English. Check it out at first5sanmateo.org!

Social Media and Analytics Reports (See Attachment 13.4)



Know Your Rights: Immigration

1

PREPARE

Anyone with immigration concerns is encouraged to consult with a trusted legal services provider. They can help you explore possible immigration options, and assist families in preparing for a possible immigration-related emergency.

- Community Legal Services in East Palo Alto** 650-326 -6440
- Catholic Charities Immigration Services** 650-295 -2160
- Legal Aid Society of San Mateo County** 650-517 -8936
- Immigration Institute of the Bay Area** 650-780 -7530

2

PLAN

Make a plan with your family that includes emergency childcare. Ensure that everyone in your household knows how to reach the Rapid Response Hotline. Review the constitutional rights on the Red Card (below) and practice using the Red Card to assert your rights.

Rapid Response Resources:
www.SmcRapidResponse.org



Family Preparedness Plan:
ilrc.org/resources/family-preparedness-plan



3

RESPOND

If immigration officials approach you, stay calm and do not run away. You have the right to remain silent and can use the Red Card below to assert your constitutional rights. Call the Rapid Response hotline at 203-666-4472 for immediate support.

Rapid Response Hotline

If immigration comes to your home, work, or neighborhood, or if there are ICE raids nearby, call the San Mateo County Rapid Response Hotline at 203-666-4472 (203-NO-MIGRA).

NOTE: This publication is intended for informational purposes only and should not be relied upon in reaching a legal conclusion. Specific application of and questions should be addressed with your legal counsel.



Cut and fold the Red Card below to fit it in your wallet.



You have constitutional rights:

- DO NOT OPEN THE DOOR if an immigration agent is knocking on the door.
- DO NOT ANSWER ANY QUESTIONS from an immigration agent if they try to talk to you. You have the right to remain silent.
- DO NOT SIGN ANYTHING without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.
- GIVE THIS CARD TO THE AGENT. If you are inside of your home, show the card through the window or slide it under the door.

SMC Rapid Response Hotline: 203- 666-4472

- I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.
- I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.
- I do not give you permission to search any of my belongings based on my 4th Amendment rights.
- I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.



Conozca sus derechos: Inmigración

1

PREPÁRESE

Se recomienda que todos que tengan preocupaciones sobre la inmigración consulten con un proveedor confiable de servicios legales. Ellos pueden ayudar a las familias a explorar posibles opciones migratorias, y apoyarlas en preparar para una emergencia relacionada con la migración.

Community Legal Services in East Palo Alto	650-326-6440
Catholic Charities Immigration Services	650-295-2160
Legal Aid Society of San Mateo County	650-517-8936
Immigration Institute of the Bay Area	650-780-7530

2

HAGA UN PLAN

Haga un plan con su familia que incluya cuidado infantil de emergencia. Asegúrese de que todos los miembros de su hogar sepan como contactar a la línea de respuesta comunitaria. Revise los derechos constitucionales en la tarjeta roja (abajo) y practique el uso de la tarjeta roja para ejercer sus derechos.

Recursos de Respuesta Rápida:
www.SmcRapidResponse.org



Plan de Preparación Familiar:
ilrc.org/resources/family-preparedness-plan



3

RESPONDE

Si los agentes de inmigración se acercan, no huye. Tiene el derecho de mantener el silencio y puede utilizar la Tarjeta Roja abajo para ejercer sus derechos constitucionales. Llama a la línea de respuesta comunitaria 203-666-4472 para apoyo inmediato

Línea de Respuesta Comunitaria

Si la migra viene a su casa, trabajo, o vecindario, o si hay redadas de ICE cercanas, llame a la línea de respuesta comunitaria del Condado de San Mateo al 203-666-4472 (203-NO-MIGRA).

NOTA: Esta publicación tiene fines informativos únicamente y no debe utilizarse como base para llegar a una conclusión legal. Las preguntas y aplicaciones específicas deben consultarse con su abogado.

Corte y doble la tarjeta roja abajo para poner en tu cartera

Usted tiene derechos constitucionales:

- NO ABRA LA PUERTA si un agente de inmigración está tocando la puerta.
- NO CONTESTE NINGUNA PREGUNTA de un agente de inmigración si el trata de hablar con usted. Usted tiene el derecho de mantenerse callado.
- NO FIRME NADA sin antes hablar con un abogado. Usted tiene el derecho de hablar con un abogado.
- Si usted está afuera de su casa, pregunte al agente si es libre para irse y si dice que sí, váyase con tranquilidad.
- ENTREGUE ESTA TARJETA AL AGENTE. Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta.

SMC Línea de respuesta comunitaria: 203-666-4472

- I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.
- I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.
- I do not give you permission to search any of my belongings based on my 4th Amendment rights.
- I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.



了解您的权利:移民

1 准备

我们鼓励任何有移民法律问题的人咨询值得信赖的法律服务提供者。他们可以帮助您探索可能的移民选择,并帮助家庭为可能出现的移民相关的紧急情况做好准备。

Community Legal Services in East Palo Alto	650-326-6440
Catholic Charities Immigration Services	650-295-2160
Legal Aid Society of San Mateo County	650-517-8936
Immigration Institute of the Bay Area	650-780-7530

2 计划

与家人一起制定一个包括紧急儿童保育在内的计划。确保您家中的每个人都知道如何拨打迅速回应热线。复习“红卡”上的宪法权利(如下),并练习使用“红卡”维护自己的权利。

了解您的权利相关资源:
smcgov.org/ceo/know-your-rights



家庭准备计划:
ilrc.org/resources/family-preparedness-plan



3 回应

如果移民局人员接近您,请保持冷静,不要逃跑。您有权保持沉默,并可以使用下面的红卡来维护您的宪法权利。拨打迅速回应热线(203-666-4472)以寻求即时支援。

迅速回应热线

如果移民局来到您的家中、工作场所或社区,或者附近有移民及海关执法局的突袭,请拨打圣马刁县迅速回应热线: 203-666-4472 (203-NO-MIGRA)。

注意: 此出版物仅供参考,不应作为得出法律结论的依据。具体的应用和问题应咨询您的法律顾问。



将下面的红卡剪下并折叠,以便放入您的钱包



你有以下宪法赋予的权利:

- 如移民局人员敲门,不要开门。
- 如移民局人员想和你交谈,不要回答任何问题。你有权保持缄默。
- 未和律师咨询之前,不要签署任何文件。你有权和一名律师交谈。
- 如你在家外面,问移民局人员你是否可以离开。如他们答可以,请镇静地离开。
- 出示此卡给移民局人员看。如你在家裡,可在窗口或门下面递出去给他们看。

圣马刁县响应热线:203- 666-4472

- I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.
- I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.
- I do not give you permission to search any of my belongings based on my 4th Amendment rights.
- I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.

AB 49			
Schoolsites and day care centers: entry requirements: immigration enforcement			
Recommended Position	Support	Author	Muratsuchi
Summary			
<p>This bill would prohibit schools and day care centers from allowing Immigration and Customs Enforcement (ICE) to enter a schoolsite for any purpose without providing valid identification, a written statement of purpose, and a valid judicial warrant, and receiving approval from the superintendent (school district or county office of education) or the principal of the charter school, or their designee, as applicable. The bill would further require that if ICE meets those requirements, access to facilities is limited to where pupils are not present. Also imposes procedures for such scenarios. By imposing additional duties on local educational agencies, the bill would impose a state-mandated local program.</p>			
Recommended Position Justification			
<p>This bill provides necessary safeguards to protect immigrant families from undue harm, reinforcing our broader goals of equity, prevention, and access to comprehensive early childhood systems of care.</p>			
F5 Association Policy Alignment			
<p>Increase access to culturally responsive and trauma-informed support services that promote family resiliency and build parents' capacity to support their children's optimal development.</p>			
Support		Opposition	
Link to Supporting Documents		Bill Text Fact Sheet From the Author Resource from CDE	



FOR IMMEDIATE RELEASE
Contact: Courtney Armstrong
Courtney@first5association.org

First 5 Association of California Calls For Intervention Against Trump Administration's Grant Freeze Order

SACRAMENTO, CA (January 28, 2025)—Last night, the Trump administration issued a memo temporarily halting all federal grant and loan disbursements, causing widespread uncertainty among families, government agencies, and non-governmental organizations.

The First 5 Association of California, which represents First 5 Commissions across 58 counties, issued the following statement regarding the federal grant freeze announced by the Trump administration:

First 5 Association – Attributed to Avo Makdessian, Executive Director, First 5 Association of California

“This funding freeze is deeply troubling for critical programs that are lifelines for millions of children and families. Any delay or interruption in these programs jeopardizes the stability and well-being of vulnerable families already facing systemic barriers. While the details of the order remain unclear and continue to evolve, the First 5 Association is working closely with our advocacy partners to push for an immediate reversal of this harmful decision. Amid the cloud of uncertainty cast by this order, we call on California’s congressional members to intervene.”

About First 5 Association of California

The First 5 Association of California represents the state’s 58 county First 5 Commissions. Together, First 5 supports over one million children and families each year, advancing policies and investments that ensure young children are healthy, safe, and ready to learn.

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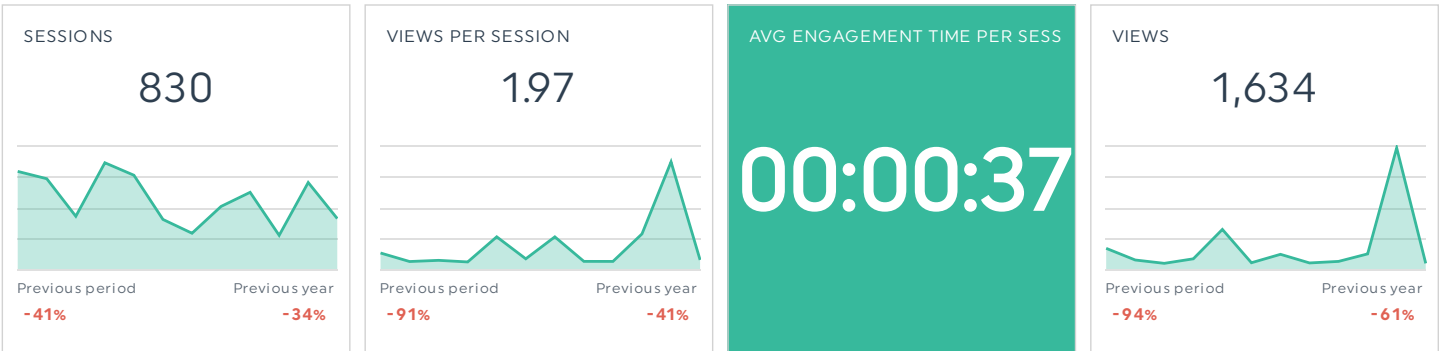
REPORT FOR JAN 1, 2025 - JAN 31, 2025
FIRST 5 SAN MATEO COUNTY

JANUARY ANALYTICS OVERVIEW

In January, our communications focused on promoting mental health resources and highlighting community resources in San Mateo County. These topics performed well organically across Instagram, Facebook, and LinkedIn. Advertising this month was primarily focused on audience growth through a page like campaign, which led to a significant increase in followers on Facebook. Instagram saw high organic content engagement.

Website metrics, including sessions, views per session, and average engagement time, declined from the previous month, likely due to the spike in bot activity we experienced. However, the "State of Young Children and Families in San Mateo County" blog remained the second most visited page.

WEBSITE ANALYTICS



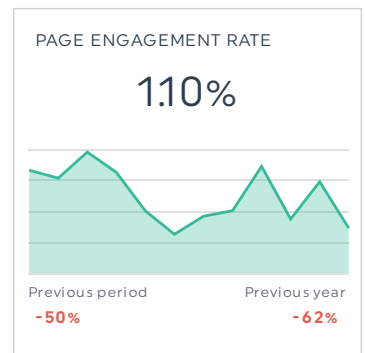
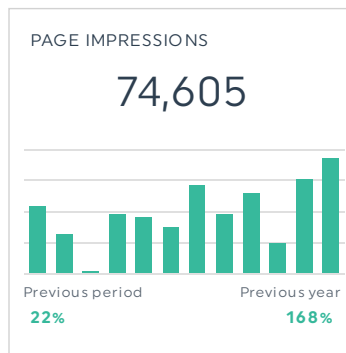
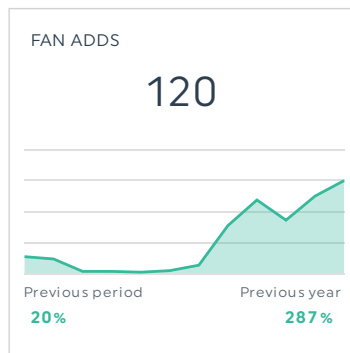
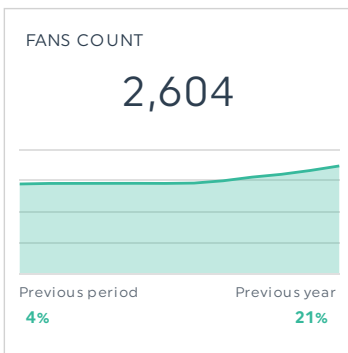
TOP VIEWS BY PAGE

Page Address	Views
/	429
/the-state-of-young-children-and-families-in-san-mateo-county/	181
/commission/	84
/our-work/	77
/staff/	65
/baby-bonus/	61
/who-we-are/	58
/resources/	54
/kit-for-new-parents-2/	42
/supporting-smc-families/	39
/our-partners/	39
/commissioners/	36
/funding-opportunities/	35
/for-parents-families/	30
/our-impact/	26
/contact/	26
/home-2/	25

EVENT COUNT	
Event Name	Event Count
page_view	1,634
user_engagement	1,172
session_start	829
scroll	581
first_visit	546
file_download	117
click	73
view_search_results	41

TOP TRAFFIC SOURCES	
Session Default Channel Grouping	Sessions
Organic Search	323
Direct	251
Organic Social	218
Referral	35

FACEBOOK INSIGHTS



TOP POSTS BY ENGAGEMENT TYPE (WITH IMAGE)

Post With Image	Total Reactions	Post Comments	Post Shares
<p>First 5 San Mateo County would like to share this informative and fun event designed to connect families with vital child care resources in our community. Event Highlights: - Resource tables featuring local child care</p>	3	N/A	N/A
<p>When you're a parent, you may not know what you don't know. Children are complicated! If you feel like you have questions about your child's behavior—a screening can help. Read about the different ways screenings can show you</p>	1	0	0
<p>Four ingredients foster stability and healthy early childhoods. First 5 San Mateo County invests in paving the way for more families to access these resources. San Mateo County should be a nurturing place for children to</p>	1	N/A	N/A
<p>The CDC estimates that 17% of all children have developmental delays. Yet in San Mateo County, only 6% of children 0-5 years receive Early Identification and Intervention services. Timely access to early intervention services is a ...</p>	0	0	0
<p>If you or someone you know is feeling overwhelmed, hopeless, or in crisis, you're not alone. Our partner StarVista's Crisis Center is here for San Mateo County residents 24/7 with compassionate support and intervention</p>	0	0	0
<p>Investing in your child's future starts from day one! Infant mental health focuses on building strong social and emotional foundations for children from birth to age three. When young children feel safe, loved, and supported, they ...</p>	0	0	0

TOP POSTS BY ENGAGEMENT

Post	Engagement
● First 5 San Mateo County would like to share this inform...	25
● Four ingredients foster stability and healthy early childh...	4
● Over the past several months, we've been busy planning...	3
● Did you know that San Mateo County Libraries often off...	2
● New mothers, did you know there is a hotline just for you...	2
● Adverse Childhood Experiences, or ACEs, can be a big de...	1
● The CDC estimates that 17% of all children have develop...	1
● When you're a parent, you may not know what you don't...	1
● Investing in your child's future starts from day one! Infan...	0
● If you or someone you know is feeling overwhelmed, ho...	0

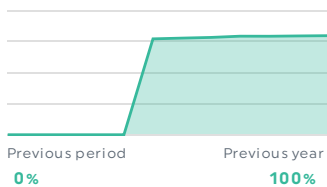
TOP POSTS BY IMPRESSIONS

Post	Post Impressions
● First 5 San Mateo County would like to share t...	341
● New mothers, did you know there is a hotline ...	206
● Over the past several months, we've been bus...	130
● Adverse Childhood Experiences, or ACEs, can ...	126
● Four ingredients foster stability and healthy e...	116
● When you're a parent, you may not know wha...	107
● Did you know that San Mateo County Librarie...	88
● The CDC estimates that 17% of all children ha...	75
● If you or someone you know is feeling overwh...	66
● Investing in your child's future starts from da...	47

INSTAGRAM INSIGHTS

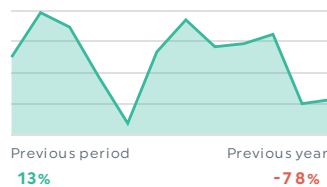
FOLLOWERS

1,595



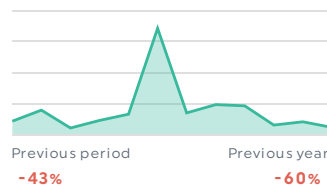
LIKES

34



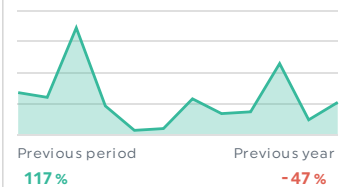
IMPRESSIONS

1,773



ENGAGEMENT RATE

2.09%



ENGAGEMENT BY POST (WITH IMAGE)

Post With Image	Likes	Comments	Engagement	Total Post Reach
First 5 San Mateo County would like to share this informative and fun event designed to connect families with vital child care resources in our community. Event Highlights: - Resource tables featuring local child care...	7	0	9	150
If you or someone you know is feeling overwhelmed, hopeless, or in crisis, you're not alone. Our partner StarVista's Crisis Center is here for San Mateo County residents 24/7 with compassionate support...	4	1	5	69
Investing in your child's future starts from day one! Infant mental health focuses on building strong social and emotional foundations for children from birth to age three. When young children feel safe,...	4	0	4	65
When you're a parent, you may not know what you don't know. Children are complicated! If you feel like you have questions about your child's behavior—a screening can help. Read about the...	3	0	3	60
The CDC estimates that 17% of all children have developmental delays. Yet in San Mateo County, only 6% of children 0-5 years receive Early Identification and Intervention services. Timely access...	3	0	3	55
New mothers, did you know there is a hotline just for you? Caring for your baby means caring for yourself. The National Maternal Mental Health Hotline provides 24/7, free, confidential support before,...	3	0	3	78

FACEBOOK AND INSTAGRAM ADS

AMOUNT SPENT

\$298.51

Previous period: -33%
Previous year: 9%

REACH

29,348

Previous period: 6%
Previous year: 79%

IMPRESSIONS

80,558

Previous period: 26%
Previous year: 162%

CLICKS (ALL)

1,034

Previous period: -30%
Previous year: -19%

TOP CAMPAIGN BY CLICKS (ALL)

Campaign Name	Clicks (All) ↓
● Page Likes Ads 2024	689
● State of Children Blog Promotion	345

ENGAGEMENT BY AD

Ad ID with image	Post Reactions ↓	Link Clicks
Fall Awareness Page Like Ad (id: 120213281686330763)	90	56
Test - Fall Awareness Page Like Ad (id: 120214651274800763)	31	21

LINKEDIN INSIGHTS

FOLLOWERS

242

IMPRESSIONS

486

Previous period: -50%
Previous year: 1%

LIKES

7







Previous period: -71%
Previous year: -59%

ENGAGEMENT RATE

5.1%

Previous period: -3%
Previous year: -17%

TOP POSTS BY ENGAGEMENT RATE

Post with image	Engagement Rate ▼	Likes	Clicks
 <p>Four ingredients foster stability and healthy early childhoods. First 5 San Mateo County invests in paving the way for more families to access these resources. San Mateo County should be a nurturing place for children to explore, learn, and experience joyful moments.</p>	17.0%	0	9
 <p>Investing in your child's future starts from day one! Infant mental health focuses on building strong social and emotional foundations for children from birth to age three. When young children feel safe, loved, and supported, they're more likely to develop the confidence and</p>	11.9%	2	3
 <p>Did you know that San Mateo County Libraries often offer free events, resources, and enrichment activities for children 0-5 across the county? Check out upcoming story times, music activities, meals, and more here: https://lnkd.in/gfx7njEz</p>	8.2%	3	0
 <p>First 5 San Mateo County would like to share this informative and fun event designed to connect families with vital child care resources in our community. Event Highlights: - Resource tables featuring local child care providers and support organizations - A</p>	6.5%	1	1
 <p>Adverse Childhood Experiences, or ACEs, can be a big deal if they are not addressed! These stressful or traumatic experiences that occur in childhood, such as abuse or neglect, as well as things like poverty, racism, and community violence, can create toxic stress. Over time, toxic</p>	5.3%	2	0
 <p>Over the past several months, we've been busy planning the next five years for First 5 San Mateo County. Our community has been such important partners in that and we can't wait to share what we've learned with you! Last summer, we spent a lot of time hearing from</p>	4.2%	2	0

DATE: February 24, 2025
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance and Administration Committee Meeting – February 3, 2025

Commission: Carla Boragno, Sylvia Espinoza, Claire Cunningham (absent)

Staff: Kitty Lopez, Khanh Chau

1. Approval of the Finance and Administration Committee Meeting Agenda

A Motion for Approval of the February 3, 2025, Finance and Administration Committee Meeting Agenda was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

2. Elect Finance and Administration Committee Chair

Committee members recommended Commissioner Carla Boragno to serve as the Finance and Administration Committee Chair for the calendar year 2025. Commissioner Carla Boragno accepted the nomination.

A Motion for Approval of the Election of Commissioner Carla Boragno as the Finance and Administration Committee Chair for the calendar year 2025 was made by Commissioner Espinoza, seconded by Commissioner Boragno. Unanimously approved.

3. Approval of the Finance and Administration Committee Meeting Minutes

A Motion for Approval of the October 21, 2024, Finance and Administration Committee Meeting Minutes was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

4. Review of Budget Monitoring Report as of December 31, 2024

Kitty Lopez stated that YTD Benchmark is 50% and briefly presented an overview of the Budget Monitoring Report as of December 31, 2024. YTD Total Revenues projections are 8% lower than YTD Benchmark due to delayed disbursement of Prop 56 Tax and low execution in various TRISI programs. Total Appropriations (Net Appropriations*) projections are 8% below YTD Benchmark due to underspending in various TRISI programs and pending planning and execution of strategic plan implementation, and under spending in various Administrative Operation budget lines. Projected Ending Fund balance of \$10.734 million or 112%, that represents a positive variance of 12% or \$1.192 million higher than the planned budget due to higher Interest Revenue and slow program executions.

Committee members reviewed and asked questions about Prop 56 tax disbursements, the facility rent costs. Committee members had no further questions about the Budget Monitoring Report as of December 31, 2024.

5. Review and Recommend Approval of First 5 San Mateo County's FY 2024-25 Revised Budget.

Kitty Lopez cited that Commission had approved FY 2024-25 Budget last May 2024 when year-end financial information was not completely available at that time. She stated that we always have the agency Revised Budget in February to honor grant executions and contract obligations, after last year financial audit has been completed and new Other Grant awards become available. The key themes of the FY 2024-25 Revised Budget are to adjust the Beginning Fund Balance as the result of last year audit report and the addition of Baby Bonus Program appropriations, which are scheduled to launch in March 2025.

Kitty Lopez provided key budget changes in the F5SMC's FY 2024-25 Revised Budget, as presented in the summary table of the Budget memo (Attachment 5): Beginning Fund Balance is adjusted showing an increase of \$1.986M per the audited Ending Fund Balance as of 6.30.2024; Total Revenues increase by \$1.044M. Total Appropriations increase by \$603K for the addition of the Baby Bonus Program execution; the FY 2024-25 Revised Budget changes result in a lower budget deficit of \$1.539M or \$441K lower than the previous budget deficit of \$1.981M in the Adopted Budget FY 2024-25; Administrative Cost rate is 9%, which is below the approved Admin Cost Rate for FY 2024-25.

Committee members asked questions how the payments to grantees are made and who issues the check payments. Staff responded that Tobacco Tax Revenue is received and posted by County Treasury Office; check payments to grantees/vendors are also reviewed, posted in accounting system, and issued by County Controller Office. Committee members acknowledged the major revised budget variances are in Other Grants category.

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

A Motion for Recommend Approval of F5SMC's FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund F5SMC's FY2024-25 Revised Budget was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

Next Finance and Administration Committee Meeting on April 14, 2025.

DATE: February 24, 2025
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of December 31, 2024

BUDGET MONITORING REPORT as of December 31, 2024, HIGHLIGHTS

Budget Monitoring Report as of December 31, 2024, Highlights

The Budget Monitoring Report as of December 31, 2024, is presented in **Attachments 14A, 14B, 14C and 14D**. Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 50%

REVENUES

- YTD Interest Revenues are \$279K or 121%, that represents a positive variance or 71% higher than YTD Benchmark due to higher interest earning rate (3.5%) than initial projection (2%)
- YTD Tobacco Tax Revenue projections are \$1.496 million or 37%, that represents a negative variance or 13% lower than YTD Benchmark due to the Prop 56 Tax revenue's not being disbursed yet.
- YTD Other Grant Revenue is \$848K million or 44%, which is 6% lower than YTD Benchmark as low execution in various TRISI projects. .
- YTD Total Revenues projections are \$2.623 million or 42%, that represents a negative variance or 8% lower than YTD Benchmark. Major attributable factors to this net negative variance are associated with delayed Prop 56 Tax disbursements and low execution in various TRISI projects.

APPROPRIATIONS

- YTD Program Expenditures projections are \$3.041 million or 41%, that represents a positive variance or 9% below YTD Benchmark. Major contributions to this positive variance are generally low TRISI project executions and pending planning and implementation of Strategic Plan Implementation Plan (SPIP) FY 2023-25.
- YTD Admin Expenditures of \$370K or 44% that represents a positive variance or 6% below YTD Benchmark. Major contributions to this positive variance are attributable to savings in various Admin Expenses due to staff working in a hybrid work format and staff member's being on medical leave.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$3.412 million or 42%, that represents a positive variance or 8% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in various TRISI projects and 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 \$10.734 million or 112%, that represents a positive variance of 12% or \$1.192 million higher than the planned budget due to higher Interest Revenue and slow program executions.

CHALLENGES: None at this time.

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF DECEMBER 31, 2024

	FY24-25 Adopted Budget	YTD Actuals as of December 31, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Adopted Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	11,522,713	11,522,713	0	11,522,713	100%
A. Interest Revenue	230,454	278,877	0	278,877	121%
B. Tobacco Tax Revenue	4,056,141	1,496,137	0	1,496,137	37%
Tobacco Tax Revenue Fiscal Year Allocations	4,056,141	1,496,137	0	1,496,137	37%
C. Other Grant Revenues	1,932,464	400,891	447,127	848,019	44%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	509,161	107,334	123,142	230,476	45%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	1,423,303	293,558	323,985	617,543	43%
TOTAL REVENUES	6,219,059	2,175,905	447,127	2,623,032	42%
TOTAL AVAILABLE FUND (Total Sources*)	17,741,771	13,698,617	447,127	14,145,745	80%
PROGRAM APPROPRIATIONS					
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	726,564	866,085	1,592,649	42%
Community Investments (RF, HC, QC & E)	3,180,000	623,189	788,673	1,411,862	44%
Evaluation	113,000	37,550	37,660	75,210	67%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	65,825	39,752	105,577	22%
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	533,319	112,209	72,431	184,640	35%
Community Investments - Healthy Children	159,881	38,013	20,077	58,090	36%
Evaluation	80,000	0	0	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	293,438	74,196	52,354	126,550	43%
E. Other Grants	1,715,645	264,589	416,411	681,000	40%
F5 San Benito - IMPACT LEGACY Grant; IMPACT HUB; Home Visiting Grant	398,192	80,346	99,548	179,894	45%
Non-Tobacco Tax Grants (PHD, SHD, MHSA, Baby Bonus Dividend)	1,317,453	184,243	316,863	501,106	38%
F. Program Operations	1,332,947	568,222	14,591	582,813	44%
Program Shared Operating Budget	228,916	70,207	14,591	84,799	37%
Program Staff S&B & Shared Admin Staff Time	901,634	402,600	0	402,600	45%
Evaluation Staff S&B	202,397	95,414	0	95,414	47%
Total Program Appropriations (D1+D2+E+F)	7,361,911	1,671,584	1,369,519	3,041,102	41%
ADMIN APPROPRIATIONS					
G. Admin Shared Operating Budget	228,916	70,207	14,591	84,799	37%
H. Admin Staff S&B	608,995	285,647	0	285,647	47%
Total Admin Appropriations (G+H)	837,911	355,854	14,591	370,445	44%
TOTAL APPROPRIATIONS (Net Appropriations*)	8,199,822	2,027,438	1,384,110	3,411,548	42%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(1,980,763)	148,467	(936,982)	(788,515)	
ENDING FUND BALANCE	9,541,950	11,671,180	-936,982	10,734,197	112%
Total S&B	1,713,026	783,661	0	783,661	46%

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF
DECEMBER 31, 2024

YTD benchmark: 50%

	FY24-25 Adopted Budget	YTD as of December 31, 2024 Actuals	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Adopted Budget (%)	Notes of Budget Monitoring Report
BEGINNING FUND BALANCE (Beginning Reserves*)	11,522,713	11,522,713	0	11,522,713	100%	
A. Interest Revenue	230,454	278,877	0	278,877	121%	Higher interest earning rate than initially projected.
B. Tobacco Tax Revenue	4,056,141	1,496,137	0	1,496,137	37%	
Tobacco Tax Revenue Fiscal Year Allocations	4,056,141	1,496,137		1,496,137	37%	Prop 56 tax revenue is not disbursed yet.
C. Other Grant Revenues	1,932,464	400,891	447,127	848,019	44%	
F5 San Benito IMPACT LEGACY Grant FY23-25	360,672	75,912	90,168	166,080	46%	\$90K is revenue estimate
F5 San Benito Regional Home Visiting Grant FY23-25	92,000	31,422	28,074	59,496	65%	
F5 San Benito IMPACT HUB TA FY23-25	56,489		4,900	4,900	9%	\$4.9K is revenue estimate
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	150,000	23,154	37,500	60,654	40%	\$37.5K is revenue estimate
Peninsula Healthcare District - Help Me Grow SMC CY2024		47,540	12,460	60,000		\$12.4K is revenue estimate
Sequoia Healthcare District - Special Needs Grant FY23-25	461,700	74,786	115,425	190,211	41%	\$115K is revenue estimate
Sequoia Healthcare District - Mental Health Grant FY23-25	134,400	8,684	33,600	42,284	31%	\$33.6K is revenue estimate
Children and Youth Behavior Health Initiatives - Round 2	500,000	52,799	125,000	177,799	36%	\$125K is revenue estimate
SMC Health, Family Health Services - Baby Bonus Dividend Program**	177,203	86,595	0	86,595	49%	WOC Communitiv Health Planner
TOTAL REVENUES	6,219,059	2,175,905	447,127	2,623,032	42%	Low Tobacco Tax revenue due to Prop 56 Tax revenue is not disbursed yet and low execution in various TRISI programs
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)	17,741,771	13,698,617	447,127	14,145,745	80%	Low Tobacco Tax revenue due to Prop 56 Tax revenue is not disbursed yet and low execution in various TRISI programs
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	726,564	866,085	1,592,649	42%	
Resilient Family	1,060,000	262,784	257,280	520,064	49%	
Healthy Children	1,060,000	149,512	213,113	362,625	34%	Leveraged funding for health initiatives are utilized first
Quality Care and Education Grant Management and Other Evaluation Projects	1,060,000	210,893	318,280	529,173	50%	
	113,000	37,550	37,660	75,210	67%	
Policy Advocacy, Communications & Systems Change	380,000	65,825	39,752	105,577	28%	Activities related to strategic planning 2025 -2030 learnings, communications campaign, Baby Bonus and other evaluation & research.
Emerging Projects	107,000			0	0%	
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over	533,319	112,209	72,431	184,640	35%	Implementation of SPIP FY20-23 Underspending Fund Carry Over in coordination with SPIP FY23-25 in 2-year time frame.
Healthy Children	159,881	38,013	20,077	58,090	36%	
Grant Management and Other Evaluation Projects	80,000			0	0%	
Policy Advocacy, Communications & Systems Change	70,000	70,000		70,000	100%	
Emerging Projects	223,438	4,196	52,354	56,550	25%	KNP building will be anticipated in H2 of FY24-25
E. Other Grant Expenditure	1,715,645	264,589	416,411	681,000	40%	Grant awards through competitive grant applications
F5 San Benito IMPACT LEGACY Grant FY23-25	290,672	56,136	72,668	128,804	44%	
F5 San Benito Regional Home Visiting Grant FY23-25	54,000	24,210	13,500	37,710	70%	
F5 San Benito IMPACT HUB TA FY23-25	53,520		13,380	13,380	25%	Grant execution will be accelerated in H2 of FY24-25.
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	106,250	13,345	26,563	39,908	38%	Some project work is scheduled based on the availability of staff at TRISI organizations, which may result in uneven spending across quarters
Peninsula Healthcare District - Help Me Grow SMC CY2024	50,000	47,540		47,540	95%	
Sequoia Healthcare District - Special Needs Grant FY23-25	400,000	69,326	100,000	169,326	42%	
Sequoia Healthcare District - Mental Health Grant FY23-25	134,000	3,301	33,500	36,801	27%	Delays in expenditures are due to one agency not utilizing available coaching services in a timely manner; we are working to address this
Children and Youth Behavior Health Initiatives - Round 2	450,000	8,437	112,500	120,937	27%	Grant execution will be accelerated in H2 of FY24-25.
SMC Health, Family Health Services Baby Bonus Dividend Program	177,203	42,294	44,301	86,595	49%	Community Health Planner - WOC position

	FY24-25 Adopted Budget	YTD as of December 31, 2024 Actuals	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Adopted Budget (%)	Notes of Budget Monitoring Report
F. Program Operations	1,332,947	568,222	14,591	582,813	44%	
Program Shared Operating Budget	228,916	70,207	14,591	84,799	37%	
Program Staff S&B & Shared Admin Staff	901,634	402,600	0	402,600	45%	Excluding WOC - Community Health Planner position for the Baby Bonus Dividend Program
Evaluation Staff S&B	202,397	95,414	0	95,414	47%	
Total Program Appropriations (D1+D2+D3+E+F)	7,361,911	1,671,584	1,369,519	3,041,102	41%	0
ADMIN APPROPRIATIONS						
G. Admin Shared Operating Budget	228,916	70,207	14,591	84,799	37%	
H. Admin Staff S&B	608,995	285,647	0	285,647	47%	
Total Administrative Appropriations	837,911	355,854	14,591	370,445	44%	
Administrative Cost Rate %	10%	18%		11%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)	8,199,822	2,027,438	1,384,110	3,411,548	42%	
ENDING FUND BALANCE (ENDING RESERVES*)	9,541,950	11,671,180	-936,982	10,734,197	112%	

Schedule 1- OPERATING BUDGET MONITORING REPORT AS OF 12.31.2024

	ORG / ACCT#	FY24-25 Adopted Budget	YTD Actuals as of December 31, 2024	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Adopted Budget (%)	Notes of Budget Monitoring Report
I. Services and Supplies							
Outside Printing & Copy Svc	19510-5191	1,000		0	0	0%	
General Office Supplies	19510-5193	8,000	2,605	0	2,605	33%	
Photocopy Lease & Usage	19510-5196	5,000	458	0	458	9%	
Direct Communication Expenses	19510-5132	3,800	735	0	735	19%	
Computer Supplies	19510-5211	25,000	2,185	0	2,185	9%	
Software License / Maintenance Expenses	19510-5215	6,673	4,312	0	4,312	65%	
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	850	0	850	6%	
Auto Allowance	19510-5712	11,000	5,630	0	5,630	51%	
Meetings & Conference Expense	19510-5721	8,000	269	0	269	3%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	1,246	0	1,246	25%	
Other Business Travel Expense	19510-5724	8,000	76	0	76	1%	
Dept. Employee Training Expense	19510-5731	5,327	2,949	0	2,949	55%	
Wellness grant	19510-5856	0	317	0	317		
Other Professional Services	19510-5858	28,500	6,624	0	6,624	23%	
Sub Total - Services & Supplies		130,300	28,257	-	28,257	22%	
II. Other Charges							
Automation Services - ISD	19510-6713	41,271	13,568	0	13,568	33%	
Annual Facilities Lease	19510-6716	109,000	47,743	7,896	55,639	51%	Rent escalation for services and maintenance in
General Liability Insurance	19510-6725	19,090	11,136		11,136	58%	Insurance increases
Official Bond Insurance	19510-6727	319	159		159	50%	
Human Resources Services	19510-6733	323	323		323	100%	
Countywide Security Services	19510-6738	692	692		692	100%	
All Other Service Charges	19510-6739	60,210	19,730	3,000	22,730	38%	
Card Key Services	19510-6751	1,042	521		521	50%	
A-87 Expense	19510-6821	95,585	18,287	18,287	36,573	38%	
Sub Total - Other Charges		327,532	112,158	29,183	141,341	43%	
Total Operating Budget		457,832	140,415	29,183	169,597	37%	
Program Shared Operating Budget		228,916	70,207	14,591	84,799	37%	
Admin Shared Operating Budget		228,916	70,207	14,591	84,799	37%	

Schedule 2 - SALARIES & BENEFITS BUDGET MONITORING REPORT AS OF 12.31.2024

Program Staff & Shared Admin Staff		901,634	402,600		402,600	45%	Including 27% of Admin cost allocation
Evaluation Staff		202,397	95,414		95,414	47%	
Admin Staff		608,995	285,647		285,647	47%	
F5SMC Salaries and Benefits		\$ 1,713,026	\$ 783,661	\$ -	\$ 783,661	46%	
Baby Bonus Dividend Program - WOC		\$ 177,203	\$ 86,595		86,595	49%	Other Grant Appropriations

Color Coding

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