



***January 22, 2020 COMMISSION MEETING  
AGENDA PACKET ATTACHMENTS***

**Attachments:**

ITEM 4: Consent Agenda

- a) December 4, 2019 Minutes (Draft)
- b) FY 19-20 Q2 Financial Report
- c) Memo: Commissioner Confirmation – Bruce Gibson
- d) Memo and MOU Draft - Cal Poly in Child Care Study Collaborative
- e) Memo: 2020 Advocacy Agenda

ITEM 7: Memo re: 2018-19 Outcome Evaluation

*(draft appears as separate attachment; hard copies available at the Meeting)*

ITEM 9: Memo re: Strategic Planning Initial Funding Recommendations

**FIRST 5 SAN LUIS OBISPO COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**COMMISSION MEETING MINUTES**

December 4, 2019

**Current Commissioners Present**

Penny Borenstein, MD (Vice Chair)	SLO County Public Health Department
Devin Drake	Department of Social Services
Erica Ruvalcaba-Heredia, EdD	Community at Large
James Tedford, MD	Medical Representative
Alison Ventura, PhD	Community at Large
Bob Watt	Community at Large

**Commissioners Absent/Excused**

Bruce Gibson (Chair)	SLO County Board of Supervisors
James Brescia, EdD	SLO County Office of Education
Melinda Sokolowski	Child Care Planning Council

**Staff Present**

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Sarah Montes Reinhart  
Commission Evaluator: Tom Keifer  
Commission Counsel: Natalie Frye-Laacke

**Call to Order**

Vice Chair Borenstein called the meeting to order at 3:02 PM.

**ITEM 1 – Vice Chair Comments**

Commissioner Borenstein commented that this is the last Commission meeting of the calendar year. She announced that the January 22, 2020 meeting will be held at a different venue than SLOCOE Board room – location to be announced soon.

**ITEM 2 – Commissioner Announcements and Updates**

Vice Chair Borenstein invited Commissioners to offer thoughts of gratitude or anticipation, both looking back on 2019 and forward toward 2020.

Commissioner Ventura commented that she is thankful to be part of the Commission, and looking forward to her work on the team in the year to come.

Commissioner Watt said he is looking forward to focusing on family friendly workplace efforts in the coming year.

Commissioner Ruvalcaba-Heredia said she is thankful to be part of the First 5 family; enjoys sharing the sentiment of “gratitude,” that is such a focus at the end of the year in particular, with little ones. She anticipates focusing attention particularly on needs in the community of San Miguel in 2020.

Commissioner Tedford said he is grateful for his role as grandfather, and the chance to relive youth and its potential through his grandkids’ experiences as young adults.

Commissioner Drake expressed gratitude for the arrival of rain, the country we live in, and his job at Department of Social Services – where he and his team serve the community’s most vulnerable families.

Commissioner Borenstein highlighted several current projects in motion or on the horizon: The January 2020 Health Commission meeting will focus on PMAD. Public Health is working with First 5 and the Central Coast Breastfeeding Coalition to draft a county lactation policy for HR. A Public Library grant opportunity would build library-based supports for families. There are two ordinances up for Board of Supervisor vote in 2020 related to increased restrictions on tobacco use: 1) expansion of the no-smoking perimeter to all public spaces in county unincorporated areas; 2) a ban on sale of vaping materials and devices in unincorporated areas. She expressed gratitude for her team at Public Health and the work they do. She is thankful for her job and her own continuous learning.

### **ITEM 3 - Public Comment – Items not on the agenda**

Margaret Kensinger-Klopfer, County Library Youth Services Director, announced that the CA State Library is putting out an “Early Learning” grant opportunity that will fund local libraries’ role in providing supports for families raising young children. A planning group has met, including First 5, Public Health, Behavioral Health, CAPSLO, and others. She mentioned plans to form parent resource/ peer support groups in areas of most need. The advantage of the library is its informal environment – it offers a non-intimidating first stop to getting information and resources. Ms. Kensinger-Klopfer also participated in First 5 strategic focus groups as an observer.

Shana Paulson, Program Manager at CAPSLO’s Child Care Resource Connection, announced the release of a report by the Child Care Resource and Referral Network of CA -on non-traditional hour care. The report includes a summary of recommendations, including potential workplace policies and possible changes to labor laws. Ten families from SLO County participated in a focus group that informed the report.

Quinn Brady, a parent in Los Osos with a child at Baywood Elementary, offered an update on the upcoming conversion of Baywood Elementary School to a dual language immersion

school, starting in fall 2020. The program will launch over multiple years, starting with kindergarten only in fall 2020. Open enrollment begins in March. A lottery for Baywood will be April 17. A primary goal will be to connect with 0-5 families. Neighborhood families know about the opportunity, but further afield families are less aware. The Baywood team is hoping to continue the conversation with First 5 regarding outreach to families with young children.

**ITEM 4 (ACTION ITEM) - Consent Agenda**

- a. Approval of the October 23, 2019 Minutes
- b. Approval of Budget Adjustment Request – CAPSLO IMPACT Contract
- c. Approval of County MOU re: Collaborative Child Care Study

*Public Comment: NONE*

Commissioner Drake made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Ventura and passed unanimously.

**ITEM 5 (ACTION ITEM) – Approval of Contract with Bravo Pediatrics: 3 by 3 Developmental Screening Partnership (Private Clinic Partner)**

Associate Director Jason Wells and Special Projects Administrator Sarah Montes Reinhart, provided a history and overview of the MHSA 3 by 3 project that includes participation by a private pediatric practice. After an invitation to all local pediatricians to apply to participate in the project did not receive any responses, First 5 staff approached Bravo Pediatrics, whose team opted in. Nurse Practitioner Alison Borgsmiller was assigned as staff liaison, and has been working with First 5 to develop a contract, scope and budget.

Contract duration: January 1, 2020 – June 30, 2022.

Total Contract amount: \$99,540.

- Bravo Pediatrics will provide and/or facilitate the delivery of at least 225 comprehensive developmental and social/emotional screenings to families with children 0-3 years old, annually.
- The funding will be used primarily to pay the salaries of a health educator and administrative staff who will be scheduling or providing direct services (screenings).

Discussion ensued.

Commissioner Watt inquired how many of the 225 will have follow-up? Ms. Reinhart responded that this is one data point the project is looking to answer. One advantage of the 3 by 3 project is the focus on recurring screenings to track milestones over time, and to better flag children in need of ongoing monitoring and/or referral.

Commissioner Watt asked about the socioeconomic status of Bravo Pediatric patients. Staff responded that the majority are privately insured/middle income and up. Community Health Centers of the Central Coast (CHC) is the other pediatric partner on the 3 by 3 project, and serves the majority of low-income children in the county.

Commissioner Ventura asked if CHC has started screening yet (answer: later this month), and if all three\* methods of administering screenings are being implemented at both sites (answer: ultimately yes; for now, just the first two). Do parents get to self-select (answer: yes).

\*(self-administered, health educator-supported, child care professional-supported)

Commissioner Borenstein cautioned about the risks of ascertainment bias (i.e. skewed samples sizes).

*Public Comment: None*

Commissioner Watt made a motion to approve a contract with Bravo Pediatrics as private clinic partner on the 3 by 3 Developmental Screening Partnership. The motion was seconded by Commissioner Ruvalcaba-Heredia and passed unanimously.

## **ITEM 6 – Staff Updates**

Outreach and Communications Officer Misty Livengood provided updates on various activities at First 5:

- All local staff will be attending the First 5 Association Summit in December, and a team will attend the First 5 CA conference in February 2020.
- The We Are the Care Initiative is picking up momentum, with three task forces working on public awareness building, local government engagement, and cross-sector collaboration to address the local child care crisis.
- Hands-on Heroes profiles in 2020 will connect with We Are the Care and all will focus on sharing stories of challenge and innovation in the world of early care and education.
- November 2019 Hands on Hero is Alora Turley (nominated by Girl Scouts); Magda Mancilla is December's Hero, nominated by the Promotores Network.

*Public Comment: NONE*

## **ITEM 7 – Strategic Planning Discussion: Focus Groups, Survey**

Executive Director Wendy Wendt introduced this item with an overview of results of multiple family focus groups and a community survey. Groups were held in Paso Robles, Atascadero, San Luis Obispo, Océano and – following this meeting - Nipomo. Several groups were conducted in Spanish. Close to 90 individuals participated. Each focus group was co-facilitated by a First staff person and a First 5 Commissioner.

The Community Survey was completed by 81 people.

Recurring themes in both focus group and community survey responses were:

- Child care challenges
- Need for support in the face of parenting stress, especially in the perinatal period.
- Desire for social connectedness among families
- Negative impact of high cost of living on the ability to parent effectively

- Concerns about difficulty accessing specialty health care when needed

Jason Wells commented that many focus group participants expressed appreciation for the simple chance to get together and share.

Commissioner Watt emphasized the connection between First 5's work and the affordable housing crisis. By way of example, he pointed out that a high percentage of families in Cambria are homeless.

Commissioner Ventura noted that in the focus group she co-facilitated there was a common theme of parents feeling "stuck" (E.g. a mom staying in a relationship that wasn't healthy; being on a long waiting list for care).

Commissioners Watt and Ventura commented on the burden of economics as far as being eligible for care. For example -- One mom had to quit her job to stay with her kid. Cutoff for eligibility to receive subsidized childcare is blunt and creates additional hardship for families just above that line.

Commissioner Borenstein pointed out the income eligibility thresholds are way out of date.

*Public Comment: NONE*

### **ITEM 8 – Advocacy Agenda 2020**

Ms. Wendt proposed sticking with current Advocacy Agenda goals through the end of the current strategic plan, and then revise to coincide with the beginning of the new strategic plan in July 2020. Action will be taken at the January 22, 2020 Commission meeting.

Commissioner Borenstein encouraged linking the Advocacy Agenda to the Community Health Improvement Plan.

Evaluation Consultant Tom Keifer suggested marrying strategic planning re: future funding priorities with planning for the next Advocacy Agenda.

Ms. Wendt added a possibility of linking local Advocacy Agenda themes with some or all of the state First 5 Association advocacy priorities: Help Me Grow, Early Intervention, Early Childhood Education, and Early Relational Health.

*Public Comment: NONE*

### **ITEM 9 – Adjourn 4:52 pm**

**To: First 5 Commissioners**

**From: Wendy Wendt**

**Date: January 22, 2020**

**Re: ITEM 4b: 2019-20 Second Quarter Financial Report**

**Recommended Action**

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2019-20 as of December 31, 2019.

**Administrative Budget**

As of December 2019, 45% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$135,610 (a portion of office rent and staffing costs allocated to program activities). The cost is directly related to work performed for funded programs and can be considered program related expenses as defined by the GFOA guidelines.
2. Food is at 72% of total budgeted expense, due to refreshments provided during family focus groups related to strategic planning.
3. Copier Maintenance Contract is at 63% of total budgeted expensed due to a new copier lease. Future lease payments will be allocated to the “Significant Value Purchase” line item, which is currently at 14% of total budget and is designated for office equipment purchases higher than \$500. The total value of the new copier is \$8,500, with a monthly lease payment of \$94 over 60 months.
4. 100% of Auditor Department services were billed on a one-time basis during the first quarter of the current fiscal year, versus quarterly invoices in prior years.
5. Special Department Expense is at 66% of current fiscal year spending, due to front-loaded purchases of outreach materials for use throughout the year.

**Administrative Expense as Percent of Total Operating Expense**

The Commission’s adopted administrative cap is set at 15%. The administrative cap amount is defined as a percentage of Total Operating Expense. The policy also states that staff will monitor the administrative percentage to ensure it remains within approved limits. If the percentage exceeds the cap amount, staff is required to alert the Commission and explain the reason for a percentage in excess of 15%.



As of December 31, 2019, the Administrative Expense as a percentage of Total Operating Expense is 19% (\$130,027/\$682,308). Historically first and second quarter program expenditures have been low, so the higher percentage isn't unexpected. However, it is anticipated that during the second half of FY 2019-20, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.

**Operating Statement**

As of December 31, 2019 net revenue is \$174,489.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – Only one tax revenue payment – July 2019 appropriation, was distributed before then end of the second quarter. A May 2019 Revenue projection estimates \$1,624,356 in annual appropriations for FY 2019-20. This is a slight increase from the actual tax revenue received in FY 2018-19 (\$1,435,661).

**Tax Revenue Distribution Schedule 2019-20**

July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
107,684											

**Tax Revenue Distribution Schedule 2018-19**

July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
144,117	121,857	162,173	132,985	123,568	140,143	42,757	111,405	108,983	107,888	127,643	112,142

2. Total revenue received from all sources through December 31, 2019 is \$646,518. This includes the above noted Prop 10 appropriation, \$33,480 in IMPACT HUB reimbursements, \$45,852 in local interest, and \$23,215 in MAA payments. Also included in the Revenue Received total are accrued April, May and June payments from the 2018-19 Tax Revenue Distribution Schedule, accrued IMPACT program income of \$281,188, accrued state interest totaling \$4358, and \$9,149 in MAA revenue.
3. Total Program and Administrative Expenditures through December 31, 2019 are \$682,308.

**Fund Balance Detail**

GASB 54	6/30/2019 (audited)	9/30/2019	12/31/2019	3/31/2020	6/30/2020 (audited)
Nonspendable	\$ 17,277	\$ 17,277	\$ 17,277		
Restricted	\$ 54,749	\$ 52,140	\$ 52,140		
Committed	\$ 2,970,105	\$ 3,287,177	\$ 4,034,949		
Assigned	\$ 5,808,313	\$ 5,829,302	\$ 4,206,141		
Unassigned	\$ -	\$ -			
<b>TOTAL</b>	<b>\$ 8,850,444</b>	<b>\$ 9,185,896</b>	<b>\$ 8,310,507</b>		



	A	B	C	D	E	F
		Jul19-Sep19	Oct19-Dec19	Jan20-Mar20	Apr20-Jun20	Total
1						
2	<b>Perinatal Readiness</b>					
3	BABES (SLO Co PHD)		43,875			43,875
4	Perinatal Mental Health Support (CFS)					-
5	Baby's First Breath (SLO Co PHD, TCP)		5,736			5,736
6	<b>TOTAL</b>	-	<b>49,611</b>	-	-	49,611
7	<b>Child Health and Development</b>					
8	Oral Health Safety Net Treatment (Contribution)					-
9	Oral Health Coordinator (SLO Co PHD)		13,288			13,288
10	Tolosa Children's Dental Clinic		6,884			6,884
11	Vision Screening	1,998	3,311			5,309
12	BEST PALS (Pediatric Physical Therapy Services)		11,973			11,973
13	Health Access Trainers (Carsel Consulting Group)	3,877	13,142			17,019
14	3 by 3 Research (Carsel Consulting Group)	986	1,182			2,168
15	3 by 3 Internal Program Expenses	231	4,040			4,271
16	HMG Centralized Access Point					
17	<b>TOTAL</b>	<b>7,092</b>	<b>53,820</b>	-	-	60,912
18	<b>Early Learning</b>					
19	PR First 5 ECE - Donation Equipment	2,609				2,609
20	ELFA (SLO COE)		5,814			5,814
21	First 5 Preschools		21,949			21,949
22	(OC) School Readiness, Oceano (LMUSD)		24,839			24,839
23	(GB) School Readiness, Georgia Brown Elem (PRJUSD)					-
24	<b>TOTAL</b>	<b>2,609</b>	<b>52,602</b>	-	-	55,211
25	<b>Family Strengthening</b>					
26	Magda Williams	10,701	16,581			27,282
27	(OC) Family Advocacy		12,543			12,543
28	(GB) Family Advocacy					-
29	Parents Helping Parents	7,186	10,582			17,768
30	Family Advocacy Services (CFSSLO)	2,599	34,026			36,625
31	Parent Cafes (CFSSLO)		12,739			12,739
32	Parent Cafes (CAPSLO)					-
33	<b>TOTAL</b>	<b>20,486</b>	<b>86,471</b>	-	-	106,957
34	<b>IMPACT SLO</b>					
35	Quality Counts -- FCCs (CAPSLO - CCRC)		22,189			22,189
36	Quality Counts -- Centers (CAPSLO -LPC)		50,208			50,208
37	Early Learning and Literacy Specialists (SLOCOE)		17,661			17,661
38	IMPACT Program Evaluation Expenses	1,275	2,041			3,316
39	IMPACT HUB Expense	16,166	630			16,796
40	IMPACT DATA Reimbursement					-
41	IMPACT Program "Other"		675			675
42	<b>TOTAL</b>	<b>17,441</b>	<b>93,404</b>	-	-	110,845
43	<b>Advocacy Projects</b>					
44	CBOR/HOH	1,550	1,400			2,950
45	New/General Advocacy	120	615			735
46	Talk Read Sing Campaign	8,992	3,500			12,492
47	Other Advocacy Projects					-
48	<b>TOTAL</b>	<b>10,662</b>	<b>5,515</b>	-	-	16,177
49	<b>Other</b>					
50	Evaluation - Core Allocation	4,208	9,733			13,941
51	Kits for New Parents	1,640	337			1,977
52	Event Sponsorships	1,000				1,000
53						-
54	<b>TOTAL</b>	<b>6,848</b>	<b>10,070</b>	-	-	16,918
55						
56	<b>TOTAL PROGRAM AND EVALUATION EXPENSE</b>	<b>65,138</b>	<b>351,493</b>	-	-	<b>416,631</b>
57						Quarter ending: 12/31/2019
58						

<b>First 5 Children and Families Commission of San Luis Obispo County</b>				
<b>Administrative Budget</b>				
<b>FY 19-20</b>				
<b>December 31, 2019</b>				
	<b>Beginning</b>	<b>YTD</b>	<b>Ending</b>	<b>%</b>
	<b>Budget Bal</b>	<b>Expensed</b>	<b>Budget Bal</b>	<b>Expensed</b>
Regular Hours - Permanent	391,506	193,883	197,623	50%
Computer Supplies	1,000	180	820	18%
Copy/Printing	3,000	474	2,526	16%
Food	800	572	228	72%
Insurance	3,700	1,340	2,360	36%
Copier Maint Contract	1,000	632	368	63%
Memberships	5,000	290	4,710	6%
Office Expense	3,000	1,336	1,664	45%
Other Services - Auditor Dept.	8,052	8,052	-	100%
Postage - Direct	100	18	82	18%
Professional Services	72,210	23,952	48,258	33%
Registration/Training	5,000	3,029	1,971	61%
Rent	45,515	18,782	26,733	41%
Significant Value Purchase	5,000	705	4,295	14%
Special Dept Expense	14,180	9,381	4,799	66%
Phone, Data, Internet Access	5,000	1,281	3,719	26%
Other Travel Expenses	5,522	1,729	3,793	31%
Contingency	20,000	-	20,000	0%
<b>Total Administrative Expense</b>	<b>589,585</b>	<b>265,636</b>	<b>323,949</b>	<b>45%</b>
<b>Less: Program Related Admin</b>	<b>(310,584)</b>	<b>(135,610)</b>	<b>(174,974)</b>	<b>44%</b>
<b>Net Administrative Expense</b>	<b>279,001</b>	<b>130,026</b>	<b>148,975</b>	<b>47%</b>

**First 5 Children and Families Commission of San Luis Obispo County**  
**Operating Statement**  
**FY 19-20**  
**December 31, 2019**

<b>EXPENSES</b>	<b>Jul - Sept</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr-Jun</b>	<b>YTD</b>
<b><u>Administration</u></b>	140,026	125,611			265,637
Less: Program Related Admin	(71,579)	(64,031)			(135,610)
Net Administrative Expense	68,447	61,580	-	-	130,027
<b><u>Program &amp; Evaluation</u></b>					
Perinatal Readiness		49,611			49,611
Child Health and Development	7,092	53,820			60,912
Early Learning	2,609	52,602			55,211
Family Strengthening	20,486	86,471			106,957
IMPACT Program Contracts	17,441	93,404			110,845
Advocacy Projects (CBOR, P5CAN, etc)	1,670	2,055			3,725
Talk Read Sing Campaign	8,992	3,500			12,492
Event Sponsorships	1,000				1,000
Kits for New Parents	1,640	337			1,977
Evaluation (Core)	4,208	9,733			13,941
Plus: Program Related Admin	71,579	64,031			135,610
Total Program & Evaluation Expense	136,717	415,564	-	-	552,281
<b>Total Operating Expense</b>	<b>205,164</b>	<b>477,144</b>	<b>-</b>	<b>-</b>	<b>682,308</b>
<b>REVENUE (Trust Fund: 3300000000)</b>					
Prop 10 Tobacco Tax	347,673	107,684			455,357
IMPACT	262,246				262,246
SMIF (Prop 10 interest)	4,358				4,358
HUB Payments	22,835	33,480			56,315
Interest (Local)		45,852			45,852
MAA	9,149	23,215			32,364
Other Revenue	258	48			306
<b>Total Revenue</b>	<b>646,518</b>	<b>210,279</b>	<b>-</b>	<b>-</b>	<b>856,797</b>
<b>Net Revenue (Expenses)</b>	<b>441,354</b>	<b>(266,865)</b>	<b>-</b>	<b>-</b>	<b>174,489</b>

<b>First 5 Children and Families Commission of San Luis Obispo County</b>			
<b>Balance Sheet (TRUST FUND 3300000000)</b>			
<b>December 31, 2019</b>			
<b>ASSETS</b>			
Cash in County treasury			\$ 8,400,022
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent			\$ 7,277
Bank Deposit			\$ 10,000
	Total Assets		<b>\$ 8,417,299</b>
<b>LIABILITIES</b>			
Accounts/Salaries payable			
Trust Deposits			\$ 106,792
	Total Liabilities		<b>\$ 106,792</b>
<b>FUND BALANCE</b>			
Fund Balance:			\$ 8,744,539
	Reserved for Encumbrances		\$ 1,803,424
	Total Reserved		\$ 1,803,424
	Fund Balance Available		\$ 6,507,082
	Total Fund Balance		<b>\$ 8,310,507</b>
	Total Liabilities and Fund Balance		<b>\$ 8,417,299</b>



To: First 5 Commission

From: Wendy Wendt

Date: January 22, 2020

Re: Agenda Item 4c: Confirm Commissioner Appointment - Bruce Gibson

**Recommended Action**

Staff is recommending the Commission confirm appointment by the SLO County Board of Supervisors for the following Commission seat: Bruce Gibson, BOS Designated Representative.

**Background**

At its December 17, 2019 meeting, the San Luis Obispo County Board of Supervisors approved committee assignments for the coming calendar year. These include assignment of a Supervisor to the First 5 Commission. Bruce Gibson has been assigned to continue in this role for 2020.

**To:** First 5 Commission of San Luis Obispo County

**From:** First 5 Staff

**Date:** January 22, 2020

**Re:** Memorandum of Understanding with Cal Poly State University – Collaborative Child Care Study

**Recommended Action:**

Staff recommends the Commission approve a Memorandum of Understanding with Cal Poly State University to enter into a collaborative study on the issue of affordable childcare.

**Background:**

Over the past six months, First 5 San Luis Obispo County and local stakeholders have engaged in community discussions and action planning efforts related to the local child care challenge. These have included the Where's the Care Town Hall in May 2019; a Major City Goals development process by the City of San Luis Obispo in January 2019 that surfaced child care as a topic of interest; and increasing involvement by local chambers of commerce and their members in building knowledge and strategies related addressing the needs of working families.

In spring of 2019, First 5 San Luis Obispo County and Community Action Partnership were approached together by the City of San Luis Obispo with a request to assist in studying challenges and opportunities related to child care access for families living and/or working in the city. City staff expressed a recognition that affordable childcare is a regional issue, and as such they planned to reach out to other public sector partners, including the County, local school district and other municipalities for possible participation in the collaboration.

To date, **four** public sector partners have announced an intension to partner with First 5 and CAPSLO on this effort: City of San Luis Obispo, San Luis Coastal Unified School District, the County of San Luis Obispo, and – **as of December 2019 – Cal Poly State University**. Each partner has developed or is in the process of developing complementary and mutually referenced Memoranda of Understanding with First 5 and CAPSLO:

- San Luis Coastal MOU was approved by the School Board at its September 3, 2019 meeting and by the First 5 SLO County Commission on October 23, 2019.
- City of San Luis Obispo MOU was approved by SLO City Council at the October 22 City Council meeting and authorized by the First 5 SLO County Commission on October 23, 2019.
- County of San Luis Obispo MOU was approved by the Board of Supervisors on November 5, 2019 and approved by the First 5 Commission on December 4, 2019.
- **On January 10, 2020, Cal Poly Assistant Vice President for Strategic Business Services, Administration and Finance, Dru Zachmeyer, submitted a draft MOU for First 5 Commission approval (see attached).**

As is articulated in each MOU document, the goal of the collaborative study is to “establish options for the region to pursue in trying to achieve the vision that residents and workers in San Luis Obispo County have access to quality affordable childcare.” First 5’s role will be to serve as project manager, receive funds from committed

partners to fund the study, develop a general scope of work, administer a search process for a study consultant, oversee consultant activities and monitor deliverables, participate in a study advisory committee to be managed by Community Action Partnership/Local Child Care Planning Council, support actionable items that emerge from the study, and share results of the study with the broader community.

**Fiscal Considerations:**

Each of the public sector partners has expressed (or confirmed) a commitment of up to \$20,000 to fund the study. As of this report date, the total maximum funding among the four partners is \$80,000, to be managed by First 5 in securing a study consultant.



**CAL POLY**

Administration and Finance Division  
Strategic Business Services



**Memorandum of Understanding**  
**Between**  
**California Polytechnic State University**  
**And**  
**First 5 San Luis Obispo County**

**1. Purpose**

This Memorandum of Understanding (MOU) entered into by and between California Polytechnic State University (Cal Poly) and First 5 San Luis Obispo County (First 5) is intended to define the terms of Cal Poly's participation in a collaborative effort to assess and address childcare needs in San Luis Obispo County. Cal Poly further desires to partner with any other local agencies that are or may become involved in this effort through separate agreements with First 5 for the purpose of advancing solutions to the regional problem of child care accessibility.

**2. Background**

Like other area employers large and small, Cal Poly and its employees face challenges related to childcare access in the region. Campus based resources provide high quality service to a limited number of families. Unfortunately, many others never make it off the wait lists. While these programs may present opportunities for expansion, it is also recognized that a holistic solution can best be achieved in partnership with other local agencies and organizations.

Cal Poly currently operates two child care programs primarily for the benefit of its students and employees. Both of these programs are also open to the community on a priority basis.

The Orfalea Family and ASI Children's Center (Children's Center) accommodates approximately 135 children ranging from infant-toddler to kindergarten age. These high quality programs have consistently garnered demand that far surpasses capacity. Student fees cover a significant portion of the Children's Center's operating costs which are also subsidized with Cal Poly general fund monies.

The Cal Poly Psychology and Child Development Preschool Learning Lab (Learning Lab) serves approximately 30 pre-school age children in a unique laboratory environment where faculty and students engage in research and development activities related to young children's STEM learning. The Learning Lab is operated under the auspices of Cal Poly's Psychology and Child Development Department. While tuition offsets a portion of operating costs, the campus provides significant resources in the form of facilities, utilities, insurance and personnel.

**3. Study**

Cal Poly will assign its liaison to participate work directly with First 5 and partners in selecting a consultant, defining consultant scope of service and deliverables, and providing guidance as needed for formulation and execution of a consultant delivered Child Care Capacity Building Study (the Study).



**4. Areas of Focus**

Cal Poly has identified the following areas of focus for consideration in any studies or solutions pursued through this partnership:

*a. Employee recruitment and retention*

Address costs associated with hiring and retaining employees attributable to childcare challenges. Understanding cost will help measure and justify investments in mitigating measures.

*b. Improve access to quality, affordable childcare*

Formulate actionable plans to improve childcare access. Consider creative concepts in addition to existing models.

*c. Contribute to workforce and community diversity including gender equity*

Solutions should include reasonable measures to promote and foster diversity.

*d. Support workforce development in the education and childcare fields*

Identify opportunities to train and retain a well-qualified childcare workforce.

**5. Financial Obligation**

Cal Poly agrees to contribute its share of costs (not to exceed \$20,000) for the Study under the terms and scope agreed upon by Cal Poly, First 5 and its other partners.

**6. Deliverables**

Cal Poly will receive a copy of all deliverables and share them internally for full consideration of proposed action items.

**7. Liaison**

Cal Poly assigns Patty Clarkson, Director of the Preschool Learning Lab as its liaison.

**8. Term**

The term of agreement will begin as of its date of execution and end on June 30, 2021.

**AGREED:**

CAL POLY

FIRST 5 SAN LUIS OBISPO COUNTY

\_\_\_\_\_  
Dru Zachmeyer  
Administration & Finance

\_\_\_\_\_  
Wendy Wendt  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



To: First 5 Commission  
From: Wendy Wendt  
Date: January 22, 2020  
Re: Agenda Item 4e: 2020 Advocacy Agenda

**Recommended Action**

Approval of the 2020 Advocacy Agenda as a continuation of the 2019 Advocacy Agenda, to be revised in conjunction with the 2020 Strategic Plan (start date July 1, 2020).

**Background**

First 5 SLO County's work centers around three core functions in support of early childhood: 1) financial investments in promising initiatives; 2) community-level planning toward improved systems; and 3) advocacy to build public awareness and inspire increased commitment at the local, state and national level to protect the rights of children and help them get the best possible start in life.

The First 5 San Luis Obispo County Advocacy Agenda gives concrete direction to this third function. The Commission establishes two Advocacy Goals within each Priority Area of the current strategic plan to focus its work over the coming calendar year. 2017 marked the first year using the current format, which continued with some modifications in 2018 and 2019.

Staff believes that the eight goals identified for 2020 continue to hold relevance in our continuing advocacy work. Per a Commission discussion during the December 4, 2019 meeting, it was also agreed to reevaluating the Advocacy Agenda and aligning with the 2020 Strategic Plan which is due to commence July 1, 2020.

# ADVOCACY AGENDA 2020

## AND, HOW ARE THE CHILDREN?



### PERINATAL READINESS Reinforcing the earliest stages of parenthood, from pregnancy planning through the first six months of life



- ADVOCACY GOALS:**
- Expanded home visiting options for new families
  - Increased awareness about health impacts of marijuana use on young children and their families

**WHY?** Parenting can be most isolating and stressful during the early months of a child's life. Home visiting programs offer families support and education at this critical time, helping parents build skills, confidence, and connections with resources. With cannabis legalization in CA, it is important to alert pregnant and parenting families of potential impacts on the baby.

### CHILD HEALTH AND DEVELOPMENT Promoting young children's wellness and access to quality care



- ADVOCACY GOALS:**
- Stronger alignment of systems that track and address developmental milestones in young children
  - Increased access to pediatric oral health care and disease prevention

**WHY?** The health of our community's youngest children should be protected regardless of family income or circumstance – but isn't. Fewer than 1 in 3 infants and toddlers are given routine recommended developmental screenings, while 1 in 4 are at risk for delays. Dental disease is largely preventable, yet a majority of low-income children reach grade school with cavities.

### EARLY LEARNING Ensuring that from birth, children have rich and varied opportunities to develop their minds



- ADVOCACY GOALS:**
- Increased parent engagement as a child's first teacher
  - Community investment in access, quality AND affordability for early childhood education

**WHY?** Children learn from birth; 80% of brain development happens in the first 3 years of life. Children who are regularly talked, read and sung to from infancy do better in school. Knowing this, our community should maximize investment and time in early learning – but doesn't. We face a paradox: quality child care and parent education costs are out of reach for most families, while child care worker salaries are among the lowest in the workforce.

### FAMILY STRENGTHENING Supporting parents and families to build stable, nurturing and enriching home environments for young children



- ADVOCACY GOALS:**
- Increased access to safe, affordable homes for families with young children
  - Increased culture of family-friendly workplaces & communities that support young children & families

**WHY?** Our community should be a place where young children and families thrive – but sometimes it isn't. Families should be able to afford a place to live – but often can't. Children regardless of immigration status should be nurtured by communities but often aren't. It is more expensive to live here than most areas of the country. Families with young children are frequently at maximum stress and minimum earning power. Government and business have a role to play in supporting them during this important stage of life.



To: First 5 Commission  
From: Wendy Wendt  
Date: January 22, 2020  
Re: Agenda Item 7: 2018-19 Outcome Evaluation Report

**Recommended Action**

Approval of the 2018-19 Outcome Evaluation Report.

**Background**

Each year in conjunction with the state annual report, First 5 San Luis Obispo County prepares an annual outcome evaluation report. The data contained in the report are submitted by First 5 SLO funded partners in their quarterly reports. Additional data may be obtained via question/answer conversations with the First 5 SLO Evaluation Consultant, Tom Keifer.

Following an annual review and approval by the Commission, the report is submitted to First 5 California and the First 5 State Association.

The Draft 2018-19 Outcome Evaluation Report has been posted on the First 5 website and for Commissioner and public review prior to the January 22, 2020 Commission meeting. Several hard copies will also be available at the meeting.

*(Note: Draft Outcome Evaluation Report is posted separately)*

**To:** First 5 Commission of San Luis Obispo County

**From:** First 5 Staff

**Date:** January 22, 2020

**Re:** ITEM 9 Strategic Planning 2020 – Initial Program Funding Recommendations

### **Recommended Action**

It is recommended that the Commission approve initial funding recommendations for the FY 2020-2024 Strategic Plan.

### **Background**

Beginning Winter 2019, First 5 staff have engaged in an ongoing process of reviewing current programs, and services delivered through the contracts and direction of the FY 2016-2020 Strategic Plan. Additionally, staff have carefully reviewed the progress and outcomes of each of these programs.

In the summer and fall of 2019, Staff and Commissioners also facilitated family focus groups in Paso Robles, San Luis Obispo, Arroyo Grande, Atascadero, Nipomo, and Oceano. A total of 91 parents participated in the English and Spanish focus groups. The focus group participants were asked a series of open-ended questions to understand the recurring themes around needs/challenges of young parents and families, as well as what resources are available, working and accessible and what resources are still needed.

In addition to focus groups, staff released an online community programs survey that asked similar questions of respondents (mostly staff of family serving organizations) as a way to further understand the community's perspective on needs and challenges for families with young children.

An overarching goal of these strategic planning exercises was to use this fuller awareness of current needs among families with young children to inform First 5's decisions about how best to allocate its resources and focus in the next strategic planning period. The data gained through this process will be discussed further during the presentation of this item.

### **Funding Recommendations**

First 5 San Luis Obispo County's current Fiscal Plan provides for \$1.4 million in annual spending as supported by core Proposition 10 program revenue during the Strategic Plan period of FY 2020-2024 (note – this figure does not include anticipated and/or potential expenditures associated with IMPACT 2020 or MHSA). The initial proposed spending as presented in this item totals \$1,278,040. Staff requests Commission direction regarding allocation options for of the remaining \$121,960.



Staff is recommending funding for the following currently funded programs be continued for up to four years in FYs 2020-2024.

<b>Proposed Continuing Programs</b>	<b>Annual</b>
Vision Screening – Optometric Care Associates	\$ 20,000
Tolosa Children's Dental Center	\$ 20,000
Oral Health Program – Public Health	\$ 40,000
CSPP/F5 Preschool - SLOCOE	\$ 192,104
Parents Helping Parents - UCP	\$ 41,566
Help Me Grow Centralized Access Point - CAPSLO	\$ 200,000
BABES* - Public Health	\$ 179,370
Health Access Trainers – Carsel Consulting	\$ 25,000
<b>SUBTOTAL</b>	<b>\$ 718,040</b>

\*Staff recommends that County and/or other resources be identified to fund BABES, ideally within the next fiscal year.

Staff further recommends Commission approval of up to six-month extensions on the following existing program contracts to allow for smooth transition into the new strategic planning period:

- School Readiness – Paso Robles and Lucia Mar Schools
- Baby’s First Breath – Public Health Department
- Best Pals – Pediatric Physical Therapy Services
- Early Childhood Family Advocacy Services – Center for Family Strengthening

Staff is recommending approval of the following service areas for new and continued investment. Exact services will be determined through staff and commission discussion and approval. Most if not all the providers of services would be procured through request for proposals process.

<b>Proposed Areas for New and Continued Investment through RFP</b>	<b>Annual</b>
Early Intervention	\$ 90,000
Early Learning Groups	\$ 200,000
Parent Groups	\$ 70,000
Early Childhood Family Advocacy	\$ 100,000
Perinatal Support	\$ 50,000
We Are the Care	\$ 50,000
<b>SUBTOTAL</b>	<b>\$ 560,000</b>