



***March 23, 2022 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

ITEM 1: Memo and Resolution 2022-02 re: State Emergency

ITEM 4: Consent Agenda

- a) Draft January 26, 2022 minutes
- b) Moss Levy Hartzheim Engagement Letter and Staff Cover Memo
- c) Resolution re: Authorized Signers and Staff Cover Memo
- d) First 5 CA Annual Report FY 20-21 - Excerpts (Full report attached separately; also available at

https://ccfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-20-21.pdf

ITEM 6: Memo re: First 5 SLO County Annual Evaluation Report FY20-21 (note: Report attached separately)

ITEM 7: Memo re: Shared Services Alliance Contract with CAPSLO (note: Contract Draft attached separately)

ITEM 8: Memo re: Program Contract Amendment Approvals (note: Amendments attached separately)

ITEM 9: Memo and First 5 Staff Job Descriptions



To: Children And Families Commission Of San Luis Obispo County

From: Natalie Laacke, District Counsel

Date: March 23, 2022

Re: **Item 1** - Resolution Of The Children And Families Commission Of San Luis Obispo County (“First 5”) Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation Of A State Of Emergency By Governor Newsom’s Order Dated March 4, 2020 And Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of First 5 For The Period Of March 23, 2022 To April 22, 2022 Pursuant To Brown Act Provisions

Item to Consider:

Consider adoption of a resolution pursuant to AB 361 to find that as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, holding First 5 meetings in person would present imminent risks to the health or safety of attendees.

First 5 will allow attendance of the March Commission meeting in-person as well. First 5 would like to provide the option for those that feel comfortable attending in-person that option. Staff believes that many members of the public and other partners will continue to appear by Zoom and/or telephone.

Staff Report:

RECOMMENDATION:

Although the COVID-19 pandemic has significantly improved, San Luis Obispo County residents continue to be hospitalized (including in the ICU) and die due to COVID-19. The mask mandate has been lifted, but it is still strongly recommended for many in-door settings. It is recommended that the Commission adopt a resolution pursuant to AB 361 to find that as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, holding First 5 meetings in person would present imminent risks to the health or safety of attendees.

SUMMARY:

Governor Newsom’s order declaring a state of emergency is set to expire at the end of March 2022. Commission meetings after March 31, 2022 will return to in-person, unless the state of emergency is extended or there are other changes to the Brown Act meeting legislation.

Adopting the above resolution, will allow the March meeting to be a transition from virtual meetings to in-person meetings. It also provides flexibility for our partners, community members



and other guests that may feel uncomfortable attending an in-person meeting (particularly those who are immunocompromised or who must travel from out of the County for the meeting from areas where the COVID-19 case rate and/or positivity rate are greater than in SLO County) when the pandemic is still on-going and California is still in a state of emergency.

BACKGROUND:

On September 16, 2021, Governor Newsom signed AB 361. This legislation amends the Brown Act to allow meeting bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's more narrow standard rules for participation in a meeting by teleconference. If the Commission desires to continue to meet remotely via teleconference after September 30, 2021, it is required to adopt a resolution making the requisite findings under AB 361. The new law also requires the Commission to reconsider that determination no later than 30 days after the first teleconference meeting held pursuant to AB 361 and every 30 days thereafter. Adoption of the proposed resolution, attached as Attachment A, will enable the Commission to meet via teleconference in October and to reconsider the determination for subsequent meetings.

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. That proclamation remains in effect, but is set to expire March 31, 2022. As a result of the state of emergency, the Governor issued executive orders that waived the normally strict provisions of the Brown Act relating to holding and participating in meetings via teleconferencing. Executive Order N-29-20 allowed bodies subject to the Brown Act to meet without a physical meeting location, so long as various requirements were met, including providing the public the opportunity to observe and participate in the meeting telephonically or electronically. Executive Order No. N-08-21 extended the suspension of the Brown Act's normal teleconferencing rules through September 30, 2021.

The Governor signed AB 361, urgency legislation, on September 30, 2021 and became effective immediately. AB 361 amended Government Code section 54953 to address holding meetings subject to the Brown Act via teleconference during a declared state of emergency. The amended section 54953 takes the place of the provisions of the prior executive orders related to teleconferencing, except that Governor Newsom has subsequently clarified that requirements related to public meetings of local legislative bodies set forth in Executive Order N-08-21 would continue to govern through September 30, 2021, so long as notice of the public meeting is provided, and the public has the opportunity to observe and participate in the meeting as required by AB 361.

AB 361 allows a board, commission or committee subject to the Brown Act, called "legislative bodies" under the Brown Act, to meet via teleconference without following the normal Brown Act teleconference rules if any of the following circumstances exist:

- A) The legislative body holds a meeting during a proclaimed state of emergency, and state

or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. [or]

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. (Gov't Code §54953(e)(1) [AB 361, p. 9].)

If the meeting is held via teleconference under these provisions, the meeting body must meet certain requirements under AB 361, including providing public access to the meeting and opportunity for the public to address the members of the legislative body.

AB 361 also requires periodic review of the determination to continue to meet via teleconference. If the state of emergency is still active, or if “state or local officials have imposed or recommended measures to promote social distancing,” then no later than 30 days after meeting via teleconference for the first time pursuant to AB 361, the body must make a finding that the body “has reconsidered the circumstances of the state of emergency” and further find that “[a]ny of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.” (Gov't Code §54953(e)(3) [AB 361, p. 11].)

Adoption of the attached resolution will enable the Board to continue to meet remotely via teleconference at its meetings for the thirty (30) days following the adoption of the resolution. Due to the need to continually renew, in compliance with AB 361, staff proposes to present this Board with like resolutions until the state of emergency ends or this Board determines to conduct meetings in-person.

Attachments:

Draft Resolution

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION
OF SAN LUIS OBISPO COUNTY (“FIRST 5”) PROCLAIMING A LOCAL
EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF
A STATE OF EMERGENCY BY GOVERNOR NEWSOM’S ORDER
DATED MARCH 4, 2020 AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF
FIRST 5 FOR THE PERIOD OF MARCH 23, 2022 TO APRIL 22, 2022
PURSUANT TO BROWN ACT PROVISIONS**

Recitals

WHEREAS, the Children and Families Commission of San Luis Obispo County ("First 5") is committed to preserving and nurturing public access and participation in meetings of First 5;

WHEREAS, all meetings the First 5’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the First 5’s legislative bodies conduct their business;

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions;

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within First 5’s boundaries, caused by natural, technological or human-caused disasters;

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees;

WHEREAS, First 5 previously adopted a Resolution 2022-01 on January 26, 2022, finding that the requisite conditions exist for the legislative bodies of First 5 to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953 of the Government Code; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) of the Government Code, First 5 must reconsider the circumstances of the state of emergency that exists in San Luis Obispo County, and First 5 has done so; and

WHEREAS, such conditions continue to persist in San Luis Obispo County, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and although conditions in San Luis Obispo County has significantly improved there continue to be residents that are hospitalized (including the ICU) and die from COVID-19;

WHEREAS, although the COVID-19 pandemic is improving in San Luis Obispo County, the SARS-CoV-2 Omicron Variant has caused, and will continue to cause, conditions of peril to the safety of persons within San Luis Obispo County that are likely to be beyond the control of services, personnel, equipment, and facilities of First 5, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California and the San Luis Obispo County Health Officer's Order Number 6;

WHEREAS, First 5 will allow attendance of the March Commission meeting in-person. First 5 would like to provide the opportunity for those that feel comfortable attending in-person that option. Staff believes that many members of the public and other partners will continue to appear by Zoom and/or telephone.

WHEREAS, First 5 does hereby find that the legislative bodies of First 5 shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, First 5 has been meeting via teleconference during the state of emergency in accordance with Executive Orders N-29-20, including providing opportunity for public observation and participation in Board meetings; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Children and Families Commission of San Luis Obispo County, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Children and Families Commission of San Luis Obispo County hereby proclaims that a local emergency persists throughout San Luis Obispo County and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the County that are likely to be beyond the control of services, personnel, equipment, and facilities of First 5.
3. Ratification of Governor's Proclamation of a State of Emergency. The Children and Families Commission of San Luis Obispo County hereby ratifies the

Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

4. Remote Teleconference Meetings. The Executive Director and Staff of the Children and Families Commission of San Luis Obispo County are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. Effective Date of Resolution. This Resolution shall take effect on March 23, 2022 and shall be effective until the earlier of (i) April 22, 2022, or such time the Children and Families Commission of San Luis Obispo County adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of First 5 may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED by the Children and Families Commission of San Luis Obispo County on March 23, 2022, by the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAINED:

Dated: March 23, 2022

Approved as to content for First 5:

**Children and Families Commission of
San Luis Obispo County**

Executive Director

By: _____

Approved as to form for First 5:

By: _____

Commission Counsel

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

COMMISSION MEETING MINUTES

January 26, 2022

Current Commissioners Present

Bruce Gibson (Chair)
Penny Borenstein, M.D. (Vice Chair)

SLO County Board of Supervisors
SLO County Public Health Department

Linda Belch
James Brescia, Ed.D.
Erica Ruvalcaba-Heredia
James Tedford, M.D.
Alison Ventura, Ph.D.
Bob Watt

Department of Social Services
SLO County Office of Education
Community at Large
Medical Representative (AAP, Ch 2)
Community at Large
Community at Large

Current Commissioners Absent

Melinda Sokolowski

Child Care Planning Council

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Sarah Montes Reinhart
Commission Counsel: Jeff Minnery

Call to Order

Chair Gibson called the meeting to order at 3:03 PM.

ITEM 1- Resolution 2022-01 Proclaiming a Local Emergency and Authorizing Remote Teleconference Meetings of First 5 SLO County for the Period January 26 – February 26, 2022 Pursuant to Brown Act Provisions

First 5 Legal Counsel Jeff Minnery presented on this item. An adoption of a resolution will allow the Commission the option to meet virtually at this January 26, 2022 Commission meeting, given that meeting in person continues to be deemed a health risk due to COVID. A Resolution is only allowable for a period of 30 days or fewer.

Public Comment: None

Commissioner Borenstein made a motion to approve Resolution 2022-01. The motion was seconded by Commissioner Watt and passed unanimously.

ITEM 2 – Chair Comments

Chair Gibson welcomed Cal Poly intern Jenny Dotzler, who introduced herself; she is a Public Health major and will be working at First 5 as part of her senior project.

Chair Gibson also bid farewell to Sarah Montes Reinhart, who is leaving her MHSA-grant funded position at First 5 to take a full-time job with County Public Health as project manager with the Health Access team, focused on the Whole-Person Care initiative. Executive Director Wendy Wendt and Associate Director Jason Wells expressed deep gratitude for Ms. Reinhart's leadership in growing the 3 by 3 Pediatric Partnership over the past nearly-four years. Commissioner Borenstein commented that the Public Health Department is excited to be welcoming Ms. Reinhart to their team.

ITEM 3 – Commissioner Announcements and Updates

Chair Gibson announced that the County Board of Supervisors is poised to take action this spring to approve a \$3 million allocation of American Rescue Plan funds to support child care.

Commissioner Brescia thanked the Public Health Department for children's vaccine clinics.

ITEM 4 - Public Comment – Items not on the agenda

None

ITEM 5 (ACTION ITEM) - Consent Agenda

- a. Approval of the December 2, 2021 Minutes
- b. Approval of FY21-22 Q2 Financial Report
- c. Confirm BOS Commissioner Appointment – Bruce Gibson (one-year term Jan-Dec 2022)

Public Comment: None

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

ITEM 6 (ACTION ITEM) - Election of 2022 Officers: Chair and Vice Chair

Chair Gibson announced that after multiple years as Chair of the First 5 Commission, he has decided not to be considered for another year in this role, given his other responsibilities. Commissioner James Brescia has expressed interest and willingness to move into this role if there are no other interested parties, and if the Commission approves. Commissioner Borenstein is also willing to stay on as Vice Chair.

No other Commissioner expressed interest in being considered for either officer position.

Public Comment: None

Commissioner Watt made a motion to approve 2022 Officers James Brescia as Chair and Penny Borenstein as Vice Chair. The motion was seconded by Commissioner Ruvalcaba-Heredia and passed unanimously.

ITEM 7 (ACTION ITEM) – Review, Direction re: Potential Program Contract Amendments

Associate Director Jason Wells presented on this item. The Commission is currently in Year 2 of a four-year Strategic Plan. Several current program contracts that launched at the beginning of the Plan period were set up as two-year commitments, with the understanding that amendments would be considered at the mid-point of the Strategic Plan. Other program contracts that were initiated in response to COVID are still relevant and warrant consideration for amendment, given the ongoing challenges posed by the pandemic. Today’s presentation is designed to introduce staff recommendations to the Commission regarding program contract amendments. Final review and approval of contract amendments based on Commission direction at the January meeting will be included in March and/or May Commission meetings.

At this time, most programs are being recommended for two-year amendments, with the exception of Pregnancy and Parenting Support/Perinatal Mental Health Counseling (one-year amendment), and MP Health (possible staff recommendation to be submitted at a future meeting). In addition, several programs (e.g. Help Me Grow Centralized Access Point, SLO Botanical Garden) are already approved as multi-year programs with an end date of June 30, 2024, coinciding with the conclusion of the current Strategic Plan. Two additional contracts (Bravo Pediatrics and Community Health Centers of the Central Coast) are due to sunset at the end of the current fiscal year, as they are a part of the First 5 SLO County MHSA-funded 3 by 3 Developmental Screening Project which concludes June 30, 2022.

Mr. Wells added that the SLO County Office of Education is proposing a no-cost programmatic adjustment to the CA State Preschools contract, to move from using First 5 funds exclusively to support enrollment of “over-income eligible” families to a more blended funding model whereby First 5 funds would help support the overall program, both in terms of quality, workforce compensation, and possible program expansion.

Contract Amendment Funding Amounts for the Contract Period July 1, 2022-Ending June 30, 2024				
Programs	Organization	Annual	2 Year Extension	Services
BABES	SLO Co PH (WIC)	\$179,370	\$358,740	Breast feeding education and support program at WIC clinics throughout the county.
CA State Preschools	SLOCOE	\$192,104	\$384,208	Increases capacity for over income families to enroll in CA State preschool classes county-wide.
Health Access Trainers	Carsel Consulting Group	\$25,000	\$50,000	Provide county-wide health access professional development trainings and advocacy.
Oral Health Program Manager	SLO Co PH	\$40,000	\$80,000	Oral health coordination, policy and screening for children and families.
Parents Helping Parents	Parents Helping Parents	\$41,566	\$83,132	Operation of resource library and referral services for families with special needs children.
Oral Health Prevention for Children	Tolosa Children’s Dental Center	\$20,000	\$40,000	Preventive oral health treatment services for children in the central region of SLO County.
Vision Screening	Optometric Care Associates	\$20,000	\$40,000	Children’s vision screening, referral and treatment program at preschool and kindergarten classes.
TOTAL BUDGET		\$518,040	\$1,036,080	

First 5 San Luis Obispo County Minutes (DRAFT): January 26, 2022

Programs	Organization	Original	Annual	Total	Services
Programs	Organization	Original	Annual	Total	Services
Basic Needs Family Support	The Link Family Resource Center in Atascadero	\$150,000	\$90,000	\$180,000 (2 years)	The Link Family Resource Center in Atascadero provides family resource and support services to pregnant women, caregivers, and families with children ages 0-5 throughout the North County.
Basic Needs Family Support	CAPSLO	\$75,000	\$47,368	\$94,736 (2 years)	CAPSLO deploys .5 FTE Community Resource Specialist in collaboration with family advocates to facilitate distribution of basic needs supports for families with children ages 0-5.
Parent Learning Pods	South County Youth Coalition	\$60,000	\$37,896	\$75,792 (2 years)	8-week Learning Pods, Parent Participation style classes, in targeted age groups in Spanish/English
Perinatal Mental Health Support and Counseling	Pregnancy and Parenting Support of San Luis Obispo County	\$35,000	\$22,105	\$22,105 (1 year)	Through a collaborative partnership with the Community Counseling Center, PPSLO provides outreach to and offers support counseling to address heightened uncertainty, stress and perinatal mood and anxiety challenges. Includes Postpartum Support International Training and Certification for Clinicians and Staff
Family Support Counseling Services	MP Health	\$180,000	TBD	TBD	Providing mental health and wellness support and counseling services to families with children ages 0-5
TOTAL BUDGET		\$175,264	\$197,369	\$372,633	

Discussion:

Commissioner Ventura inquired regarding metrics for program monitoring on performance and progress. Mr. Wells explained the use of quarterly reports submitted by funded partners. First 5 SLO County is currently in a transition with respect to its evaluation team, from Thomas Keifer to Carsel Consulting Group. During this period, Mr. Wells has remained in close contact with funded partners regarding their activities, challenges, community impact.

Commission Watt inquired when the next Evaluation Report will be available. Mr. Wells responded that a 2020-21 Annual Evaluation Report is being prepared for submission to the Commission, and reminded of the transitional nature of this report.

Commissioner Belch asked if contract amendments will include a description of shifts in need or programmatic response based on continuing pandemic-related challenges. Mr. Wells responded that as of this time, funded partners have not been asked to provide additional detail or change their core scope of work.

Public Comment: None.

Chairman Gibson queried fellow Commissioners – consensus on supporting staff moving forward to develop contract amendments with funding programs as presented.

ITEM 8: Staff Reports

Misty Livengood, Communications and Outreach Officer, updated Commissioners on the following topics:

- We Are the Care activities continue across all four task forces.
- Family Friendly Workplace Accelerator Program officially launched; new workforce development program manager Christina LeFevre Latner honored as the first Hands on Heroes @ Work honoree for 2022 (this year's theme).
- General Messaging: COVID surge, mobile vaccine clinics.
- First 5 Contract with SLO Botanical Garden for early childhood nature-based experiences – press release issued.
- February is Children's Dental Health Month. Resolution to be read at the Board of Supervisors Meeting on February 1.
- Talk. Read. Sing. Time on Facebook Live continues – Marilu Gomez on Wednesdays; Cal Poly First 5 intern Lily Goldstein ("Silly Lily") on Fridays, and soon Cal Poly First 5 intern Jenny Dotzler will add a sign-language themed TRS FB Live.
- Preview of upcoming events/activities related to Month of the Child/Child Abuse Prevention Month in April.

Wendy Wendt, Executive Director added the following updates:

- American Rescue Plan proposal being developed for County of SLO investment in child care. First 5 is playing a facilitator/convenor role in developing the proposal for a \$3 million allocation. A coalition of partners including First 5, SLO County Office of Education, Child Care Planning Council, CAPSLO Child Care Resource Connection are working with a County ARPA Subcommittee on this effort. The proposal will be presented for approval to the full Board of Supervisors on March 15, 2022.
- Other Cities are also dedicating ARPA funds to child care sector support, including Arroyo Grande, Grover Beach, and Pismo Beach. The City of Atascadero is also exploring options.
- Ms. Wendt and Raechelle Bowlay from the Child Care Planning Council recently presented on child care to the monthly Mayors' meeting.
- Carsel Consulting Group is deeply engaged with staff in the work of updating First 5 SLO County's evaluation tools, timelines and products. Two Commission presentations are upcoming: 1) Annual Evaluation Report 20-21 (March 2022 meeting) and 2) Theory of Change/Case Studies (May or June 2022).
- Staff is engaging in work on race/equity/diversity/inclusion – has a curbsite consulting opportunity on February 7, 2022 with a group that is contracted through First 5 Association to work with local First 5 staff.
- Ms. Wendt has joined the First 5 Association Executive Committee representing the Central Region.
- Executive Directors at both the Association and First 5 CA have moved on from their positions. New leadership forthcoming.
- The Share Services Alliance Agreement with First 5 CA is due to be signed sometime prior to the March 2022 Commission meeting. A contract between First 5 SLO County and CAPSLO that is associated with the SSA work will be brought for Commission approval at the March 23 meeting.

- Salary study activities continue – next task is updates to staff job descriptions, to be submitted for Commission review/approval at the March 23 meeting.

ITEM 9: Community Initiative Update – UndocuSupport

Commissioner Ruvalcaba-Heredia introduced this item, including welcoming Abraham Melendrez. Mr. Melendrez has recently been hired at the Community Foundation San Luis Obispo County as the first paid staff person working on behalf of the UndocuSupport Fund and initiative. Since the beginning of the pandemic, First 5 staff and Commissioners have been involved with other community partners in this project, launched to address inequities related to financial support for undocumented and mixed status families during the crisis.

Mr. Melendrez comes to the role with a background in community organizing and policy advocacy, most recently with CAUSE based in Santa Barbara County. He updated Commissioners on UndocuSupport progress over the past year, including the distribution of over \$100,000 to six local organizations who work with immigrant families. UndocuSupport is engaged in strategic planning to build on its initial work, and envisions participating in amplifying the immigrant voice in our community.

First 5 staffers Ms. Wendt and Ms. Sarah Montes Reinhart welcomed Mr. Melendrez, and expressed how lucky this community to have his wisdom, vision and experience to help guide the initiative into its next chapter.

Commissioner Brescia suggested connecting Mr. Melendrez with the Latino Outreach Council.

Public Comment: None.

ITEM 10 – Executive Director Evaluation: Process Introduction

First 5 Legal Counsel representative Jeff Minnery introduced this item, is seeking direction from the Commission regarding the annual evaluation for the Executive Director, specifically whether the Commission would like a 360 process, or just input from Commissioners plus self evaluation documents submitted by the Executive Director. Mr. Minnery reminded Commissioners that a 360 process was employed last year.

Commissioner Borenstein expressed the value of external and comprehensive input every several years, but not every year. As such, she proposed a simple board+ED Self Evaluation approach this year. Commissioners Gibson and Watt concurred. Overall consensus ensued.

Commissioner Gibson directed legal counsel to proceed with the Executive Director evaluation process, to be concluded at the March 23, 2022 Commission meeting.

ITEM 11 -- Adjournment

Meeting adjourned at 4:45 p.m.



To: First 5 Commission

From: Wendy Wendt, Executive Director

Date: March 23, 2022

Re: Item 4b: Moss Levy & Hartzheim Letter of Engagement for FY 2021-22 Audit Services

Recommendation

Staff recommends the Commission approve an additional one-year engagement with Moss Levy & Hartzheim LLP for the purposes of completing the FY 2021-22 Fiscal Audit.

Background:

In June 2020, the Commission approved a Letter of Engagement with Moss Levy & Hartzheim for completion of First 5's FY2019-20 external fiscal audit. At its March 25, 2021 meeting The Commission approved a second year for completion of the FY2020-21 external audit. Staff is requesting Commission approval to authorize the First 5 Executive Director and Commission Chair to sign the attached Letter of Engagement for a third year with the purpose of completing the FY2021-22 audit. The total fee is established at \$8,225. This represents a modest increase from last year's fee of \$7,945.



March 14, 2022

To Board of Commissioners and Wendy Wendt, Executive Director
Children and Families Commission of San Luis Obispo County
3220 South Higuera St.
San Luis Obispo, CA 93401

We are pleased to confirm our understanding of the services we are to provide Children and Families Commission of San Luis Obispo County for the fiscal year ended June 30, 2022. We will audit the financial statements of the governmental activities and the major fund including the related notes to the financial statements, which collectively comprise the basic financial statements of Children and Families Commission of San Luis Obispo County as of and for the fiscal year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Children and Families Commission of San Luis Obispo County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Children and Families Commission of San Luis Obispo County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison
- 3) Schedule of Proportionate Share of Net Pension Liability
- 4) Schedule of Pension Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and in the *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* issued by the State Controller's Office, and will include tests of the accounting records of Children and Families Commission of San Luis Obispo County and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Children and Families Commission of San Luis Obispo County's financial statements. Our report will be addressed to the Board of Commissioners of Children and Families Commission of San Luis Obispo County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Children and Families Commission of San Luis Obispo County is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Children and Families Commission of San Luis Obispo County's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Children and Families Commission of San Luis Obispo County in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the

reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State Controller's Office or its designee, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy & Hartzheim LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 1, 2022 and to issue our reports no later than November 1, 2022. Ronald A. Levy is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,225. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Children and Families Commission of San Luis Obispo County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions,

please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP

RESPONSE:

This letter correctly sets forth the understanding of Children and Families Commission of San Luis Obispo County

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



To: Children And Families Commission Of San Luis Obispo County

From: Natalie Laacke, District Counsel

Date: March 23, 2022

Re: **Item 4.c.** A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY AT PACIFIC PREMIER BANK

Item to Consider:

Consider adoption of a resolution of the Children and Families Commission of San Luis Obispo County authorizing signatures, including facsimile signatures, for banking services on behalf of the Children and Families Commission of San Luis Obispo County at Pacific Premier Bank

Staff Report:

RECOMMENDATION:

It is recommended that the Commission adopt a resolution of the Children and Families Commission of San Luis Obispo County authorizing signatures, including facsimile signatures, for banking services on behalf of the Children and Families Commission of San Luis Obispo County at Pacific Premier Bank.

SUMMARY:

The attached banking resolution requires approval by First 5 to authorize new signers on our existing account with Pacific Premier Bank. A change in signers is required because of the change in First 5's Chairperson. It authorizes those persons listed in the resolution to conduct banking business not limited to making deposits, withdrawals, borrowing funds and investing idle funds on behalf of the Commission with the bank.

Since the Commission is contracting with the San Luis Obispo County Auditor's Office for the majority of its accounting needs, the main function of the bank account with Pacific Premier Bank is for payroll, tax and fee obligations, including employee checks, forms 940 and 941 tax payments, CalPERS pension contributions, etc.



The practice has been that the San Luis Obispo County Auditor's office transfers funds as required into this account. The entity contracted for payroll services will transfer funds from the account to pay Commission employees and any taxes associated with Commission payroll, and to pay ER contributions into CalPERS retirement accounts. The majority of the financial activity is accomplished electronically.

Staff recommends three authorized signatories, including:

- 1) James Brescia, EdD Chairperson;
- 2) Penny Borenstein, MD, Vice-Chairperson;
- 3) Wendy Wendt, Executive Director of First 5 San Luis Obispo

Attachments:

Draft Resolution

RESOLUTION NO. 2022-03

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY AT PACIFIC PREMIER BANK

Recitals

WHEREAS, the Children and Families Commission of San Luis Obispo County ("First 5") is a statutory Commission that was established in the County of San Luis Obispo pursuant to the provisions of Division 108 of the California Health and Safety Code, commencing at the California Health and Safety Code Section 130100 ("the Children and Families Act");

WHEREAS, the governing body of First 5 is a nine (9) member commission, who are appointed pursuant to the Children and Families Act and change from time to time (the "Commission;")

WHEREAS, First 5 established a checking account at Pacific Premier Bank's predecessor in or around 2008 to process its payroll obligations and other transactions related thereto. Based upon changes to the composition of the Commission, a change in authorized signatories is being requested by Pacific Premier Bank; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Children and Families Commission of San Luis Obispo County, as follows:

Section 1. The following persons are authorized to sign on orders for payment or withdrawal of money on behalf of First 5: **Wendy Wendt, James Brescia and Penny Borenstein**. Any such authority shall remain in force until revoked by written notice to Pacific Premier Bank of the action taken by the Commission of First 5. All prior authorizations are superseded.

Section 2. Pacific Premier Bank is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of First when bearing or purporting to bear the signatures of two (2) persons listed in this Resolution as having signatory authority. Pacific Premier Bank is authorized and directed to honor and to charge First 5 whom such actual or purported signatures were made, provided they resemble the signatures duly certified to and filed with the Pacific Premier Bank by First 5.

ADOPTED by the Children and Families Commission of San Luis Obispo County on March 23, 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

[SIGNATURE PAGE – RESOLUTION 2022-03]

Dated: March 23, 2022

Approved as to content for First 5:

**Children and Families Commission of
San Luis Obispo County**

Executive Director

By: _____

Approved as to form for First 5:

By: _____

Commission Counsel

FIRST 5 CALIFORNIA

2020-21 Annual Report

Whole Child—Whole Family



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to share technology resources. Most consortia also adjusted eligibility requirements for teachers and programs to receive stipends and grants in order to support essential early learning and care providers despite the participation barriers due to COVID-19.

For FY 2020–21, amid a global pandemic, local consortia participating in IMPACT 2020 reported that of the 8,502 sites participating in QCC, over two-thirds (5,841) were supported in full or in part with IMPACT 2020 funding. With support from First 5 California’s Emergency Supplies Program and its partnership with Supplybank.org, IMPACT 2020 lead agencies were provided access to personal protective equipment (PPE), including masks, gloves, hand sanitizer, cleaning supplies, diapers, and other materials needed for early learning environments. Consortia quickly responded and utilized existing staff, including coaches, administrators, and trainers to distribute these critical supplies to ELC sites and families. With immediate health and safety needs met, IMPACT 2020 lead agencies continued to provide quality improvement supports such as professional development training, coaching, and check-ins with providers and programs using various platforms to provide dedicated virtual quality support.

Regional Coordination and Training and Technical Assistance Hubs

T&TA Hubs continued to be the primary source of support for consortia. Funded through IMPACT 2020 dollars, Hubs streamlined the collection of data and management of expensive data systems, saving substantial administrative dollars. T&TA Hubs provided trainings, facilitated communication, shared best practices, and promoted consistency in supports available to coaches, trainers, and administrators. Regional T&TA Hub support was deemed particularly beneficial by small and rural consortia that would not have been able to access certain training or have the critical mass needed for Communities of Practice and other professional learning opportunities.

Local consortia identified the Hubs as very effective in supporting the use of data to guide continuous quality improvement decisions and in sharing best practices to efficiently manage their programs. Hubs analyzed regional quality improvement information to target supports specifically to local/regional needs. Data also informed administrators of gaps in the available trainings. Trauma-informed care principles and practices were identified as the most sought-after coach/trainer content area. QCC administrators, as well as coaches and trainers, took advantage of race, equity, diversity, and anti-bias learning opportunities. T&TA Hubs also identified infusing dual language learning strategies into each of their QCC models as their next priority area of focus. First 5 California will continue to fund T&TA Hubs throughout the IMPACT 2020 funding period.

Shared Services Alliance Networks

On August 19, 2020, the First 5 California Commission approved funding from IMPACT 2020 for the startup of Shared Services Alliance (SSA) Networks to build capacity in ELC settings by providing business and operational infrastructure support. On June 17, 2021, First 5 California announced the release of the *SSA Pilot for ELC Request for Applications (RFA)* funding opportunity.

This investment was made available to Local Public Entities to support private, licensed ELC providers and tribal child care settings, with priority given to FCC homes and other small and underserved providers. These SSA Networks will leverage regional partnerships to streamline local operations, such as billing, enrollment, fund management, and reporting, which will allow for increased service capacity within the Network.



SSAs are an emerging model in California and are utilized in other states to strengthen small ELC businesses by supporting them to become financially sound and more efficient. Small programs that participate in SSAs receive access to business support and automation tools that enable data sharing and back-office services, led by an entity that serves as the SSA Network. The SSA Network can deliver these services with less time and money, driving more resources directly into classrooms to support qualified, effective teachers.

Seven applicants were selected through a competitive application process to receive the SSA Network funds, including Merced County Office of Education, First 5 San Luis Obispo, Yolo County Office of Education, First 5 Sonoma, First 5 Solano, First 5 Commission of San Diego, and Ventura County Office of Education.

State-Level Support

Through IMPACT 2020, a \$6 million state support contract was awarded to WestEd Center for Child and Family Studies to deliver technical assistance and foster partnerships between QCC state agency partners, regions, and local consortia. WestEd and First 5 California are working together to develop working relationships with institutions of higher education (IHE), which includes developing common definitions and shared quality standards across many professional development (PD) types. WestEd is developing a platform for online PD, as well as creating resources for non-subsidized ELC providers, including FFN, FCC, and private centers. Alignment of quality standards is

also being improved through the upcoming roll-out of the Coach Certification program development. WestEd's work also includes evaluating successes of IMPACT 2020 work, identifying effective strategies, and analyzing key factors that result in program success. These evaluation findings will be used to highlight the benefits of a quality infrastructure for children and families to policy makers and to make informed decisions about future program development.

Additional state-level support came from the creation of the QCC Reporting Portal. Co-developed by First 5 California and CDE, and built by First 5 California, the portal increases collaboration across QCC funding sources and decreases administrative burdens at local and state levels by providing a single digital access point for submitting invoices, maintaining accurate budgets, tracking spending, and submitting data and other reporting to the state. The online QCC Reporting Portal provides a one-stop shop for counties to submit the various reports required for QCC and has been a long-standing request from local partners to more closely align and collaborate at the state level to streamline grant administration.

QUALITY COUNTS CALIFORNIA

Quality Counts California (QCC) is a statewide system of locally implemented Quality Rating and Improvement Systems (QRIS) that provide resources and support to early learning and care (ELC) providers so they can create engaging and effective experiences that help children grow and thrive. California's statewide quality improvement system, QCC, was funded by IMPACT 2020, and state and federal funding administered by the California Department of Education (CDE).

All ELC participant sites in QCC are reported in the statewide common data file, which is inclusive of all the state's QRIS funding streams. This data provides the state an efficient and coordinated method for receiving information about each county participating in QRIS. As of June 30, 2021, there were 8,502 participant QCC sites across the state, including 3,162 family child care homes, 4,137 centers, 665 Family, Friend and Neighbor providers, and 538 additional alternative settings. In total, 347,194 children ages 0 to 5 benefitted from the quality improvement support provided by QCC.

Growth in QCC participation increased by 10 percent statewide from last fiscal year. Through the QCC Annual Performance Report, Consortia reported that 94% of QCC participant sites remained open during the COVID-19 pandemic. Ninety-two percent (92%) of QCC consortia

wide services, such as daily activities on social media and the First 5 San Diego website, distribution of the *Kit for New Parents*, maintaining the parent warm line, and providing community health screenings and outreach.

San Francisco

For over two decades, First 5 San Francisco County has invested in the county's youngest children, their families, and providers who work on their behalf with a mission that all children will thrive and start school ready to learn. The COVID-19 pandemic, stay-at-home mandates, and the resulting economic downturn caused momentous and unprecedented challenges for San Francisco's families, bringing new meaning and urgency to this mission.

Investments in the Quality Connections Quality Rating and Improvement System reaches approximately 8,000 children in over 400 participating early care and education sites. When surveyed during the pandemic, 50 percent of programs worried they would go out of business in three months; 25 percent reported having to lay off or furlough staff. Through twice-weekly partner meetings at the height of the crisis, and continuing weekly round tables that reached hundreds of providers with re-opening guidance and technical support, 100 percent of city-funded sites were able to re-open by September 2020.

The Family Resource Center Initiative pivoted all services to remote and virtual modalities providing a vital lifeline by distributing food, diapers, and household supplies; offering myriad opportunities for social connection; advocating with landlords; and singing to children over Zoom. Supports continued throughout 2020 and subsequent 2021 pandemic surges. Over 1000 COVID-positive homes with babies and toddlers received formula, diapers, wipes, and baby food from Family Resource Centers during this time of isolation when they were cut off from other supports. Family Resource Centers made regular wellness calls to their approximately 6,000 enrolled families. They oversaw nearly 2,500 food pantry distributions per week and ensured that 2,433 gift cards and food vouchers were put in the hands of those who had lost some or all income due to COVID-19. Case Management supports were at record high rates, exceeding the average annual participation rate over the last 6 years of 1,600 by nearly 200 families.

San Joaquin

In Fiscal Year 2020–21, First 5 San Joaquin County focused on the areas of Enhance Early Learning, Improve Child Health, and Strengthen Family and Community Support and Partnership.

First 5 San Joaquin invested in Raising Quality! IMPACT 2020: Family, Friend, and Neighbor Initiative that aims to enhance the

quality of care provided by grandparents from diverse racial and ethnic communities. In this first year, 74 grandparents enrolled and cared for 104 children (58 infants and toddlers and 46 preschool aged children). Grandparents received support that included coaching, goal setting, workshops, and information regarding early screening and detection of developmental delays and were provided access to the screening tools. Due to screening access, 142 of the children were screened and 13 received referrals for follow up. First 5 San Joaquin will expand this program to approximately 230 new grandparents in 2021–23 by leveraging local funding.

Three First 5 San Joaquin WORKs programs provided services to families with children ages 0 to 5 who receive CalWORKs benefits.

- HousingWORKs helps families facing homelessness and aids in reducing housing barriers.
- JourneyWORKs addresses mental health and substance abuse issues, helps parents maintain healthy independent family lives, and helps assure children are in safe and stable homes.
- FamilyWORKs supports positive health, growth, and well-being; expanding educational and economic opportunities for families to exit poverty. Home visiting participants received services such as job search and readiness, and screening of 215 children for early detection of developmental delays.

The WORKs programs served a total of 601 individuals from a wide variety of ethnic backgrounds, including 230 Latinx, 180 African American/Black, 51 White, 49 Multiracial, 15 Asian, 4 Pacific Islander, and 72 were unknown, other, or did not specify. Evaluation results showed that when families participated in two or more WORKs programs, had higher success in achieving their goals as opposed to those participating in one WORKs program.

San Luis Obispo

Amid challenges of the COVID-19 Pandemic, First 5 San Luis Obispo County continued directing urgent-needs investments to its local Community Foundation Disaster Response Fund, offering support to a wide breadth of family-serving agencies across the county.





- Under First 5 San Luis Obispo's new Strategic Plan, the Commission bolstered basic needs and mental health supports while propelling new programmatic ventures in early learning and resiliency. This included providing funding for the expansion of a bilingual, inclusive preschool as well as parent learning pods focused on giving families real-time experiences with their children, social networking, and age-appropriate insight on growth and development.
- In collaboration with County of San Luis Obispo Behavioral Health Department, San Luis Obispo's Mental Health Services Act-funded 3 by 3 Partnership with local pediatric clinics yielded nearly 340 hours of one-on-one health education and developmental screenings for families, with more than 1,000 children screened and 181 children identified as needing early intervention services. To shine a brighter light on those efforts, First 5 San Luis Obispo shifted the theme of its monthly "Hands-on Heroes" public awareness campaign to honor individuals working in the spirit of Help Me Grow.

- The First 5 Health Access Training Project held provider-outreach events on topics ranging from COVID-19 vaccine updates, rental assistance housing and eviction prevention resources, child tax credit information, and supports specific to Immigrant families.
- First 5 San Luis Obispo went from advocacy to action with the rollout of the community-driven Family-Friendly Workplace Toolkit, an online resource designed to help employers assess their current business practices, explore the benefits of family-friendly workplace policies, and identify opportunities for change.
- Work also began on creating an associated Family-Friendly Workplace "Accelerator" Program in partnership with the San Luis Obispo Chamber of Commerce and County of San Luis Obispo. Both of these projects were born from a "We Are the Care" Initiative to address local child care challenges.

San Mateo

During Fiscal Year 2020–21, First 5 San Mateo County maintained its multi-faceted investments in programs supporting all aspects of a child's early years, including Quality Early Learning; Healthy Development; Resilient Families; and Policy, Advocacy, and Communications. Supported by \$4.5 million in community investments, First 5 San Mateo's funded partners served nearly 15,000 children, parents, and providers. The highlights included:

- Ongoing leadership and collaboration in efforts to support the community during COVID-19. First 5 San Mateo helped to secure and distribute \$5.3 million through the Child Care Relief Fund, including \$4.5 million from the CARES Act, and \$530,000 in private contributions. There were weekly meetings to plan and coordinate efforts, and partner in the distribution of emergency health and safety supplies. Throughout the year, partners drove 5,160 miles countywide to deliver over 7,000 items, including diapers, gloves, masks, and children's books, to more than 300 child care providers.
- Launching the next phase of the Trauma- and Resiliency-Informed Systems Initiative, including administration of a Trauma-Informed Organizational Practices Assessment

and Professional Learning Cohorts. The Trauma-Informed Organizational Practices Assessment was completed by over 350 staff across 8 organizations serving families with young children. Six organizations joined the inaugural Learning Cohorts. Cohorts meet monthly in small groups, and each participating agency receives tailored coaching to support staff as they interpret assessment results, develop goals and strategies for improvement, and work together to nurture a healing environment for clients and the workforce.

- Continuing to sustain and develop high-quality facilities to meet the county's increasing need for child care. In Fiscal Year 2020–21, the Build Up Initiative completed 425 new spaces, confirmed that 822 spaces will be added soon, and initiated planning for an additional 369 spaces.

Santa Barbara

In Fiscal Year 2020–21, First 5 Santa Barbara County invested \$3,449,178 in programs and services for 826 children, 929 primary caregivers/family members, and 30 providers. Investment strategies included family support, expansion and quality of early childhood spaces, communications and policy development, and systems change and capacity building. First 5 Santa Barbara achieved several noteworthy results that improved the lives of children and families within the county:

- COVID-19 Response: First 5 Santa Barbara-funded partners prioritized emergent needs among families with children ages 0 to 5 years and made numerous referrals for basic needs and concrete support. Agencies continued providing food and other much needed material items to families, including diapers, baby wipes, masks, books, and developmentally appropriate toys and activities for children. Programs also hosted multiple vaccination clinics and made personal phone calls to families to answer any questions they had.
- Early Learning Plans (ELPs): First 5 Santa Barbara and its UC Santa Barbara Evaluation Team worked with four local school districts on developing ELPs that aim to improve continuity between the early childhood education and K–12 systems, and reduce income-based opportunity



To: First 5 Commission
From: Staff
Date: March 23, 2022
Re: Item 6: First 5 SLO County Annual Evaluation Report 2020-21

Background:

Starting July 1, 2021, First 5 SLO County began contracting with a new external evaluator, Carsel Consulting Group. This team has forged a transitional year of evaluation activities, including updating the annual evaluation reporting process and format, building a new approach to evaluating the agency's policy/advocacy/system change work, and developing a series of case studies. At the March 23, 2022 Commission meeting, members of the evaluation team are submitting and presenting a draft Annual Report document focused on FY2020-21. At the June 22, 2022 meeting, the team will return with an additional report/presentation focused on "Theory of Change" as related to First 5.

(NOTE: The Annual Evaluation Report FY2020-21 is posted separately)

To: First 5 Commission

From: Staff

Date: March 23, 2022

Re: ITEM 7: Approve contract with Community Action Partnership of SLO County for Shared Services Alliance Coordination Services

Recommended Action

Staff recommends the Commission approve a contract with Community Action Partnership of SLO County for Shared Services Alliance Coordination Services

Background

On August 19, 2020, The First 5 California (F5CA) Commission approved \$1,500,000 from IMPACT 2020 to support the startup of Shared Services Alliances (SSA) in strategic areas of the state to support state infrastructure development. F5CA defines SSA as “a leadership and support framework that includes both pedagogy and business operations, with the power to transform the workforce and the quality of services for children, particularly those for whom quality early learning and care (ELC) can narrow the achievement gap.”

Members of the SLO County Quality Counts Consortium teamed up to develop and submit a proposal in response to a Request for Applications, released by F5CA in summer 2021. First 5 SLO County is designated as the Fiscal Lead, with primary operational responsibilities falling to the Child Care Resource Connection based at CAPSLO. On September 8, 2021, First 5 CA notified staff that it had been chosen for an award of \$250,000 and a contract would be forthcoming.

At its September 23, 2021 meeting the Commission authorized First 5 SLO County Executive Director to enter into an Agreement with First 5 California to Serve as Fiscal Lead for Shared Services Alliance Pilot for Early Learning and Care Grant. After a short delay, First 5 SLO County staff received and signed an SSA agreement with First 5 CA dated March 1, 2022.

Agreement with CAPSLO: First 5 SLO County will provide fiscal oversight of the project, which will be primarily administered through a sole-source subcontract with Community Action Partnership of San Luis Obispo County (CAPSLO).

Funding will allow CAPSLO’s Child Care Resource Connection to engage twenty programs, including 18 family child care programs and 2 child care centers in a Shared Services Alliance Network. First 5 California describes Shared Services Alliances as an emerging model in California meant to “strengthen small ELC Learning and Care businesses by supporting them to



become financially sound and more efficient, allowing them to offer cost-effective high quality ELC opportunities to children and families.” This pilot project will build best practices in business through a combination of professional development, consultation and strategic investments including investments into automated system(s) for invoicing, collecting payment, tracking income and expenses; reviewing program viability; and possibly parent communication. Consultation, peer networking and mentorship will be integral to the project which will be aligned with and embedded within the SLO Quality Counts. The Pilot will explore the development of a substitute pool; consider ways of developing or strengthening local job boards; and promote efforts to strengthen peer mentoring as part of local efforts to address debilitating staffing issues.

Fiscal Impact

The total allocation of SSA funds to First 5 San Luis Obispo County is \$250,000.

The contract with CAPSLO is for \$235,946. The contract duration is through June 30, 2023.

First 5 SLO County will use the remaining \$14,056 of SSA funds to support First 5 SLO County fiscal oversight and staff involvement in the project.

(NOTE: Draft Contract posted separately)

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: March 23, 2022

Re: Item 8: Commission approval of contract amendments with the following organizations/programs.

Through June 30, 2023:

- *Pregnancy and Parenting Support of SLO County – Perinatal Mental Health Support and Counseling

Through June 30, 2024:

- Carsel Consulting Group – Health Access Training Project •
- *Community Action Partnership of SLO County – Basic Needs Family Support
- County of San Luis Obispo -BABES, Oral Health Program
- *Link Family Resource Center – Basic Needs Family Support
- Optometric Care Associates – Early Childhood Vision Screening
- Parents Helping Parents – PHP Family Resource Centers
- SLO County Office of Education F5/CSPP Preschools
- *South County Youth Coalition – Parent Learning Pods
- Tolosa Children’s Dental Center – Oral Health Prevention for Children

(*COVID response programs)

Recommended Action

It is recommended that the Commission approve contract amendments with the following organizations/programs listed above.

Background

Strategic Plan Contracts:

At its January 24, 2020 meeting, as part of its FY 2020-2024 Strategic Planning Process, the Commission approved funding for the currently funded contracts listed below (Table 1) be continued for up to four years in FYs 2020-2024. As is customary for many First 5 contracts, the approved original contracts were for two years only (July 1, 2020 – June 30, 2022), with the expectation that the contracts would be extended by another two years to complete the four years of the Strategic Plan.

Covid Response Contracts:

At its October 29, 2020 and December 3, 2020 meetings the Commission approved funding for programs and services in an effort to address the most pressing child, family and child care needs and challenges brought about or made worse by the Covid-19 pandemic. The duration of contracts ranged from 8-20 months. There were several contracts (Table 2) that continued into FY 21-22 and without an amendment, are scheduled to end June 30, 2022.



Continuing Services: At its January 26, 2022 meeting the Commission directed staff to create amendments to extend the contracts and continue services of the currently funded partners:

Programs	Organization	Services
BABES	SLO Co PH (WIC)	Breast feeding education and support program at WIC clinics throughout the county.
CSPP-First 5 Preschools	SLOCOE	Increases capacity for over income families to enroll in CA State preschool classes county-wide.
Health Access Trainers	Carsel Consulting Group	Provide county-wide health access professional development trainings and advocacy.
Oral Health Program Manager	SLO Co PH	Oral health coordination, policy and screening for children and families.
Parents Helping Parents	Parents Helping Parents	Operation of resource library and referral services for families with special needs children.
Oral Health Prevention for Children	Tolosa Children’s Dental Center	Preventive oral health treatment services for children in the central region of SLO County.
Vision Screening	Optometric Care Associates	Children’s vision screening, referral and treatment program at preschool and kindergarten classes.
Basic Needs Family Support	The Link Family Resource Center	The Link Family Resource Center provides family resource and support services to pregnant women, caregivers, and families with children ages 0-5 throughout the North County.
Basic Needs Family Support	CAPSLO	CAPSLO deploys .5 FTE Community Resource Specialist in collaboration with family advocates to facilitate distribution of basic needs supports for families with children ages 0-5.
Parent Learning Pods	South County Youth Coalition	8-week Learning Pods, Parent Participation style classes, in targeted age groups in Spanish/English
Perinatal Mental Health Support and Counseling	Pregnancy and Parenting Support of San Luis Obispo County	In partnership with the Community Counseling Center, PPSLO provides outreach to and offers support counseling to address heightened uncertainty, stress and perinatal mood and anxiety challenges. Includes Postpartum Support International Training and Certification for Clinicians and Staff

Recommendations

Per the Commission’s direction at the January 26,2022 Commission Meeting, Staff recommends the Commission approve the contract amendments (attached) and summarized below. These programs will continue meeting the needs identified in the Strategic Plan, and the ongoing needs in the community of families with children prenatal to age 5. With the one exception, the contract amendments will be for two years ending June 30, 2024.

Programs	Organization	Extension	Additional	Amended Total*
BABES	SLO Co PH (WIC)	2 Years	\$358,740	\$717,480
CSPP-First 5 Preschools	SLOCOE	2 Years	\$384,208	\$643,763
Health Access Trainers	Carsel Consulting Group	2 Years	\$50,000	\$144,000
Oral Health Program Manager	SLO Co PH	2 Years	\$80,000	\$142,380
Parents Helping Parents	Parents Helping Parents	2 Years	\$123,132	\$226,264
Oral Health Prevention for Children	Tolosa Children’s Dental Center	2 Years	\$40,000	\$80,000
Vision Screening	Optometric Care Associates	2 Years	\$40,000	\$45,714
Basic Needs Family Support	The Link Family Resource Center in Atascadero	2 Years	\$200,000	\$350,000
Basic Needs Family Support	CAPSLO	2 Years	\$58,183	\$169,737
Parent Learning Pods	South County Youth Coalition	2 Years	\$75,792	\$135,792
Perinatal Mental Health Support and Counseling	Pregnancy and Parenting Support of San Luis Obispo County	1 Year	\$22,968	\$52,165
		Total	\$1,433,023	\$2,707,295

*Amended totals include adjustments for actual spending in FY 20-21 when they fell significantly below the originally budgeted amount.



To: First 5 Commission
From: Wendy Wendt, Executive Director
Date: March 23, 2022
Re: Item 9: First 5 Staff Job Description Updates

Recommendation

Staff recommends the Commission approve updated job descriptions for the following staff positions: 1) Communications and Outreach Coordinator and 2) Special Projects Coordinator.

Background:

First 5 San Luis Obispo County is currently staffed with a four-person team:

- Executive Director (Wendy Wendt)
- Associate Director (Jason Wells)
- *Outreach and Communications Officer (Misty Livengood)
- *Special Projects Administrator (Kris Roudebush)

The Executive Director seeks Commission review and approval of updated job titles and descriptions for *two of these positions, given evolving roles and agency needs. A Communications and Outreach Coordinator job description is being proposed to replace the current Outreach and Communications Officer job description. A Special Projects Coordinator job description is being proposed to replace the current Special Projects Administrator (draft job descriptions attached).

Following Commission action, the Executive Director will work with the ad hoc Personnel Committee (Commissioners Brescia and Belch) to make any additional modifications (if proposed as part of Commission action) and develop salary range recommendations as part of the agency's ongoing salary study and budgeting process.

JOB DESCRIPTION

Position Title: Communications and Outreach Coordinator

Program: Administrative/Program

Supervisor: Executive Director

Position Summary

Under general supervision, the Communications and Outreach Coordinator provides professional-level support to the Executive Director, staff and the Commission to plan, coordinate, carry out and oversee the Commission's communications, public education and advocacy activities to further its mission; and to help educate parents, caregivers, the general community and local leaders about the Commission's programs.

Responsibilities and Duties

- Develop and execute effective public education and community relations strategies and campaigns targeting various audiences (caregivers, funded partners, local leaders, etc.) to enhance and support the Commissioner's vision, mission and investment priorities;
- Coordinate/craft/maintain agency suite of communications documents (e.g. presentations, brochures, pamphlets, fact sheets; newsletters; annual reports; and other material to provide information to the community about Commission activities and priorities;
- Coordinate and maintain social media marketing campaigns (Facebook, Instagram, Twitter, broadcast/print media, etc.); schedule/craft all content for social media on multiple platforms plus vet, share, support partners/friends/allies' comms initiatives as part of that comprehensive digital outreach plan;
- Coordinate the design, narrative development and content upkeep of the Commission website;
- Serve as Point-of-Contact/Spokesperson or provide support for media requests and/or interviews with press releases, talking points, data, themes, etc.;
- Monitor relevant legislative bills, analyze the potential impact on San Luis Obispo County's families with young children;
- Align and streamline local First 5 agency's role within First 5 Association communications work, including Advocacy Day and local legislative visits;
- Provide technical assistance for staff and community partners regarding communications matters, including editing/writing support for agency materials;
- Help lead and execute agency crisis response as needed;
- Oversee ad buys and seasonal sponsorships;
- Order, prep, coordinate and carry out distribution of New Parents Kits and keep tracking reports;
- Oversee purchase and distribution of promotional and educational materials;

- Coordinate and attend outreach events to engage parents/caregivers and prenatal to 5 service providers regarding First 5, its advocacy efforts and its funded programs;
- Coordinate and/or support the execution of Commission-led activities or events (e.g. “Hands-on Hero” Campaign, P5 Children’s Advocacy Network);
- Attend Commission meetings to provide program/legislative/policy updates;
- Actively champion and advocate for inclusivity and social and racial equity.
- Perform other duties as assigned.

Minimum Requirements

Bachelor's degree* from an accredited college or university with major course work in English, journalism, marketing, communication, public relations/policy, or a related field. A Master’s degree is desirable. (*Or equivalent professional experience)

Other Requirements

- Possession of a valid California driver’s license and evidence of insurability;
- Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences;
- Willingness and ability to work in various cultural, physical, behavioral and environmental settings.

Skills/Experience

- Minimum 3-5 years’ experience in Government, Public Relations and/or Communications with emphasis on governmental affairs, community engagement, advocacy, and legislative matters.
- Project management experience within a community-benefit organization, or public agency.
- Minimum two years’ experience producing, and managing social media content on multiple platforms.
- Ability to develop press materials and craft engaging press releases;
- Outstanding written English including spelling, punctuation, grammar, and vocabulary; and an ability to write in an accurate, brief, and clear manner;
- Ability to present complex information in an interesting and meaningful manner; exhibit initiative, sound judgment and work well with deadlines and under pressure;
- Knowledgeable in community engagement strategies and platforms including websites, social media and standard television, radio and print media;
- Skilled in developing and writing policy analysis;
- Excellent organizational skills;
- Ability to adapt to new conditions, assignments, and deadlines;
- Solid command of numerous technological applications, including Microsoft Office Suite; desktop publishing; presentation software; proficient in the use of personal computers, general business applications and social networking and marketing concepts and platforms;
- Good interpersonal communication skills in order to work effectively within a team environment.

- Dynamic public speaker and presenter;
- Experience coordinating community groups;
- Background working with media; and with local, state, and/or federal legislative bodies;
- Able to represent First 5 San Luis Obispo County in a professional manner;
- Multi-tasker with great attention to detail, under multiple deadlines;
- Able to work independently as an energetic and confident self-starter and problem solver;
- Possesses enthusiasm and commitment to improving the lives of young children and their families;
- Experience working in culturally and/or linguistically diverse settings.

DRAFT

JOB DESCRIPTION

Position Title: Special Projects Coordinator

Program: Administrative/Program

Supervisor: Associate Director

Position Summary

Under supervision of the Associate Director, develop, coordinate and administer local activities associated with special community initiatives launched as part of First 5 SLO County's Strategic Plan and convening/advocacy role. Provide staff support on tasks associated with special community initiatives that are assigned to existing First 5 positions – contract development and program monitoring (Associate Director), budget and planning (Executive Director), public awareness and outreach (Communications and Outreach Coordinator).

Responsibilities and Duties

Duties may include but are not limited to the following:

- Provide core leadership for First 5 San Luis Obispo County special projects and initiatives.
- Plan and facilitate regular meetings associated with special project leadership.
- Maintain regular contact with project counterparts in other counties.
- Update First 5 staff, Commissioners on project-related activities at the local/regional/state level.
- Work with First 5 staff and partners to develop communications and public awareness campaigns related to special projects
- Promote cross-system and cross-sector governance and decision-making for issues affecting children and families.
- Advocate for young children and families by building a shared vision and creating public/political will, inclusive of encouraging countywide public and private organizations to increase their alignment of resources for improved outcomes for young children and their families.
- Professionally represent First 5 San Luis Obispo County to promote the achievement of the organization's mission and goals, particularly as it applies to system change and capacity building. Make presentations as required.
- Actively champion and advocate for inclusivity and social and racial equity.

Minimum Requirements

Bachelor's degree* from an accredited college or university with major course work in early childhood development, education, public health, public relations/policy, or a related field. A Master's degree is desirable. (*Or equivalent professional experience)

Other Requirements

- Possession of a valid California driver's license and evidence of insurability;
- Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences and;
- Willingness and ability to work in various cultural, physical, behavioral and environmental settings.

Skills/Experience

- 2 or more years project management experience within a community-benefit organization, or public agency.
- Comfort/experience building collaborations with community partners
- Experience coordinating/facilitating community stakeholder groups;
- Experience developing and writing policy analysis;
- Demonstrated initiative, sound judgment and an ability to work well with deadlines and under pressure;
- Excellent organizational skills and the ability to adapt to new conditions, assignments, and deadlines;
- Strong computer skills (Microsoft Office Suite or Equivalent, Google Platform, Social Media Proficiency)
- Outstanding written English including spelling, punctuation, grammar, and vocabulary; and an ability to write in an accurate, brief, and clear manner;
- Good interpersonal communication skills in order to work effectively within a team environment.
- Dynamic public speaker and presenter;
- Ability to represent First 5 San Luis Obispo County in a professional manner;
- Multi-tasker with great attention to detail, under multiple deadlines;
- Independent, energetic, confident self-starter and problem solver;
- Demonstrated enthusiasm and commitment to improving the lives of young children and their families.
- Experience working in culturally and/or linguistically diverse settings