

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

COMMISSION MEETING MINUTES
May 25, 2016 (Approved June 22, 2016)

Current Commissioners Present

Bruce Gibson	SLO County Board of Supervisors
Penny Borenstein, M.D.	SLO County Public Health Department
James Brescia	SLO County Office of Education
James Forester, DDS	Medical Representative (Central Coast Dental Society)
Janet Murphy	Community at Large
Tracy Schiro	Children's Services Network
Melinda Sokolowski	Child Care Planning Council
Bob Watt	Community at Large

Commissioners Absent/Excused --

Lee Collins	Department of Social Services
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Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood
Commission Evaluator: Tom Keifer
Commission Counsel: Ray Biering

Call to Order

Chair Gibson called the meeting to order at 4:02 PM.

4:02 p.m.

ITEM 1 –Chair Comments

None

ITEM 2 - Public Comment – Items not on the agenda

Mary Squellati, CAPSLO, introduced Mayra Valencia, Health Navigator with the First 5-funded program that is ending June 30. Ms. Squellati praised the work of Ms. Valencia and the other health navigator and commented on the privilege to have supervised them. They served many people who would not have otherwise been reached. Ms. Squellati learned a lot about needs in our community through her work with the Health Navigators, especially related to health needs of pregnant women and parents of young children. She conveyed additional praise from others in the community (e.g. public health nurse Janice Babos). Ms. Squellati commented that the work of the Health Navigators is in line with several of the priorities articulated in the draft 2016-20 strategic plan, including home visiting, parent education and support, prenatal care, early literacy and developmental screening. She expressed gratitude

to the Commission for giving CAPSLO and the LINK the opportunity to provide health navigation services over the past several years.

Mayra Valencia, First 5 Health Navigator with CAPSLO, commented on how much loves being a health navigator and helping families.

ITEM 3 – Commissioner Comments/Announcements

Commissioner Sokolowski thanked Ms. Squellati and Ms. Valencia for coming to make public comment, and added her praise of the health navigators' work in the community.

ITEM 4 - Consent Agenda

- a. Approval of the March 23, 2016 Minutes
- b. Approval of the FY 2015-16 Quarterly Financial Report
- c. Authorization for First 5 Chair to execute amended Local Area Agreement with First 5 LA in include IMPACT STEP Layer Funds

Public Comment: None

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

ITEM 5 – Outreach and Communications Report

Staff updated the Commission on various projects and information regarding First 5 SLO County.

Public Comment: None

ITEM 6 – Director's Report

Ms. Wendt provided the following updates:

- CA Tobacco legislation – several recent and pending changes to tobacco use regulations and tobacco tax legislation are expected to impact First 5 revenues. An increase in the minimum age to purchase tobacco products is increasing from 18 to 21. The net decrease to SLO County First 5 is currently estimated at \$85,000 a year. This is good news for the health of young people who were in the 0-5 age demographic when First 5 began. Two pending measures may mitigate or eliminate the revenue short fall: A November ballot initiative to add an additional \$2 per pack on tobacco products and a possible change to the tax code that will include e-cigarettes as tobacco products.

Commissioner Gibson asked to what extent First 5 CA is taking a lead on policy and advocacy related to the tobacco legislation. Ms. Wendt responded that both First 5 CA and the First 5 Association are actively advocating on our collective behalf.

- An Early Education Block Grant proposed by Governor Brown is highly unpopular among early childhood advocates. It is also not destined to pass in the legislature.

Commissioner Brescia agreed that it is unlikely to pass this year, but that the attempt speaks to an ongoing situation within the CA budget with flat and or reduced funding in many areas. Ms. Wendt commented that the Women's Legislative Caucus is taking a lead role in advocating for funding to support early childhood education.

- Beginning in 2017 new USDA guidelines will be enacted specific to nutrition in early care settings. Shana Paulson from CAPSLO Child Care Resource Connection explained that the changes are positive and affect both centers and family childcare programs. The new guidelines include increases in whole grain foods, reduction in sugar (e.g. juice). They also incentivize centers and family child care providers to work with breastfeeding moms by providing providers with reimbursement for breastfeeding as a meal.
- IMPACT SLO – First 5 CA is expected to send First 5 SLO County a signed Letter of Agreement within the month. SLO County QRIS Administrator Raechelle Bowlay-Sutton will present on the county's connected quality efforts at the June Commission meeting.
- The Ad Hoc Committee on Evaluation met (Commissioners Gibson and Watt, Commissioner Borenstein provided comment at a later date). Staff presented them with a concept for three layers of evaluation: 1) a public information piece for the public, 2) a decision-making tool for Commissioners, and 3) a monitoring and quality improvement mechanism for staff and funded partners.

Three evaluation questions will shape the work: 1) Why is this work important? 2) What might improve or change as the result of our investments/efforts? 3) How much service/effort/intervention does our investment produce?

Commissioner Gibson commented that we need accountability to track progress, both by measuring concrete outcomes and when appropriate and more efficient – proxy measures.

Commissioner Watt articulated that capacity for program sustainability needs to be included as a measure of progress/success with our programs.

Public Comment: None

ITEM 7 (PUBLIC HEARING/ACTION ITEM) – Annual Strategic Plan Review/Approval (Part A – Long-Range Financial Plan)

Executive Director Wendy Wendt introduced the draft Long-Range Financial Plan Update as “Part A” of the strategic plan approval process. Part B – Strategic Plan Narrative -- will be presented for approval at the June 22 Commission meeting.

Highlights of the updated Financial Plan include:

- Addition of IMPACT SLO funding from 2016-20, which produces a temporary increase in program revenue and expense.
- The Advocacy/Systems Change program expense line item (\$125,000) includes \$75,000 that was approved in last year's Financial Plan update, plus \$50,000 in public awareness campaign dollars approved at the December 2015 Commission meeting.
- A new "Sponsorships" program expense category has been moved from the administrative budget (previously assigned to Special Department Expense).
- Revenue projections are based on First 5 CA estimates through 2018-19 and then decline at a 3.5% rate in outlying years.
- The Plan continues to assume an extreme "end of life" scenario with \$0 revenue starting in 2022-23. Some Commissioners and staff suggested that an alternative Long-Range Plan starting with the next annual Update might assume a Zero Balance budget approach with whatever revenues come in (i.e. revenue= expenditures). Others pointed out that a certain point there is not sufficient revenue to cover bare bones administrative costs *and* keep programs going.

Ms. Wendt pointed out that the budgeted program expense amounts for the current year (2015-16) will be lower after the books are balanced and audited because the Commission did not activate all anticipated projects that had funds earmarked for the 2011-15 strategic planning period. Next year's Financial Plan update will give us a better picture of where we are.

Commissioner Sokolowski asked for clarification on how staffing will change with the launch of IMPACT. Ms. Wendt explained that the IMPACT budget includes funds to hire a .5 FTE grant-funded IMPACT Administrator. She also pointed out that this new position is part of the rationale for a higher administrative budget. However, because this new role will be entirely assigned as a "program-related operating expense," the administrative percentage of total expenditures does not increase.

Commissioner Borenstein inquired why MAA revenues are not included as part of projected revenue. Ms. Wendt explained that due to changes in MAA time study requirements in recent years, reimbursement amounts are unpredictable. First 5 staff are working with MAA program administrators at the County Public Health Department to update systems to better capture MAA-billable hours and earn additional revenue in the future.

Public Comment: None

Commissioner Watt made a motion to approve the updated Long-Range Financial Plan. The motion was seconded by Commissioner Borenstein and passed unanimously.

ITEM 8 – Strategic Plan 2016-20 First Reading (Part B – Narrative Document)

Ms. Wendt introduced the draft Strategic Plan narrative, emphasizing that it is in the edit-stage. She thanked Program Evaluator/Strategic Planning Consultant Thomas Kiefer for spearheading the writing process and building the plan draft toward new feel and format.

The Plan is based around a Framework centered on Results, informed by a set of common themes & priority areas, and reinforced by strategies and resources. Strategies fall into three categories: advocacy, capacity building, and direct services.

Three Attachments to the Plan Narrative will be completed during summer/fall 2016: Financial Plan, Advocacy Agenda, and Evaluation and Implementation Plan.

The Plan design includes a collection of “Side Bar Spotlights” that call out current topics in the world of early childhood services. Quotes on children are incorporated throughout to flower and illustrate the plan.

Commissioner Murphy commented that she likes the sidebar spotlights; the plan is easily readable and user friendly.

Commissioner Gibson commented that after more than a year of strategic planning work, he is pleased that the document is nearly finished. He also liked the title of the document, “And How Are the Children?” This is an expression often used by his colleague Dave Finnigan, a County Supervisor and First 5 Commissioner in Del Norte County.

Ms. Wendt explained that a more finalized version will be presented for Commissioner review and approval at the June 22, 2016 Commission meeting.

Public Comment: None

ITEM 9 (ACTION ITEM) -- 2016-18 Program Contracts: Commissioner Review, Approval

Program Officer Jason Wells introduced the contract slate. Commissioner Gibson praised funded partners for stepping up to work within a level-funded scenario and for adding internal resources to continue at the current or higher level of service in the future.

Commissioner Schiro moved to approve the following slate of 2016-18 program contracts. Commissioner Sokolowski seconded. A roll call vote was taken on each individual contract as noted below. All contracts passed.

First 5 San Luis Obispo County Minutes (APPROVED): May 25, 2016

Program	Organization	2 Year Contract Amount	Yes	No	Abstain
BABES	SLO Co PH (WIC)	\$343,740	7	0	Borenstein
Baby's First Breath	SLO Co PH	\$110,000	7	0	Borenstein
Best Pals	Pediatric Physical Therapy	\$90,000	8	0	0
Early Learning For All	SLOCOE	\$88,818	7	0	Brescia
Extended Day Preschool (3)	SLOCOE	\$171,545 (one year contract 15-16)	7	0	Brescia
Family Support Counselor	Magda Williams	\$120,000	8	0	0
First 5 Preschools (2)	SLOCOE	\$384,208	7	0	Brescia
Georgia Brown School Readiness	Paso Robles JUSD	\$296,762	7	0	Brescia
Health Access Trainers	Carsel Consulting Group	\$68,520	8	0	0
Oceano School Readiness	Lucia Mar USD	\$283,170	7	0	Brescia
Oral Health Program Manager	SLO Co PH	\$80,000	6	0	Borenstein Forester
Parents Helping Parents	Parents Helping Parents	\$83,132	7	0	Borenstein
Perinatal Mental Health Support Services (formerly Postpartum Depression)	Center for Family Strengthening	\$13,534	7	0	Watt
Oral Health Prevention for Children	Partnership for the Children – Tolosa Children's Dental Center	\$89,862	7	0	Forester
Vision Screening	Gary Englund and Associates	\$60,000	8	0	0
WIC Oral Health	SLO Co PH (WIC)	\$15,000	7	0	Borenstein
TOTAL APPROVED AMOUNT		\$2,298,291			

Public Comment (Prior to the roll call listed above):

Lisa Fraser, Executive Director of Center for Family Strengthening thanked the Commission for approving a refocus for the Perinatal Mental Health Support Services. The program is working more closely with Public Health and the MCAH Program staff, and both agencies are collaborating with Sierra Vista Regional Medical Center in a new way. Every woman who leaves the hospital after delivery will now have an opportunity for follow up.

ITEM 10 – FY 2016-17 Draft Administrative Budget

Ms. Wendt presented a draft administrative budget for initial review and discussion. She explained that the total FY 16-17 administrative budget amount of \$533,131 is linked to the amount approved in the Long Range Financial Plan.

The budget includes a contingency line item of \$22,000.00. Administrative percentage of total anticipated spending is approximately 9%, well under the 15% maximum. The draft is based on historical spending and new directions we are heading (e.g. IMPACT Program, proposed cost of living salary increases)

The budget includes funds for contracted fiscal support: next year-- \$10,000 for a book keeper to assist with fiscal procedures, accounts payable, payroll, budget planning, etc.

Commissioners expressed approval regarding the addition of a bookkeeper – important for increased internal controls and for the purposes of freeing up staff time for more advocacy and program planning work. Commissioners Brescia and Schiro offered to work with the Executive Director to develop a scope of work and plan for recruiting/selecting bidders.

The Special Dept. Expense line item is lower than in current and prior years due to a shift of sponsorship funds (\$15,000) to a program expense category. Several administrative line items are higher in anticipation of start-up costs associated with hiring a part time IMPACT administrator (e.g. work station, supplies) Kit Delivery, a service that in recent years has been contracted out under “Professional Services,” will be reabsorbed by internal staff.

Commissioner Murphy asked why administrative costs are going up if we’re in a state of declining revenue. Ms. Wendt responded that there are several factors at work – First, IMPACT has caused an uptick in the administrative budget that is also coupled with an increase in revenue from the grant program. Second, basic administrative costs and associated increases related to COLA or CPI are unavoidable in maintaining the office. Commissioner Sokolowski added that with good infrastructure in administration, it is more likely that we will be able to bring valuable resources from other funding entities. Commissioner Gibson commented that the advocacy mandate is also largely handled within First 5’s administrative structure and staff. Commissioner Murphy agreed, and added that the agency is involved in a lot of projects/efforts.

Ms. Wendt alerted Commissioners that a final draft of the Administrative Budget will be submitted for approval at the June 22 meeting. It was presented as a discussion item today because this is the first reading, and also the next closed session item related to personnel could have an impact on some of the figures within the draft budget.

Public Comment: None

ITEM 11 – Closed Session: Conference on Labor Negotiations (Govt Code 54957.6)

Commissioners returned from closed session. Commissioners approved a 3% cost-of-living increase for all existing staff salary step levels, effective July 1, 2016.

ITEM 12 – Adjournment

6:38 p.m.