



***September 23, 2026 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

Attachments:

ITEM 3: Consent Agenda

- a) June 24, 2026 Minutes (Draft)
- b) FY 25-26 Q4 Financials
- c) Memo re: Suzy Jed Commissioner Appointment
- d) Memo re: Records Retention Policy

ITEM 6: Memo re: Early Childhood System Stabilization Fund

ITEM 7: Memo re: 2028+ Strategic Planning Process

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

COMMISSION MEETING MINUTES

June 24, 2026 DRAFT

Current Commissioners Present

Dawn Ortiz-Legg (Chair)	SLO County Board of Supervisors
Michelle Auran, M.D.	Medical Representative
Penny Borenstein, M.D.	SLO County Public Health Department
Patty Clarkson, Ed.D	Early Care and Education Planning Council
Joe Koski, Ed.D	SLO County Office of Education
Nancy Kuster	Department of Social Services
Leslie Mehigan, MBA	(Vice Chair) Community at Large
Alison Ventura, Ph.D.	Community at Large

Commissioners Absent/Excused

Erica Ruvalcaba, Ed.D	Community at Large
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Staff Present

Commission staff: Wendy Wendt, Misty Livengood, Maggie Payne
Commission Counsel: Craig Steele

Call to Order

Commissioner Ortiz-Legg called the meeting to order at 3:00 PM.

ITEM 1 –Public Comment – Items not on the agenda

None

ITEM 2 - Consent Agenda

- a) Approve May 27, 2026 minutes
- b) Accept Commissioner Auran Reappointment Nomination – Medical Representative
- c) Approve Updated Agreement with Ventura County Office of Education for FY26-27 IMPACT Legacy Fiscal Lead Agency Activities

Public Comment:

Commissioner Kuster made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Borenstein and passed 7:1:1 (Commissioner Koski abstained on Item 2c).

ITEM 3 – PUBLIC HEARING re: Status of Staff Vacancies, Recruitment Retention Efforts

Legal Counsel Craig Steele presented on this item, which is in compliance with CA AB2561. The State Legislature enacted this legislation to ensure that public boards are informed about staff vacancies/recruitment/retention. First 5 SLO County does not have any vacancies or recruitment efforts in effect at this time.

Public Comment: None

ITEM 4 – Approve Nominating Committee Recommendations for At-Large Commissioners: Vivien Devaney-Frice and Beatriz Huizar

Executive Director Wendy Wendt and Commissioner Michelle Auran presented on this item. Two at-large Commissioners are terming out on July 20, 2026 – Erica Ruvalcaba and Alison Ventura. Commissioners Ruvalcaba and Auran formed an ad-hoc Nominating Committee to review with staff seven new at-large Commissioner applications and to advance a recommendation to the full Commission for two formal nominees to submit to the County Board of Supervisors for final approval at a meeting in early July.

The Committee recommends Vivien Devaney-Frice and Beatriz Huizar. Ms. Devaney-Frice is currently serving as the Executive Director at Camp Natoma, and also is a post-partum doula. She was born and raised in San Luis Obispo, and is a resident of Paso Robles. Ms. Huizar is an educator with San Luis Coastal Unified School District, having worked for nearly two decades as a classroom teacher in Hanford, CA. Most recently, she has been working as an English Language Specialist at Hawthorne Elementary School and also provides Spanish/English language translation support for District-level English Language Advisory Committee (DELAC) meetings. Over the summer, Ms. Huizar will transition to a District-level position overseeing K-12 English language specialists and programs.

Commission Chair Ortiz-Legg extended a warm welcome to both Commissioner-candidates. She asked them what inspired them to apply. Ms. Huizar responded that for the past 24 years she has worked with primary grades. She has long been aware – both as a professional and as a mother of three children – the importance of the early years in children’s lives as a core foundation. Ms. Devaney-Frice commented that as a new mother of a now-toddler child, she felt the need for support and connection. She became a post-partum doula to help other parents, a role which has opened her eyes to the positive impact we can have on children 0-5 and their families.

Commissioner Mehigan asked if the candidates have been made aware of the time commitment involved in being a Commissioner. Both affirmed that they do and are available for the calendared meetings.

Commissioner Mehigan made a motion to approve the Nominating Committee’s recommendations to formally nominate Vivien Devaney-Frice and Beatriz Huizar as At-Large Commissioners, subject to final approval by the County Board of Supervisors. The motion was seconded by Commissioner Clarkson and passed unanimously.

ITEM 5 – Strategic Plan Update: Approve Long-Range Financial Plan

Executive Director Wendy Wendt introduced this item. The first reading of the long-range financial plan took place at the May Commission meeting. The draft presented for approval today has the following modifications since the May first reading:

- The projected Proposition 10 revenue has been updated to reflect a new set of Projections prepared by First 5 California and distributed to local First 5 agencies on June 5, 2026.
- Evaluation allocation was increased a modest amount to include a percentage of budgeted Kit Program expenditures. In addition, the annual evaluation amount was rounded up a modest amount to \$40,000 per year for the final two years of the current Strategic Plan.
- A typo was removed from the May draft (\$709 was erroneously included as an expenditure during the final year of the plan).
- Program-related administration as a percentage of total administrative costs was adjusted only once (in FY27-28) to reflect a more conservative estimate of personnel time allocated to program vs. administrative functions.

Public Comment: none

Commissioner Borenstein moved to approve the Long-Range Financial Plan Update. Motion seconded by Commissioner Ventura. Motion passed unanimously.

ITEM 6 – Approve FY 2026-27 Administrative Budget

Ms. Wendt introduced the final draft of the FY 2026-27 Administrative Budget. A first reading was conducted at the May 2026 Commission meeting.

Staff recommends a total administrative budget in the amount of \$768,167 for FY 2026-27. This amount is included in the Commission's Long Range Financial Plan.

The only change to the Administrative budget draft from the May 27th First Read is a slight decrease in the budgeted office rent cost. Walter Brothers agreed to a 2% increase instead of a 3% increase for the coming year. The \$343 in savings from this adjustment has been added to the Contingency line item.

Ms. Wendt reminded Commissioners that beginning in September 2026, Special Projects Coordinator Maggie Payne will have decreased hours (from 30 per week to 24 hours per week) due to the end of the Uplift Catalyst grant.

Commissioner Koski commended the staff for operating a lean organization while maximizing community impact.

Public comment: None.

Commissioner Koski moved to approve the FY 2026-27 Administrative Budget; Commissioner Mehigan seconded. Motion passed unanimously.

ITEM 7 – Staff Reports

Outreach and Communications Coordinator Misty Livengood provided the following updates:

- First 5 Association is supporting several legislative bills, including AB 1996 (Child Poverty Bill), and AB2756 (strengthens MediCal Vision Services Act). Note that the First 5 San Luis Obispo County Commission had endorsed AB2756 in May 2026.
- The Board of Supervisors signed three proclamations at a recent meeting – 1) honoring Dr. Borenstein on her retirement from the County as Chief Health Officer/Public Health Director, 2) Immigrant Heritage Month, and 3) Pride Month.
- Associate Director Jason Wells attended a graduation event at MICOP for families who had participated in the most recent cohort of the First 5-funded parent engagement program – Aprendiendo con Mamá y Papá.
- South County Youth Coalition Learning Pods (a First 5 funded program) are wrapping up their June bilingual group.
- First 5 staff participated at the recent Nipomo Library Celebration Resource Fair
- Summer First 5 sponsorships include Atascadero Movies in the Park, SLO County Public Libraries Back to School Event at Cuesta College on August 1, and a SELPA Parent Institute on September 26.

Special Projects Coordinator Maggie Payne provided the following updates:

- The Uplift Child Care Coalition will be holding its final Showcase Event virtually on July 15. Project funding sunsets August 31, 2026. Ms. Payne highlighted Coalition accomplishments, notably creation of a “Shared Vision Statement,” and launch of a six-county Child Care Facilities Action Network (CCFAN).
- Ms. Payne and Ms. Wendt have submitted a proposal to present at the the 2026 First 5 CA Summit on the topic: “Child Development Meets Economic Development – Aligning California Jobs First Initiative (CJF) with Early Learning Innovation.” If selected, they will be joined on a panel with counterparts from the Orange County and Bay Area CJF Regions.

Commissioner Auran asked a clarifying question regarding the CCFAN and who would be best qualified to apply for the role of “Facilities Specialist.” Answer – people with familiarity/experience in the child care field who are interested to gain skills/knowledge in land use policy that relates to child care.

Ms. Wendt provided the following updates:

- Anticipated changes coming for individuals with “unsatisfactory immigration status” (UIS), specifically a transition from MediCal Managed Care to Fee for Service. The First 5 Association signed on to a letter urging the state to consider an alternative proposal. Commission Ortiz-Legg underscored the complexity of the situation.
- The makeup of the Commission will be changing in September with the two new At-Large Commissioners joining (Ms. Devaney-Frice and Ms. Huizar), and a new health representative from the County. The latter position and person remain to be determined, pending new hires and a new organizational structure at the County. Ms. Wendt will consult with First 5 Legal Counsel Craig Steele on the optimal timing and approach.
- Ms. Wendt urged Commissioners to stay in touch over the summer. Staff will be busy with a variety of activities, including new Commission orientations, preparation for the annual audit, wrapping up Uplift, sharing information on summer family events, among other projects.

Public comment: None.

ITEM 8 – Presentation: How Parent Digital Media Use Shapes Early Parenting and Relationships: Findings from the Cal Poly Healthy Kids Lab

Commissioner Alison Ventura, who is a Cal Poly Professor and Director of the University’s Center for Health Research, presented on her research related to parent-child attachment and screen time.

Commissioner Ventura started her presentation with a summary of the “serve-and-return” metaphor for communication between very young children and their caregivers. She then provided data on parental use of digital media while in the presence of children, including during feeding times. She acknowledged the realities of our current digital age, and called out key potential benefits for new parents – including protection from feelings of isolation, and access to round-the-clock health guidance. Her data collection through interviews and observations with caregiver participants and their infants also surfaced findings related to negative effects of “technoference” in parent-child engagement scenarios, notably missed opportunities to develop healthy serve-and-return communication.

Discussion ensued among Commissioners, staff, and members of the public.

Question: What is the difference between mom reading a book while breastfeeding vs. scrolling on the phone. Answer: Context helps. In general, significant distraction from serve-and-return communication can be problematic.

Question: How does digital use affect fathers? Answer: Dads are difficult to research in this space. It would be a great question to ask during developmental screenings.

Question: Do the findings indicate differences between breast and bottlefeeding? Answer: Some data shows that screen use is more common with breastfeeding moms.

Question: Are there studies on interventions that help change behaviors? Answer: Hopefully there will be more data available soon.

Comment: Helping families with digital literacy and increased awareness regarding serve-and-return communication will be helpful.

Comment: It is commendable to include in the research and findings recognition of the realities of the digital age and the potential benefits as well as potential negative impacts of screen use.

Public Comment: Incorporated into discussion above.

ITEM 9 – Commissioner Announcements

Ms. Wendt and Commissioners honored each of the three Commissioners leaving their roles after this meeting. Commissioners Ventura and Ruvalcaba have served since 2019, and Commissioner Borenstein since 2008.

Commissioner Ventura expressed gratitude for the opportunity to serve in this way. She added that while service roles can be challenging, she has loved her time with First 5. She called out a highlight of attending an annual First 5 Association Advocacy Day in Sacramento.

Commissioner Borenstein concurred, has felt like First 5 Commission meetings are a bright spot in her schedule.

ITEM 10 -- Future Agenda Items

The September 23 meeting will include a presentation by Community Action Partnership on their First 5-funded Building Connections project based out of the Child Care Resource Connection.

The October 28 meeting will include another CAPSLO presentation on its First 5-funded Help Me Grow Centralized Access Point.

Public Comment: None

ITEM 11 – Meeting adjourned at 5:18 p.m.



To: First 5 Commissioners

From: Wendy Wendt

Date: September 23, 2026

Re: ITEM 3b: 2025-26 Fourth Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report, Operating Statement and Balance Sheet (unaudited) for Fiscal Year 2025-26 as of June 30, 2026.

Administrative Budget

As of June 30, 2026, 89% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Fourth quarter administrative budget spending has been reduced by \$95,343 (a portion of office rent and staffing cost allocated to program activities). The cost is directly related to work performed for funded programs and can be considered program related expenses as defined by the GFOA guidelines. Note that the Q4 Financial Report made an adjustment to Q3 Program Related Administrative Expense, which had been underreported due to a mathematical error.

Administrative Expense as Percent of Total Operating Expense

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

As of June 30, 2026, the Administrative Expense as a percentage of Total Operating Expense is 11.10% (\$312,356/\$2,805,872), down from 14% in Quarter 3 as contracted program expenditures increased.

Operating Statement

As of June 30, 2026 net revenue is \$-526,092.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – Tax revenue *scheduled* FY 2025-26 through June of Q4 is \$1,261,687 (down from \$1,313,012 in FY 2024-25). This includes the core Prop 10 distribution totaling \$905,270 (as detailed in the schedule below), \$337,374 in Proposition 56 backfill, \$8,254 in state “SMIF” interest. It also includes a California Electronic Cigarette Excise Tax (CECET) appropriation, totaling \$10,789 (latter figure is not complete, as CECET Q4 is not yet posted as of this report).

Tax Revenue Distribution Schedule 2025-26

July 2025	August 2025	Sept 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026
97,569	89,556	77,456	83,676	26,305	116,685	83,896	26,322	\$68,503	\$80,654	\$78,390	\$76,310

Tax Revenue Distribution Schedule 2024-25

July 2024	August 2024	Sept 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
89,669	96,256	74,797	89,142	82,170	74,858	71,804	64,724	19,118	84,723	69,805	76,503

2. Total revenue *received* from all sources through June 30, 2026 is \$2,279,780. This includes Prop 10 appropriations listed above; local interest payments totaling \$322,998, one MAA payment totaling \$17406; \$667,504 in First 5 CA IMPACT Legacy Revenue, \$75,249 in Uplift Grant revenue, and \$19,500 in event sponsorships toward the 2026 Pediatric Town Hall. Accrued revenue from FY24-25 is not included in this figure. It also does not include \$701,929*** accrued revenue from the FY25-26 fiscal year (not yet received as of June 30, 2026).

*** June Prop 10 Payments, SMIF Revenue, CECET Q3 Revenue (Q4 Revenue amount not posted as of this report); IMPACT Q4 Revenue; Uplift April-June Revenue

3. Total Program and Administrative Expenditures through June 30, 2026 are \$2,805,872.



(Pre-Audit)

	Jul25-Sep25	Oct25-Dec25	Jan26-Mar26	Apr26-Jun26	Total
Child Health and Development					
BABES (SLO Co PHD)		35,010	49,214	94,776	179,000
Oral Health Coordinator (SLO Co PHD)		12,891	14,925	12,183	39,999
Tolosa Children's Dental Clinic		12,282		14,892	27,174
Vision Screening		581	2055	1,494	4,130
Health Access Trainers (Carsel Consulting Group)	6,339	6,245	5,366	7,051	25,001
HMG Centralized Access Point		59,578	65,420	79,270	204,268
TOTAL	6,339	126,587	136,980	209,666	479,572
Early Learning					
Curiosity to Career (SLOCOE)		6,225	8,384	48,662	63,271
Building Connections (CAPSLO)			56,832	33,659	90,491
IMPACT LEGACY (Q4 not yet accrued to FY25-26)	694,693	(596,921)	187,015	378,089	662,876
TOTAL	694,693	(590,696)	252,231	460,410	816,638
Family Strengthening					
Parents Helping Parents	8,796	4,411	29,120	21,252	63,579
South County Youth Coalition	2,081	13,110	2,878	14,907	32,976
LINK Paso Robles Family Advocates	9,495	33,445	25,895	31,165	100,000
Pregnancy and Parenting Support of SLO County		25,492	4,859	32,649	63,000
Atascadero Chamber Family Friendly Workplace Accelerator		13,353	21,447	33,252	68,052
MICOP	23,302	30,705	28,450	24,710	107,167
TOTAL	43,674	120,516	112,649	157,935	434,774
Advocacy Projects					
Holly Goldberg - Uplift	9,788	18,450	5,505	10,013	43,756
Koble Collaborative - Uplift		11,250	5,625	5,625	22,500
Advocacy -- Uplift		1,370	1,576	6,196	9,142
Advocacy - Early Learning/WATC/TRS	2,046		4,917	18	6,981
Advocacy - Health (HMG, EI, CalAIM, etc.)	1,651	559	1,709	11,004	14,923
Advocacy - Family Resilience	2,008				2,008
TOTAL	15,493	31,629	19,332	32,856	99,310
Other					
Evaluation - Core Allocation	4,332	15,707	8,197	11,784	40,020
Kits for New Parents	480	480	5,589	480	7,029
Event Sponsorships	1,500	300	3,600	3,450	8,850
Emergency Response Funding					-
Together for SLO County (Community Foundation)		100,000			100,000
First 5 Early Childhood System Stabilization Fund			150,000		150,000
TOTAL	6,312	116,487	167,386	15,714	305,899
TOTAL PROGRAM AND EVALUATION EXPENSE	766,511	(195,477)	688,578	876,581	2,136,193
				Quarter ending: 6/30/2026	



First 5 Children and Families Commission of San Luis Obispo County				
Administrative Budget				
FY 25-26				
6/30/2026 - PRE-AUDIT				
	Beginning	YTD	Ending	%
	Budget Bal	Expensed	Budget Bal	Expensed
Regular Hours - Permanent	558,820	534,536	24,284	96%
Computer Supplies	1,300	2,182	(882)	168%
Copy/Printing	2,000	372	1,628	19%
Food	2,000	523	1,477	26%
Insurance	6,000	6,082	(82)	101%
Copier Maint Contract	150	-	150	0%
Memberships	11,000	9,422	1,578	86%
Office Expense	2,000	759	1,241	38%
Other Services - Auditor Dept.	9,973	9,973	-	100%
Postage - Direct	150	6	144	4%
Professional Services	58,500	45,618	12,882	78%
Registration/Training	7,000	819	6,181	12%
Rent	40,212	40,285	(73)	100%
Significant Value Purchase	10,000	7,239	2,761	72%
Special Dept Expense	12,000	5,038	6,962	42%
Phone, Data, Internet Access	5,000	4,393	607	88%
Other Travel Expenses	4,000	2,433	1,567	61%
Contingency	23,000	-	23,000	0%
Total Administrative Expense	753,105	669,680	83,425	89%
Less: Program Related Admin	(393,632)	(357,323)	(36,309)	91%
Net Administrative Expense	359,473	312,357	47,116	86.9



First 5 Children and Families Commission of San Luis Obispo County

Operating Statement

FY 25-26

6/30/2026 (Pre-Audit)

EXPENSES		Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
<u>Administration</u>		196,060	170,411	140,991	162,217	669,679
	Less: Program Related Admin	(83,058)	(95,358)	(83,564)	(95,343)	(357,323)
	Net Administrative Expense	113,002	75,053	57,427	66,874	312,356
<u>Program & Evaluation</u>						
	Child Health and Development	6,339	126,587	136,980	209,666	479,572
	Early Learning	694,693	(590,696)	252,231	460,410	816,638
	Family Strengthening	43,674	120,516	112,649	157,935	434,774
	Advocacy/Network Building - ECE/UPLIFT	11,834	31,070	17,623	21,852	82,379
	Advocacy/Network Building - Health	1,651	559	1,709	11,004	14,923
	Advocacy/Network Building - Family Resil	2,008	-	-	-	2,008
	Event Sponsorships	1,500	300	3600	3450	8,850
	Kits for New Parents	480	480	5,589	480	7,029
	Evaluation (Core)	4,332	15,707	8,197	11,784	40,020
	Emergency Response Funding	-	-	-	-	-
	Together for SLO	-	100,000	-	-	100,000
	Early Childhood System Stabilization Grants	-	-	150,000	-	150,000
	Plus: Program Related Admin	83,058	95,358	83,564	95,343	357,323
	Total Program & Evaluation Expense	849,569	(100,119)	772,142	971,924	2,493,516
	Total Operating Expense	962,571	(25,066)	829,569	1,038,798	2,805,872
REVENUE (Trust Fund: 3300000000)						
	Prop 10 Tobacco Tax (includes Prop 56 Backfill)	146,308	201,948	253,207	564,870	1,166,334
	CECET (CA Electronic Cigarette Excise Tax)	5,003	(1,096)	3,380	3,503	10,789
	IMPACT (Legacy)	696,400	(696,400)	287,873	379,631	667,504
	UPLIFT	15,895	352	16,464	42,539	75,249
	SMIF (Prop 10 interest)	9,316	(9,316)	-		-
	Interest (Local)		92,560	93,575	136,863	322,998
	MAA			17,406		17,406
	Other Revenue	35,019	(35,019)	12,000	7,500	19,500
	Total Revenue	907,941	(446,972)	683,905	1,134,907	2,279,780
	Net Revenue (Expenses)	(54,630)	(421,906)	(145,664)	96,109	(526,092)



First 5 Children and Families Commission of San Luis Obispo County				
Balance Sheet (TRUST FUND 3300000000)				
6/30/2026 (pre audit)				
ASSETS				
Cash in County treasury			\$	9,268,898
Rent Deposit & Prepaid Rent			\$	7,277
Bank Deposit			\$	10,000
Total Assets			\$	9,286,175
LIABILITIES				
Accounts/Salaries payable				211117
Trust Deposits			\$	758
Deferred Revenue				
Total Liabilities			\$	211,875
FUND BALANCE				
Fund Balance:			\$	9,600,390
Reserved for Encumbrances			\$	(10,794)
Total Reserved			\$	(10,794)
Fund Balance Available			\$	9,085,094
Total Fund Balance			\$	9,074,300
Total Liabilities and Fund Balance			\$	9,286,175

To: First 5 Commission

From: Wendy Wendt

Date: September 23, 2026

Re: ITEM 3c – Accept Suzy Jed Appointment to First 5 Commission as County Public Health Designee

Recommended Action:

Staff recommends Commission take action to accept the County Board of Supervisors Appointment of County Director of Public Health Suzanne (Suzy) Jud fill the designated seat vacated by Dr. Penny Borenstein upon her retirement from the County.

Background:

At its August 18th 2026 meeting, the County Board of Supervisors voted to approve Suzy Jed's appointment to the First 5 (Children and Families) Commission of San Luis Obispo County (see attached Board Transmittal). Ms. Jed will serve at least through the remainder of the current term, which ends July 20, 2028.

As stated in a recent SLO Tribune article, "Ms. Jed has extensive expertise in infectious disease prevention, maternal and child health, emergency preparedness, workforce development and strategic program management. For more than 20 years, she has led public health initiatives and global health programs in the United States, Africa, Latin America and Asia." Ms. Jed is a Registered Nurse with a Masters Degree in Nursing.



COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT Board of Supervisors	(2) MEETING DATE 8/18/2026	(3) CONTACT/PHONE Tessa Cornejo 805-781-5011	
(4) SUBJECT Request to appoint Suzanne Jed, Director of Public Health, as the designated County Public Health Representative to the Children and Families Commission.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the appointment of Suzanne Jed, Director of Public Health, as the designated County Public Health Representative to the Children and Families Commission. Ms. Jed will be filling the commission seat vacated by Penny Borenstein, and the term expiration will be July 20, 2028.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT N/A	(8) ANNUAL FINANCIAL IMPACT N/A	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT ☒ Consent ☐ Presentation ☐ Hearing (Time Est. _____) ☐ Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS ☐ Resolutions ☐ Contracts ☐ Ordinances ☒ N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A ☐ 4/5th's Vote Required ☒ N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY ☒ N/A Date _____	
(17) EXECUTIVE OFFICE REVIEW Bill Lucia			



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Board of Supervisors / Tessa Cornejo
805-781-5011

DATE: 8/18/2026

SUBJECT: Request to appoint Suzanne Jed, Director of Public Health, as the designated County Public Health Representative to the Children and Families Commission.

RECOMMENDATION

It is recommended that the Board approve the appointment of Suzanne Jed, Director of Public Health, as the designated County Public Health Representative to the Children and Families Commission. Ms. Jed will be filling the commission seat vacated by Penny Borenstein, and the term expiration will be July 20, 2028.

ATTACHMENTS

1 Suzanne Jed Announcement

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: September 23, 2026

Re: Item 3d: Update to Commission Records Retention/Destruction Policy

Recommended Action

Staff and legal counsel recommend that the Commission approve an updated Records Retention/Destruction Policy to guide management of key organizational documents at First 5 San Luis Obispo County.

Background

As part of a routine and continuing review of First 5 SLO County's operating policies and procedures, legal counsel and staff propose certain updates to the Records Retention/Destruction Policy to align with current operations and best practices. The existing policy was adopted in 2017 and reflected First 5 SLO County's growing archive of records. The Board adopted the formal policy to document objective criteria by which the organization manages, stores, and disposes of records as is legal and appropriate.

Counsel has evaluated the 2017 policy and has recommended certain changes to staff based on experience with other public agencies, including First 5 Los Angeles. The proposed amendments make some policy additions and clarifications, but do not relax any retention requirements under applicable law. Rather, the proposed policy changes clarify staff's authority, and help to improve the organization's retention of documents that must be retained for the longer term. The policy changes:

1. Authorize the Executive Director to make and retain digital records to minimize the creation and retention of paper documents and files;
2. Clarify the process for holding records relevant to litigation or Public Records Act requests;
3. Allow for the immediate destruction of defined "non-records," which include drafts, duplicate records, reference materials, copies of records provided by other agencies, and non-substantive correspondence;
4. Direct the Executive Director to create and categorize files that correspond to the amended policy categories. As with most governance issues, Proposition 10 was not specific as to which statutory requirements apply to First 5 Commissions, and this Board chose in 2017 to generally follow state law on local Special District records retention (Government Code 60201). The updated policy continues that practice.

The retention schedule determines the minimum retention period for categories of First 5 SLO County records. The retention schedule balances business needs with statutory minimums. In some cases, organizational records are required to be kept permanently. Generally, the recommended changes in this attachment to the policy relate to the start of the retention period. We do not propose making any retention period shorter.

Attachments: Clean Copy of Updated Policy (redline available upon request).

Fiscal Impact

None



Records Retention/ Destruction Policy

Statement

It is the policy of First 5 San Luis Obispo County (F5SLOC) that its non-permanent records be retained only so long as they are (1) necessary for operation of F5SLOC; (2) required to be retained by applicable statute or regulation; or (3) relevant to pending or foreseeable investigations, audits, claims, or litigation.

In furtherance of this policy, F5SLOC has adopted the attached Records Retention Schedule and the following principles and procedures for implementation of its Records Management Program to be observed by F5SLOC, its staff and Commission members.

Implementation

1. The responsibility of F5SLOC Records Management Program in accordance with this policy is delegated to the Executive Director or their designee.
2. Destruction of specific records shall be carried out only in accordance with the authority of the Executive Director, following consultation with legal counsel. An inventory of destroyed records shall be retained as a permanent record.
3. All F5SLOC records, including those maintained on electronic data processing storage media, shall be retained and destroyed in accordance with this policy and the Records Retention Schedule attached to this policy.
4. All F5SLOC records shall be retained for at least the minimum period as stated in applicable state or federal laws or regulations, as reflected in the attached Records Retention Schedule. Any changes in minimum periods required for applicable state or federal law or regulations will supersede the attached Records Retention Schedule.
5. To the extent permitted by applicable law, the Executive Director is authorized to use technology to minimize the creation of paper files and records, and to facilitate digitizing paper files on trusted systems for archive purposes.
6. The destruction of records shall be suspended immediately upon receipt of legal process, a written request from legal counsel or auditor, a request for records under the California Public Records Act until fulfilled, or any notice of pending or foreseeable investigations, audits, or litigation, whether government or private. Upon such notice, all relevant F5SLOC's records shall be secured immediately by the Executive Director or their designee to prevent deliberate destruction of



documents and protect against inadvertent destruction. No such suspension of F5SLOC's Record Management Program shall be lifted except upon the written authorization of the legal counsel for F5SLOC.

7. F5SLOC's Record Management Program shall be lifted except upon the written authorization of the legal counsel for F5SLOC.
8. F5SLOC may dispose of the records listed below at any time, without maintenance of a copy.
 - (a) Duplicates, the original or a permanent photographic record of which is on file.
 - (b) Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document after the contents thereof have been transferred to other records.
 - (c) Cards, listings, non-permanent indices, and other papers used for controlling work and transitional files including letters of transmittal and similar records.
 - (d) Non-records, as defined in this policy.
9. Non-records should be destroyed pursuant to this policy when no longer required, provided a legal or audit hold does not prohibit their destruction. No authorization is required prior to the destruction of non-records. Non-records do not contain content that relates in a substantive way to the conduct of F5SLOC's business, or that is necessary to maintain a permanent history of F5SLOC's activities. Non-records include, but are not limited to, convenience copies of original records; drafts and notes not maintained in the ordinary course of business; reference material; laws or regulations from County, State, or Federal agencies; magazines, newspapers, and other periodicals; materials provided by other agencies; records of external or professional associations; or other similar records that are not identified in this policy and not necessary to be retained by F5SLOC in the ordinary course of business.
10. The Executive Director shall work with staff to organize, classify, label, and retain all records in categories that correspond to the categories specified in this policy.
11. All of the records identified in this policy shall be maintained at the offices of F5SLOC, located at 3220 South Higuera Street, #232, in San Luis Obispo or at such other repository that the Executive Director may designate from time to time.



Records Retention Schedule

Minimum Period for Certain Categories of Records:

TYPE OF RECORD	RETENTION PERIOD	NOTES
Commission/Committee Meeting Records		
Ordinances	Permanent	
Bylaws, as adopted and amended	Permanent	
Commission agenda, minutes, staff reports, associated attachments	Permanent	
Resolutions	Permanent	
Strategic Plans	Permanent	
Audio and/or Video Recordings of Commission Meetings	Temporary	Delete after 30 days if meeting minutes prepared and approved
Annual Reports to First 5 California	Permanent	
Authorizations and Appropriations for Expenditures	FY Audit completed + 3 years	
Commission Policies	FY Terminated or Repealed + 5 years	
Board Appointment Letters or Resolutions	Permanent	
Accounting		
Audited Financial Statements/Reports and Work Papers	Permanent	
Financial statements (internal)	FY + 2 years	
Annual Budgets	Permanent	
Accounts Payable (invoices from vendors/contractors, Employee/Commission expense claims, credit card statements with receipts, Bank statements, reconciliations)	FY + 5 years	
General Ledger/Chart of Accounts (maintained with County Auditor/Controller)	Follow County policy	
Employee Time Sheets	Termination + 5 years	
Employee Payroll Records	Termination + 5 years	
Employee Expense Claims	FY + 3 years	
Procurement		
Formal Bids or Quotes (RFA, RFQ, etc.) including publicity, bid format, review committee documentation	End of Contract + 5 years	
• Funded/awarded quotes/applications/proposals	End of Contract + 5 years	
• Not Funded/awarded applications/proposals	2 years	



Contracts/Agreements/Leases		
Leases	Termination + 5 years	
Original Signed Contracts with funded programs and Consultants/Vendors	Termination + 5 years	
Agreements with external funders	Termination + 5 years	
Memoranda of Understanding	Termination + 5 years	

TYPE OF RECORD	RETENTION PERIOD	CITATION	NOTES
Reports/Compliance			
Annual Evaluation Report	FY + 5 years		
Annual Report to First 5 California	FY + 5 years		
Annual Certificate of Compliance with Statute to First 5 CA	Permanent		
Reports to external funders and other compliance documentation	Termination + 5 years		Or longer if required by funding agreement
Conflict of Interest Code	Current Year + 7 years		
Form 700 Filings	Current Year + 7 years		
Insurance			
Insurance Certificates/Policies/Memoranda of Coverage/Endorsements	Permanent		
Insurance claims	Closed + 5 years		
Insurance claims, Worker's Compensation	Permanent		
Accident and Workplace Incident Reports	Closed + 7 years		
Personnel/Human Resources			
Recruitment (job posting, unsuccessful applicant materials such as applications, resumes, interview records, etc.)	Completed + 3 years		
Personnel files (applications, employment letter, performance reviews, payroll and attendance records, etc.)	Termination + 4 years		To be maintained as confidential files
Legal			
Claims and litigation files where F5SLOC is a party	Closed + 5 years		
Subpoenas and documents related to subpoenas	Closed + 2 years		
Attorney Opinions and Correspondence	5 years		To be maintained as confidential files
Grand Jury Reports and Responses	Permanent		
General			
F5SLOC Marketing and promotional materials	FY + 2 years		
Public Records Requests	Completed + 3 years		



Correspondence (routine) with vendors, members and public	FY + 3 years		Unless required to be retained longer under another category
External Correspondence (legal and important matters)	FY + 5 years		Unless required to be retained longer under another category

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: September 23, 2026

Re: Item 6: Early Childhood Systems Stabilization Fund

Recommended Action

Staff requests Commission give direction on Early Childhood Systems Stabilization Fund Year 2 Funding Options.

Background

At the May 28, 2025 meeting, First 5 SLO County staff presented to the Commission on funding and policy shifts at the federal, state and local levels that are likely to significantly alter, reduce or eliminate existing systems of support for young children and their families.

At the June 25, 2025 meeting, the Commission approved the establishment of a new program funding allocation named the First 5 Early Childhood Stabilization Fund. The life of the fund will extend over a maximum of three fiscal years (FY25-26, FY26-27, FY27-28) with declining annual amounts each year from \$300,000 to \$200,000 to \$100,000.

At the September 24, 2025 meeting the Commission approved the first two parts of the Year One (FY25-26) funding deployment:

1. A Collaborative Funding Process: First 5 will contribute \$100,000 to the Community Foundation of San Luis Obispo County's Together for SLO County: A Critical Response Fund.
2. A Request for Applications (RFA): Fall 2025, First 5 will release a countywide RFA for up to \$150,000 to invest in critical services - for children prenatal to age 5 and their families - that have been reduced or eliminated due to recent budget cuts or reductions.

Together for SLO Process: First 5 funds (\$100,000) were sent to the Community Foundation San Luis Obispo County in the first week of October 2025. First 5 staff were invited to be part of the grant review panel to help ensure alignment with 0-5 priorities. In December 2025, the Community Foundation San Luis Obispo County awarded \$2.26 million in unrestricted grants to 27 local nonprofits.

First 5 SLO County RFA Process: In October 2025, staff released The First 5 SLO County Early Childhood Systems Stabilization Fund: Request for Applications. By the December 5th deadline, a total of 12 applications had been received, requesting a total of \$311,700. All applications were read, scored and discussed by an ad hoc review committee consisting of First 5 Commissioner Patty Clarkson; Lady Freire, Project Manager with Uplift Central Coast; and First 5 Staffers Wendy Wendt and Jason Wells. Intent-to-award notifications were sent to applicants on December 19th.

At the January 28, 2026 meeting, the Commission approved the Nine (9) Grant Agreements listed below totaling \$150,000.

Agency Name	Agreement Amount	Funds Support
Womenade SLO	\$5,000	Emergency assistance to families with young children facing housing, food, utility, and transportation crises; requests funds primarily for direct family assistance for ~10 families with children 0-5.
South County Youth Coalition (SCYC)	\$5,000	Emergency assistance to families with young children facing housing, food, utility, and transportation crises; requests funds primarily for direct family assistance (for ~25 families) plus modest administrative/bookkeeping costs.
Center for Family Strengthening – Parent Connection	\$25,000	Parent Connection key staff (program director and bilingual/bicultural parent educators), outreach/marketing, technology, basic-needs stipends, and limited indirect costs.
Food Bank Coalition of San Luis Obispo County (SLO Food Bank)	\$30,000	Staff and food purchases tied to children’s programs (such as backpacks and produce distributions) so families with young children continue to receive healthy food.
Cuesta College Children’s Center	\$10,000	Child care class expansion through purchase of essential classroom furniture and equipment (tables, chairs, shelves, rug, dramatic play kitchen, etc.)
CASA of San Luis Obispo County (Court Appointed Special Advocates)	\$10,000	A portion of the CASA Volunteer Training Manager’s salary/benefits to sustain recruitment, training, and supervision of CASA volunteers serving children 0-5 in foster care.
San Luis Obispo Child Development Resource Center	\$20,000	Trauma-informed therapy and in-class behavioral support for children ages 2-5; funds help restore therapist and rehabilitation specialist hours (individual, family, group, and in-class support).
Pregnancy and Parenting Support of San Luis Obispo County (PPS)	\$20,000	Staff time for bilingual/bicultural family doulas/car-seat technicians, Baby Bank supplies (diapers, formula, safe-sleep items, car seats, etc.), and core overhead to keep the Baby Bank and warmline operating.
Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO)	\$25,000	Restoration of SAFE Lead Case Manager time to serve children 0-5 and their families countywide.
Total	\$150,000	

At the end of FY 2025-26 Stabilization Grant Awardees submitted data reports and participated in a completion interview with the First 5 evaluation team consultant Laura Keene. Ms. Keene will present results and reflections from these interviews at the September 23, 2026 Commission meeting.

Note: In addition to the above deployments, a \$50,000 allocation for a potential FY25-26 strategic initiative went unspent.

Year 2 Funding Options

Funding for Early Childhood Systems Stabilization Fund Year 2 is for \$200,000. Following the successful completion of Year One in FY25-26, staff are excited to establish the process for deploying Year 2 funding in FY26-27.

Staff will present the following options at the meeting for discussion and request the Commission's direction:

- OPTION A: Return to Original grantees and invite them to submit a letter of interest and an updated needs statement for an ad hoc committee to review and consider continued funding.
- OPTION B: Repeat the original process by releasing a new Request for Applications countywide following the same or similar design used in FY 25-26.
- OPTION C: First 5 co-investment in collective impact effort/s to support sustainability for programs/initiatives that provide vital resources or services, and which are currently facing imminent challenges and/or are addressing current systemic disruptions or weaknesses.

To: First 5 Commission

From: Wendy Wendt

Date: September 23, 2026

Re: ITEM 7 – Strategic Plan 2028 Process Preview

Background

California’s local First 5 Commissions are required by statute to conduct a recurring strategic planning process every several years, resulting in a Strategic Plan designed to guide decision-making, funding priorities, and related activities. First 5 SLO County’s current Strategic Plan spans four years from 2024-2028.

At the September 2026 Commission meeting, staff will provide an initial introduction to the Strategic Planning Process, including 1) a retrospective look at the steps taken to build the current 2024-28 Plan, 2) a refresher on the Plan itself, and 3) a prospective overview of the roadmap leading to the 2028+ Plan.

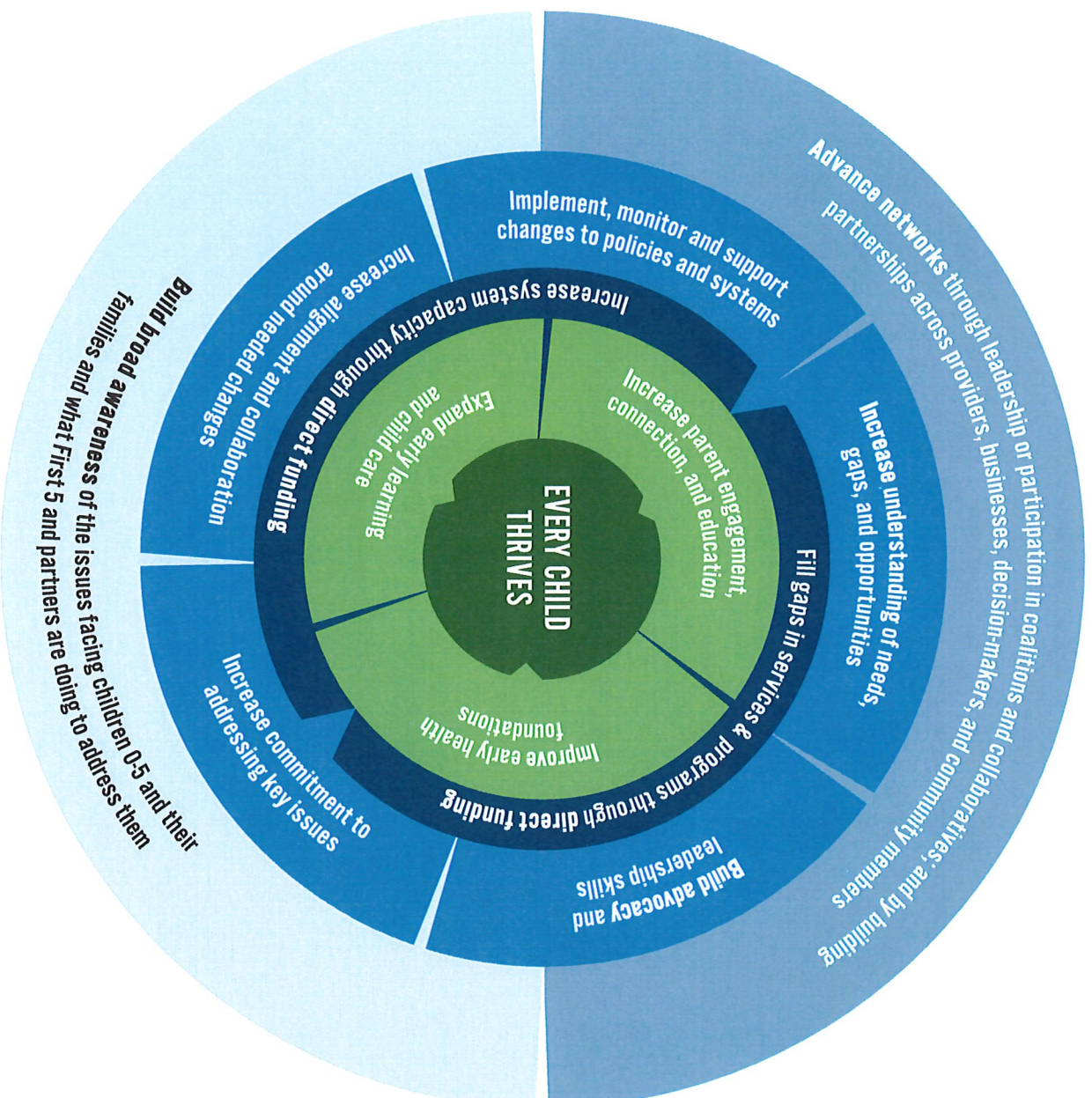
Staff recommends agendizing “Strategic Planning” as a recurring item on each of the coming Commission meetings leading toward the formal July 1, 2028 start date. Beginning with the October 2026 meeting, this agenda item will take the form of Commission discussions to touch on 1) a deeper review of the current 2024-28 Plan as a “starting point” off which to build toward the next Strategic Plan, 2) identification of external factors and internal capacities that influence our potential for strategic impact, and 3) development of a strategic planning format and timeline that will maximize broad and equitable community stakeholder engagement.

At the October 2026 meeting, staff anticipates recommending the creation of an ad hoc Strategic Planning Design Committee, to include at least two Commissioners and First 5 staff.

In order to ensure rich and informed strategic planning discussions, **Commissioners are encouraged to review the following:**

- 2024-28 Strategic Plan for San Luis Obispo County, available on the First 5 SLO County website: <https://www.first5slo.org/what-we-do.php>.
- The attached updated Theory of Change document, presented to the Commission by the First 5 evaluation team at the September 24, 2025 meeting, and which offers a foundational framework for development of the next Strategic Plan.

FIRST 5 SLO COUNTY THEORY OF CHANGE



LEGEND OF LAYERS:

ADVANCE NETWORKS

BUILD BROAD
AWARENESS

ADVOCATE FOR POLICY &
SYSTEMS CHANGE

PROVIDE DIRECT FUNDING

OUTCOMES FOR
CHILDREN 0-5

THEORY OF CHANGE GOAL