



***June 22, 2022 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

ATTACHMENTS

ITEM 3 (Consent Agenda)

3a. Draft Minutes, May 25, 2022 Commission Meeting

3b. Contract Amendment – Carsel Consulting Group (Evaluation Services)

ITEM 4. Memo and Long-Range Financial Plan

ITEM 5. Memo and Draft FY 2022-23 Administrative Budget

ITEM 6: Memo and Evaluation Report – Theory of Change (Report attached separately)

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

COMMISSION MEETING MINUTES

May 25, 2022

Current Commissioners Present

James Brescia	SLO County Office of Education
Penny Borenstein, M.D.	SLO County Public Health Department
Linda Belch	Department of Social Services
Bruce Gibson	SLO County Board of Supervisors
Erica Ruvalcaba-Heredia	Community at Large
James Tedford	Medical Representative (AAP Chapter 2)
Alison Ventura	Community at Large
Bob Watt	Community at Large

Commissioners Absent/Excused --

Melinda Sokolowski	Child Care Planning Council
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Staff Present

Commission staff: Wendy Wendt, Jason Wells
Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Brescia called the meeting to order at 3:03 p.m.

ITEM 1 - Public Comment – Items not on the agenda

None.

ITEM 2 – Commissioner Comments/Announcements

Commissioner Belch – DSS is hiring a new group of social workers.

Commissioner Watt – Urged the Commission to be a voice for for gun safety. First 5's mission is focused on the safe rearing of our children. Public opinion alone isn't enough, but it helps. Possibly a more public position by First 5. Other Commissioners concurred that the Commission needs to take this topic up as a serious issue.

Chair Brescia proposed agendaizing this for further deliberation at the next Commission meeting. He also emphasized the importance of addressing mental health as related to gun violence.

ITEM 3 - Consent Agenda

- a. Approval of the March 23, 2022 Minutes
- b. Approval of the FY 2021-22 Third Quarterly Financial Report
- c. Approval of Office Lease Amendment with Walter Brothers Construction

Public Comment:

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

ITEM 4 – Staff Reports

Executive Director Wendy Wendt and Associate Director Jason Wells provided updates on various First 5 activities:

- April Month of the Child and Child Abuse Prevention Month
- Children’s Day in the Plaza
- Hands on Heroes @ Work
- First 5 Advocacy Day
- Family Friendly Workplace Insight Studio
- SLO Blues Baseball
- Talk Read Sing Time with Marilu Gomez
- Health Access Trainer-Trauma Informed Care Training
- We Are The Care Community Engagement through Community Voices Park Tour over the coming summer months

Public Comment: Dr. Doug Major, Optometric Care Associates, continued his update on early childhood vision issues. Children Now has organized a Vision Coalition. Working to mitigate lag in delay on getting kids glasses. San Miguel vision screening last Monday.

ITEM 5 -- MHSA Innovations Program and Evaluation Update: 3 by 3 Developmental Screening Partnership

Becca Carsel, Carsel Consulting Group and Evaluator of First 5 programs including 3 by 3, presented preliminary findings and observations from the three-year pilot project with local pediatric practices to integrate comprehensive early and recurring developmental screenings into well-child visits. The Ages and Stages Questionnaire (ASQ) is the primary tool used in the project. Alison Borgsmiller, Nurse Practitioner with Bravo Pediatrics, was also on hand to provide insights and answer questions.

Discussion:

Commissioner Watt asked for clarification on what triggers an ASQ-SE (a supplemental social-emotional screening tool). Ms. Borgsmiller explained that if *problem solving/communication* screening responses are in the “monitoring zone,” the ASQ-SE is offered as an option.

Commissioner Belch – Did children who were screened in the monitoring zone get rescreened? Answer – yes.

Commissioner Borenstein asked when referrals are made by the pediatricians to Help Me Grow – case management? Basic needs? Ms. Carsel concurred and went on to explain that it can also be used for SE (i.e. social-emotional) referrals, especially when it’s not clear what’s going on, and/or if a family is coping with multiple issues.

Commissioner Ventura asked if the ASQ is connected to CDC milestones. Answer: The ASQ incorporates both AAP and CDC milestones. It is meant to be administered by the child’s primary caregiver.

Commissioner Watt asked whether the ASQ picks up on the affective side of learning. Ms. Borgsmiller clarified that the core tool is focused on the very very young. The ASQ SE is really effective for 2 ½ to 5 years.

Commissioner Belch encouraged assessing and designing this type of work with a race/equity/diversity lens.

Several Commissioners emphasized the importance of this work, and the value of supporting families’ ability to self-administer the ASQ in various settings.

Public Comment:

Dr. Doug Major, Optometric Care Associates (via Zoom comment): “When we started our [First 5 funded] vision screening program, we attempted to do an early sensory evaluation with vision, hearing, motor with early suggests to parents and childcare providers about activities that would help ID and treat developmental delays early...before school and at a time with more likely parent interest and participation. I still think this is the way to go, empowering parents and giving play ideas to care givers early.

ITEM 6 – Contract Approval: MP Health (ACTION ITEM)

Associate Director Jason Wells introduced this item. The MP Health contract to date has been underspent. The question has been whether to continue the contract or allow to sunset. With MP Health staff and partners, Mr. Wells researched why the service has been underutilized. With support from partnering providers who may be interested in referring to MP Health (e.g. Promotores, family advocates, Help Me Grow), First 5 staff recommends extending the contract by one year with a reduced budget.

Commissioner Ruvalcaba-Heredia expressed support for the recommendation. She pointed out that it takes a new provider awhile to get established and recognized as a resource. MP Health has been getting more active in provider network meetings, is getting the word out. Also, the last two years, community members have been focused on basic needs and haven't sought out mental health supports as much.

Public Comment: None

Commissioner Ventura made a motion to approve a one-year \$53,000 contract with MP Health for bilingual family counseling services. The motion was seconded by Commissioner Ruvalcaba-Heredia and passed unanimously.

ITEM 7 – PUBLIC HEARING: Presentation and Action Regarding Human Relations Matters – Update to Staff Salary Schedules

Executive Director Wendy Wendt introduced this item with ad hoc Personnel Committee members Commissioners Brescia and Belch. The Committee recommends salary schedule adjustments across the four current staff positions. Two specific adjustments were recommended:

- 1) Increase across the full step-schedule range (total of six steps) to align with current comparable local public sector schedules (County of San Luis Obispo as core proxy).
- 2) Addition of a 3% merit-based increase – contingent also on availability of funds in the budget – for staff at the top step level. This adjustment is recommended to be an option over the next two fiscal years following the FY22-23 step schedule adjustment proposed in Item 1 above.

Commissioners Brescia and Belch elaborated that the objective was to couple parity for all with thoughtful increases for top-step employees based on performance.

Ms. Wendt added that the County Human Resources Department was helpful in providing guidance throughout the salary study process.

NEW SCHEDULE STARTING 7/1/2022	1	2	3	4	5	6	Monthly (1)	Monthly (6)	Annual (1)	Annual (6)
EXECUTIVE DIRECTOR	\$48.15	\$50.56	\$53.09	\$55.74	\$58.53	\$61.45	\$8,346.00	\$10,651.85	\$100,152.00	\$127,822.15
ASSOCIATE DIRECTOR	\$37.62	\$39.50	\$41.48	\$43.55	\$45.73	\$48.01	\$6,520.80	\$8,322.38	\$78,249.60	\$99,868.52
COORDINATOR (Communications)	\$29.07	\$30.52	\$32.05	\$33.65	\$35.33	\$37.10	\$5,038.80	\$6,430.93	\$60,465.60	\$77,171.13
COORDINATOR (Special Projects)	\$29.07	\$30.52	\$32.05	\$33.65	\$35.33	\$37.10	\$5,038.80	\$6,430.93	\$60,465.60	\$77,171.13

F5 position	New Annualized	STEP LEVEL
Executive Dir.	\$127,822	6
Assoc. Dir.	\$99,868	6
Coordinator (Coms)*	\$77,171	6
Coordinator (Special Projects)	\$38,585 (.5 FTE)	6

F5 position	July 1, 2022	July 1, 2023	July 1, 2024
Executive Dir.	\$127,822	\$131,656	\$135,606
Assoc. Dir.	\$99,868	\$102,864	\$105,950
Coordinator (Coms)	\$77,171	\$79,486	\$81,870
Coordinator (Special Projects)	\$38,585 (.5 FTE)	\$39,743	\$40,935

Public Comment: None.

Commissioner Watt made a motion to approve the salary schedule adjustments as presented*. The motion was seconded by Commissioner Borenstein and passed unanimously.

*

- New Salary Schedule (see above)
- Step and Performance-based Increases effective July 1 of a given year
- For staff at Level 6, addition of a percentage increase based on performance and availability of funds (anticipate 3% increase in FY23-24 and FY24-25)
- Repeat Salary Review and Adjustment within 3 years

ITEM 8 – Strategic Plan Review: Long-Range Financial Plan (First Reading)

Ms. Wendt provided an overview of the annual Financial Plan update. Today is the first reading, with approval scheduled for June 2022. Updated multi-year tobacco tax revenue projections are expected to be submitted by First 5 California in early June. In outlying years, revenue decline is predicted at 5%, based on prior year declines (due to decrease in smoking rates).

Ms. Wendt reminded the Commission that the annual administrative budget and program allocations are built from the Long-Range Financial Plan.

Linda Belch – Can we look at the 15% rule? As we add programs, the admin costs. Also, what state advocacy is there with First 5?

Staff will clarify on statute vs. guidance.

Discussion:

Chair Brescia asked why long-range plan looks so far into the future. Why are we not focusing on 3-5 years. Ms. Wendt responded that this is an exercise to anticipate out past the exiting strategic plan and to budget with a view to future sustainability.

Commissioners discussed the 15% administrative cap and expressed that staff need the ability to effectively carry out their responsibilities to distribute and monitor investments. Commissioner Brescia pointed out that 15% is not listed in the statute. Ms. Wendt proposed conducting an update assessment of staff activities that are “program” vs. “administrative” according to First 5 CA guidelines.

Commissioner Belch raised a question re: the First 5 Association’s role in advocating for additional state funding to support First 5 local work. Ms. Wendt responded that one pillar of the Association’s strategic goals every year is on sustainability of the network. She also explained the Proposition 56 backfill as an example of supplemental state funding.

Public Comment: None

ITEM 9– FY 2022-23 Draft Administrative Budget

Ms. Wendt introduced the draft Administrative Budget for FY 2022-23. This is the first reading and the final budget will be presented for Commission approval at its June 2022 meeting. She highlighted several changes from the prior year:

- IT upgrades
- Office rent reduction
- Administrative increase due to salary increases
- Strategic planning consultation
- Office furniture upgrades

Public Comment : None.

Note: Following the final agenda item, Chair Brescia requested adding the following agenda items to the June and/or subsequent Commission meetings. He also requested adding a regular agenda item "Future Topics" that allows for Commissioner requests to be noted in the minutes.

1. Children and gun safety
2. ASQ and MHSA 3 by 3 as related to the First 5 Strategic Planning
3. More information on state level exploration re: funding beyond tobacco tax

Mr. Wells reminded Commissioners that Blues Baseball tickets are available and that First 5 staff and Commissioners are encouraged to attend the July 15 game. Commissioner Belch offered to distribute extra tickets to local foster families. Other Commissioners concurred with this plan.

ITEM 10 – Adjourn at 5:35 p.m.



To: First 5 Commission of San Luis Obispo County

From: Wendy Wendt

Date: June 22, 2022

ITEM 3b: Contract Amendment Approval – Carsel Consulting Group for Evaluation Services

Recommended Action

Approval of a two-year amendment to independent contractor agreement with Carsel Consulting Group for evaluation services. The period of the contract amendment will be from July 1, 2022 to June 30, 2024.

Background

Currently First 5 San Luis Obispo County evaluation services are provided by Carsel Consulting Group. The current contract ends June 30, 2022, with an option to amend for an additional period of 24 months (2 years).

Carsel Consulting Group began providing evaluation services for First 5 in the current fiscal year. The three-consultant team, headed up by Becca Carsel, has successfully launched its work and looks forward to building on progress to date.

The agreement continues the business relationship between Carsel Consulting Group and First 5 San Luis Obispo County. The hourly rate (\$110) is unchanged from that charged previously. It should be noted the maximum annual amount “shall not exceed the amount of the annual evaluation budget listed in the approved Financial Plan Update (2% of budgeted program expenditures,), or such other amount as the Commission may determine in the financial plan for that period.” For FY22-23, this amount is budgeted at \$40,000. The contract amount for FY23-24 will be finalized as part of the agency budgeting process in spring 2023.

**FIRST AMENDMENT TO CONSULTING AGREEMENT
(EVALUATION SERVICES)**

This First Amendment to Consulting Agreement (“Amendment”) is entered into on June 22, 2022, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 (“the Commission”), whose address is 3220 South Higuera Suite 232, San Luis Obispo, CA 93401 and Carsel Consulting Group, an independent contractor with a principal place of business at 1443 9th Street Los Osos, CA 93402. (“the Contractor”).

RECITALS

WHEREAS, the parties to this Amendment entered into an Independent Contractor/ Consultant Agreement on June 24, 2021 (hereinafter “Contract”) for the performance of evaluation services; and

WHEREAS, the parties wish to extend the term of the Contract for an additional twenty-four (24) months and make other amendments to the Contract as specifically set forth below.

NOW THEREFORE, the parties agree as follows:

A. The term of the Contract set forth in Section 1.01 shall be extended twenty-four (24) months and shall expire on June 30, 2024.

B. Section 2.01 of the Contract shall be deleted in its entirety and replaced with the following:

2.01. Contractor agrees to providing the following services:

- Annual evaluation report development, including data collection, analysis, and writing. Presentation to First 5 Commission.
- Refinement of partner reporting instrument as needed.
- Annual refinement of Theory of Change with staff, with optional presentation to First 5 Commission.
- A targeted evaluation of network building, collective impact, advocacy, and other systems-level change efforts, as identified with First 5 staff. Development of instruments and analysis of data needed to support this evaluation inquiry. Reporting via short report and/or presentation or other agreed-upon communication device.
- A targeted evaluation of funded partner impacts, as identified with First 5 staff. This may include support for partner internal evaluation and/or external data collection and analysis. Reporting via short report and/or presentation or other agreed-upon communication device.
- Work with graphic designer as needed for public-facing documents.
- Provide any needed support with reporting to First 5 California.

Ms. Carsel will serve as the primary contact and will be available in person for meetings, presentations, and other face-to-face needs. The entire evaluation team will be available digitally using any teleconferencing platform. *Note: This description of services to be provided subject to change as needed by mutual agreement of the parties.*

C. Section 3.01 of the Contract shall be deleted in its entirety and replaced with the following

3.01 In consideration for the services to be performed by Contractor, the Commission agrees to pay to Contractor up to \$110.00 per hour (Rates vary by staff \$100-\$110 per hour). Notwithstanding the foregoing, total compensation shall not exceed the amount of the annual evaluation budget listed in the approved financial plan for the period (\$40,000 for FY22-23) or such other amount as the Commission may determine in the financial plan for that period.

D. All other terms and conditions of the Contract shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first set forth herein.

Concurred in by the Executive Director of the Children and Families Commission of San Luis Obispo County:

By: _____
Wendy Wendt, Executive Director Date

CHILDREN AND FAMILIES COMMISSION OF
SAN LUIS OBISPO COUNTY

By: _____
James Brescia, Chairperson Date

Authorized by Commission Action on: June 22, 2022.

APPROVED AS TO FORM AND LEGAL EFFECT BY
LEGAL COUNSEL FOR THE COMMISSION:
Natalie Frye Laacke

By: _____
Natalie Frye Laacke, Counsel for Commission Date

CONTRACTOR:
Carsel Consulting Group

By: _____
Becca Carsel Date



To: First 5 Commission of San Luis Obispo County
From: Wendy Wendt
Date: June 22, 2022
Re: ITEM 4: Long-Range Financial Plan Update (Action)

Recommended Action

Staff is submitting for approval the revised Long-Range Financial Plan. Commissioners reviewed this draft document at the May 2022 Commission meeting.

Background: Revised Long-Range Financial Plan

Each year the financial plan is revised and updated as part of the annual strategic planning review. The proposed revised plan is attached to this memo. Fiscal Year 2020-24 Strategic Plan Expenditures are highlighted. Memo notations referenced below are numbered on the far left of the Plan table.

General Notations:

Fiscal Years 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 reflect audited revenue and expenditure amounts and are included for historical reference. Current and future years reflect a combination of approved budgeted amounts and projected amounts as detailed below.

This revision of the Long-Range Financial Plan projects out through the end of the current 4-year Strategic Plan, plus one additional four-year cycles. The final year in the Plan establishes a practice of holding annual program expenditures below annual revenue, and aims to maintain a Fund Balance reserve totaling at least two years* of total annual expenditures (Program and Administrative). Future updates of the Long-Range Financial Plan are recommended to sustain this practice. *Note that the current draft falls shy of this goal by approximately \$600k. Staff seeks guidance from the Commission regarding options to achieve goal alignment.

REVENUES:

Memo Notation 1: The plan extends to Year 29 (Fiscal Year 2027-28) in order to demonstrate a long-view on projected operations. Projected revenue amounts for Fiscal Year 2021-22 through Fiscal Year 2025-26 match State Projections published in May 2021 (updated Projections are due end of May 2022). Projected revenue for Fiscal Years beyond 2025-26 decreases annually by 5% (in anticipation that Proposition 10 revenues will continue to decline as the smoking rate declines).

Memo Notation 2: Interest revenue is projected at .75% of Fund Balance. This is a slight increase from the .3% projected percentage on prior Financial Plan updates, based on recent investment performance. However, it remains a conservative estimate well below the 2020-21 return of 1.0%.

Memo Notation 3: MAA revenues are anticipated remain in stable position near \$50,000 annually as First 5 staff continues to follow updated protocols for tracking and recording MAA-billable activities. First 5 SLO County maintains an annual \$50,000 MAA Contingency Fund to protect against liabilities of this nature (**Memo Notation 7**).

Memo Notation 4: For four years beginning in FY 2018-19, First 5 oversaw an MHSA-funded Innovations initiative. This project sunsets June 30, 2022.



Memo Notation 5: Beginning in FY2021-22, the First 5 California IMPACT funding has been managed entirely through the County Office of Education, which has assumed the fiscal lead role for all county Quality Counts grants.

Memo Notation 6: Beginning in FY2021-22 and extending through FY2022-23, First 5 San Luis Obispo County is serving as fiscal lead on at Shared Services Alliance grant awarded through First 5 California. The implementation lead on this project is Community Action Partnership of SLO County (Child Care Resource Connection). The grant total over the two-year period is \$250,000. The current draft of the Long Range Plan includes the full amount (revenue and contracted expense) in FY22-23, given that as of this date CAPSLO has not yet billed for services rendered.

EXPENSES:

Memo Notation 7: See Memo Notation 3 above re: MAA Contingency Fund.

Memo Notation 8: Under its Cal Pers Retirement Plan and in compliance with GASB 68, First 5 SLO County reports its proportional share of the state Cal PERS program long-term unfunded liability. A small portion of this liability is paid annually by First 5 SLO County, while the balance is a required liability line item on First 5 SLO County's Government-Wide Reporting Statement (part of its annual audit). However, only short-term liabilities are reported as part of the Fund Financial Statement (also included in the annual audit), which is the basis for First 5 SLO County's Long-Range Financial Plan. A \$100,000 expense has been included in the final year of the current Long-Range Financial Plan to account for this liability, while maintaining the Fund Balance figures per the Fund Financial Statement.

Memo Notation 9: 2016-20 Strategic Plan Priority Area expenses, approved in December 2015 and updated in audited with actuals through FY 2019-20, are included here for historical reference.

Memo Notation 10: Budgeted program contracts for FY 2020-21 and FY 2021-22 are notated by Priority Area. The remaining two years of the 2020-24 Strategic Plan include a total program contract amount of \$1,500,000 per year.

Memo Notation 11: A 5% contingency based on contracted programs was proposed and approved by the Commission in December 2015.

Memo Notation 12: First 5 SLO County has been tasked with coordinating a multi-year Child Care Study in partnership with the City of SLO, County of SLO, San Luis Coastal Unified School District and Cal Poly. Each of these partners contributed \$20,000 toward the effort. As of FY2022-23, \$30,000 remains to cover expenses related to this ongoing effort.

Memo Notation 13: A new program line item for Shared Services Alliance expenses has been added to the Long Range Financial Plan for FY2022-23, and includes all anticipated expenses (contract and operated) with the exception of personnel, which is included with the Administrative Budget "program personnel."

Memo Notation 14: Program staffing for advocacy and systems change work related to the We Are the Care Initiative, Help Me Grow, and other whole child-whole family initiatives has increased significantly in the past three years. Sustained staffing capacity and internal funding allocation for this work is recommended. Percentages of program-related staff time have been increased across positions to account for this systems-change focus of our work.

Memo Notation 15: At its March 2020 meeting, the First 5 Commission approved up to \$75,000 in emergency response funding during the COVID-19 pandemic. At its June 2020 meeting, the Commission approved this line item as an annual budgeted amount. Beginning in FY2022-23, this annual amount drops from \$75,000 to \$50,000 per year.

Memo Notation 16: The Evaluation Budget has been slightly modified since the May 2022 First Reading of the Long Range Financial Plan. This version has added Program Personnel/Operating to the 2% calculation, and more accurately reflects the Evaluation program's increased focus on tracking Theory of Change work involving First 5 staff.



Long-Range Financial Plan		AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	BUDGETED	PROPOSED					
		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
		Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29
	Fund Balance Beginning of Period	8,319,744	8,369,464	8,621,801	8,877,415	9,014,202	9,395,180	8,748,423	8,045,054	7,174,868	6,457,355	5,642,546	4,744,623
	Prop 10 Tax Revenues actual to FY 2020-21 (budgeted 21-22, state projections through FY2025-26, then 5% annual decline projected for outlying years)	1,668,413	1,553,037	1,596,654	1,710,751	1,741,456	1,753,150	1,594,376	1,412,998	1,404,231	1,323,010	1,256,860	1,194,017
1	Interest Revenue (.75%)	60,448	111,400	168,053	172,951	92,320	64,816	65,613	60,338	53,812	48,430	42,319	35,585
	TOTAL TAX/INTEREST REVENUE	1,728,861	1,664,437	1,764,707	1,883,702	1,833,776	1,817,966	1,659,989	1,473,336	1,458,043	1,371,440	1,299,179	1,229,601
	OTHER REVENUE:												
3	MAA	9,603	49,859	68,390	15,112	65,477							
	Other Revenue (grants, sponsorships, etc.)	6,541	175	12,511	26,280	100,017							
4	MHSA INNOVATIONS				60,648	120,940	376,346						
5	IMPACT	249,368	560,062	469,844	622,665	37,572							
	IMPACT HUB PAYMENTS		28,281	47,852	42,204	83,898							
6	First 5 CA Shared Services Alliance							250,000					
	TOTAL REVENUE	1,994,373	2,302,814	2,363,304	2,650,611	2,241,680	2,194,312	1,909,989	1,473,336	1,458,043	1,371,440	1,299,179	1,229,601
	TOTAL REVENUE PLUS BEGINNING BALANCE	10,314,117	10,672,278	10,985,105	11,528,026	11,255,882	11,589,492	10,658,412	9,518,389	8,632,911	7,828,795	6,941,725	5,974,224
7	CONTINGENCY FUND FOR MAA						(50,000)						
8	UNFUNDED LIABILITY												(100,000)
9	2016-2020 PRIORITY AREAS									(1,300,000)	(1,300,000)	(1,300,000)	(1,300,000)
	Perinatal Readiness	(216,899)	(229,701)	(235,741)	(227,370)								
	Family Strengthening	(180,233)	(276,384)	(297,491)	(347,050)								
	Child Health and Development	(176,632)	(169,024)	(154,143)	(243,597)								
	Early Learning (Core Allocation)	(571,674)	(378,983)	(400,253)	(378,743)								
10	2020-24 PRIORITY AREAS (Core Prop 10 Allocation)							(1,500,000)	(1,500,000)				
	Child Health and Development					(488,419)	(875,370)						
	Early Learning					(334,957)	(215,604)						
	Family Resilience					(232,295)	(386,566)						
	Unallocated						(22,460)						
11	Program Contingency (5% of Priority Area Investment)						(75,000)						
	First 5 Kits	(1,170)	(1,100)	(1,100)	(2,605)	(1,843)	(2,500)						
4	MHSA				(37,186)	(99,137)	(406,579)						
	Early Learning (IMPACT)	(299,238)	(456,933)	(476,676)	(573,601)	(77,000)	(41,806)						
	IMPACT Regional HUB Contracts												
12	Collaborative Child Care Study					(28,292)		(30,000)					
13	Shared Services Alliance Contract (CAPSLO)							(245,310)					
16	BASELINE EVALUATION EXPENSE 2% (approved 2012-13)	(34,214)	(32,642)	(30,388)	(35,022)	(27,969)	(30,000)	(43,673)	(38,880)	(35,496)	(35,613)	(35,731)	(35,552)
14	SYSTEMS CHANGE/ADVOCACY AND POLICY EFFORTS	(36,555)	(35,512)	(36,897)	(43,575)	(11,819)	(50,000)	(50,000)	(50,000)	(75,000)	(75,000)	(75,000)	(60,000)
15	Emergency Response Funding SPONSORSHIPS	(3,100)	(2,600)	(8,800)	(2,500)	(2,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	TOTAL PROGRAM EXPENSE	(1,519,715)	(1,582,879)	(1,641,489)	(1,994,493)	(1,331,031)	(2,199,079)	(1,928,983)	(1,648,880)	(1,470,496)	(1,470,613)	(1,470,731)	(1,555,552)
	ADMINISTRATION:												
	BASELINE: Proposed 2022-3 budget, 1.5% increase in FY23-24 and after to account for performance and step-based salary increases, and other potential inflationary costs												
	Program Personnel and Program Operating Expense	(219,647)	(265,989)	(261,892)	(275,703)	(275,703)	(378,834)	(378,347)	(384,022)	(389,783)	(395,629)	(401,564)	(407,587)
	Administrative Personnel and Operating Expense	(205,291)	(201,609)	(231,280)	(243,628)	(253,968)	(263,156)	(306,028)	(310,618)	(315,278)	(320,007)	(324,807)	(329,679)
	TOTAL ADMINISTRATION:	(424,938)	(467,598)	(493,172)	(519,331)	(529,671)	(641,990)	(684,375)	(694,641)	(705,060)	(715,636)	(726,371)	(737,266)
	TOTAL EXPENSE	(1,944,653)	(2,050,477)	(2,134,661)	(2,513,824)	(1,860,702)	(2,841,069)	(2,613,358)	(2,343,521)	(2,175,556)	(2,186,249)	(2,197,102)	(2,292,818)
	Remaining Fund Balance End of period	8,369,464	8,621,801	8,877,415	9,014,202	9,395,180	8,748,423	8,045,054	7,174,868	6,457,355	5,642,546	4,744,623	3,681,406
	Administrative %	10.56%	9.83%	10.83%	9.69%	13.65%	9.26%	11.71%	13.25%	14.49%	14.64%	14.78%	14.38%
	Direct Program Investment to Total Expenses	78%	77%	77%	79%	72%	77%	74%	70%	68%	67%	67%	68%

ATTACHMENT:
Draft Plan
("FY 22-23")



To: First 5 Commissioners of San Luis Obispo County

From: Wendy Wendt

Date: June 22, 2022

Re: ITEM 5: FY 2022-23 Proposed Administrative Budget

Recommended Action

Staff is requesting Commission approval of the proposed Administrative Budget for Fiscal Year 2022-23. A draft of this budget received first review from Commissioners at its May 25, 2022 meeting.

PROPOSED ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2022-23 (Attachment 1)

Staff recommends a total administrative budget in the amount of \$684,375 for FY 2022-23. This amount is included in the Commission's Long Range Financial Plan (draft pending approval Item 4 at this meeting).

The recommended amount represents an organizational structure that includes three full-time staff (Executive Director, Associate Director, Communications and Outreach Coordinator), and one 20 hours per week (.5 FTE) Special Projects Coordinator (We Are the Care and Other Systems Change Projects). Two personnel-related updates anticipated for FY2022-23 contribute to an anticipated increase in the proposed Administrative Budget. First, the Communications and Outreach Coordinator will be moving to a full-time salaried role beginning July 1 (from a current hourly role at .85 FTE). Second, staff salaries across the board are due to increase on July 1 due to an equity adjustment developed by the Commission Ad Hoc Personnel Committee (Commissioners Brescia, Belch, Executive Director Wendy Wendt) and approved by the Commission on May 25, 2022.

The proposed budget also includes a contingency amount of \$20,000 (approximately 3%) to provide for unforeseen expenses related to future needs. Contingency items may include any other unforeseen expenses related to increased costs for various new professional service contracts.

In accordance with the proposed Financial Plan, a total of \$1,928,983 has been projected for program and evaluation expense, plus \$378,347 in program-related personnel/operating costs, totaling \$2,307,330. Total operating expense is projected at \$2,613,358.

The projected administrative expense of 11.7% is within the Commission's established maximum of 15%.

Additional notes appear as "Comments" in the far right column of the attached 2022-23 Budget Draft.



ATTACHMENT 1

First 5 San Luis Obispo County 2022-23 Budget (DRAFT June 22, 2022)

Prop 10 Expenditures	2021-22 Proposed Administrative Budget (adjusted 12/21)	2022-23 Proposed Administrative Budget	Variance	Comments
Salaries	318,459	343,447	24,988	Updated Salary Schedule slated for approval 5/25/22; 4 staff members @ total 3.5 FTE
Benefits	141,423	157,379	15,956	computed at 40% for all; includes \$20,000 toward PERS Unfunded Accrued Liability
<i>Cell Phone Stipend</i>		1,800	1,800	\$30/month per employee
Sub-Total Salary and Benefits	459,882	502,626	42,744	
Professional Services				
Payroll Services	3,510	3,510	-	\$130 x 26 pay periods
Legal Services	23,500	20,000	(3,500)	Based on prior year
Outside Auditor	8,000	8,225	225	per estimate provided by auditor applicant
Public Health MAA Fee	5,000	5,000	-	fee = 10% of MAA invoice amount as per contract with Public Health (est. \$50000)
Cal PERS GASB 68 Valuation Fee	700	700	-	
IT Services	15,000	15,000	-	IT Upgrade scheduled for 2022 + regular maintenance (postponed in prior year due to pandemic)
Bookkeeping	5,000	5,000	-	Fiscal Reporting Analysis
Consultation (DEI, Strat Planning)	7,000	10,000	3,000	includes design of strat planning process, DEI integration
Sub -Total Professional Services	67,710	67,435	(275)	
Services and Supplies				
Computer Supplies	1,000	1,000	-	software, other accessories; computer upgrades
Copy/Printing	2,000	2,000	-	
Food	1,000	1,000	-	
Insurance	4,000	5,000	1,000	liability/property/crime
Maintenance Contracts	300	150	(150)	copier maintenance; majority of expense now under Significant Value Purchase (new copier lease)
Memberships	6,000	5,000	(1,000)	State Association dues, Children Services Network support, Chamber Dues (SLO, PR, S County)
Office Expense	3,000	2,000	(1,000)	
County Auditing Services	8,393	8,720	327	2022-23 agreement
Postage	100	100	-	
Registration/Training	3,000	3,000	-	attendance at state meetings, staff summits, professional development activities, staff tech training
Rent/Utilities	45,072	37,344	(7,728)	Rent Reduction for 2022-23
Significant Value Purchase	9,000	12,000	3,000	reserved for 7-10 year old equipment (e.g. printers; office furniture, computers, etc.) - new computers and furniture scheduled for purchase
Special Dept. Expense	10,533	9,000	(1,533)	Outreach and Promotion Materials; special event costs
Phone/Data/Internet Access	5,000	5,000	-	\$200/mo. (Cable and phones); anticipated tech upgrade
Travel Expenses	3,000	3,000	-	out-of-county meetings & conferences, in-county employee mileage
Contingency	13,000	20,000	7,000	3.1% of Administrative budget.
Sub-Total Services and Supplies	114,398	114,314	(84)	
Administrative Expense	641,990	684,375	42,385	based on 2016-28 financial plan
Less: Program Related Admin	(378,834)	(378,347)	487	based on 2016-28 financial plan
Total Administrative Expense	263,156	306,028	42,872	
Program & Evaluation Expense	2,199,079	1,928,983	(270,096)	based on financial plan - decrease due to end of MHSA grant
Plus: Program Related Admin	378,834	378,347	(487)	
Total Program & Evaluation Expense	2,577,913	2,307,330	(270,583)	
Administrative Percentage	9.26%	11.71%		
Total Operating Expense	2,841,069	2,613,358	(227,711)	



To: First 5 Commission of San Luis Obispo County

From: Wendy Wendt

Date: June 22, 2022

ITEM 6: First 5 Evaluation Report – Theory of Change

First 5 Commissioners have an opportunity to review and discuss a Theory of Change report submitted by the Carsel Consulting Group as part of its evaluation deliverables.

The Theory of Change will serve as a strategic planning tool and guide for evaluation work going forward. The Theory of Change represents a set of testable hypotheses about how First 5's strategies contribute to short, medium and longer term outcomes over time in a complex and dynamic environment.

A copy of the Theory of Change report is attached under separate cover.

At the meeting, Ms. Amanda Welsh and Ms. Becca Carsel will provide an overview of the report and will facilitate a discussion.