

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

COMMISSION MEETING MINUTES
May 14, 2020 (Approved June 24, 2020)

Current Commissioners Present

Bruce Gibson	SLO County Board of Supervisors
James Brescia	SLO County Office of Education
Devin Drake	Department of Social Services
Erica Ruvalcaba-Heredia	Community at Large
Melinda Sokolowski	Child Care Planning Council
James Tedford	Medical Representative (AAP Chapter 2)
Alison Ventura	Community at Large

Commissioners Absent/Excused --

Penny Borenstein, M.D.	SLO County Public Health Department
Bob Watt	Community at Large

Staff Present

Commission staff: Wendy Wendt, Jason Wells, Misty Livengood
Commission Evaluator: Tom Keifer
Commission Counsel: Natalie Frye-Laacke

Call to Order

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

ITEM 1 –Chair Comments

Commissioner Gibson acknowledged that a lot has changed in the world with the Pandemic.

ITEM 2 - Public Comment – Items not on the agenda

Shana Paulson, Child Care Resource Connection (CAPSLO) thanked First 5 California and SLO County for supplies funding/distribution and moral support throughout April. First 5 CA supplies will be delivered by end of May. Also \$67,000 in IMPACT HUB funds are helping pay for cleaning supplies for centers.

ITEM 3 – Commissioner Comments/Announcements

Commissioner Tedford recognized Commissioner Borenstein's stellar leadership as Public Health Officer during the COVID 19 crisis.

Commissioner Drake warned of a fake letter circulating that falsely warns that a positive COVID test will result in removal of children from the home. He also announced efforts to expedite access to CalFresh and other benefits (e.g. in person and wet signatures being waived).

Commissioner Sokolowski thanked the community and nonprofit partners for their collaborative spirit and responsive generosity during this time.

ITEM 4 - Consent Agenda

- a. Approval of the March 25, 2020 Minutes
- b. Approval of the FY 2019-20 Third Quarterly Financial Report
- c. Approval of Agreement with San Luis Obispo County for administrative service related to the MediCal Administrative Activities (MAA) Program
- d. Approval of Extension to Evaluation Contract with Thomas Keifer Consulting

Public Comment: None

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

ITEM 5 – Staff Reports

Misty Livengood, Outreach and Communications Officer, provided an update on various First 5 activities:

- Funding partnership with Community Foundation Disaster Support Fund.
- First 5 CA allotment of supplies to counties (\$4 million statewide)
- Child Care Awareness Day (April 30) reflections and social media analytics
- Hands on Heroes – April showcased Shana Paulson (CAPSLO), May will focus on child care providers, June will focus on families
- First 5 Association Advocacy Day – staff participated in calls to Monning and Cunningham offices
- Talk.Read.Sing. time has stepped it up – daily shows with various participants

Jason Wells, Associate Director provided the following updates:

- First 5 funded partners have been communicating with First 5 staff on conditions/services being provided in the context of COVID. Many are making remarkable shifts to respond to changing needs/situations – creating and providing online content and counseling for families, participating in supply distributions, launching telehealth protocols, etc.
- Mr. Wells is part of the weekly selection committee with Community Foundation staff to distribute Disaster Support funds. To date, First 5 has contributed \$40,000 to the effort through its Emergency Response Funding pool. Overall, the Foundation fund has

distributed \$130,400, \$34,500 of which is linked to First 5's investment. Needs are evolving beyond initial basic needs to now include software/hardware upgrades, expanded staffing to handle deliveries, etc. Ms. Wendt added that in addition to the \$40,000 contribution to the Foundation, \$1,500 in Emergency Response funds have been used to fund basic cleaning supplies distributed through CAPSLO/Child Care Resource Connection.

Commissioners Gibson and Brescia expressed gratitude to both the Community Foundation and the community overall for stepping up.

Commissioner Ruvalcaba-Heredia thanked First 5 staff for helping initiate a collaboration to address the financial needs of undocumented families living in San Luis Obispo County.

- Mr. Wells mentioned a new grant opportunity through First 5 CA focused on Home Visiting coordination. He has reached out to local partners (Public Health, CAPSLO) to participate in an upcoming informational webinar.

Ms. Wendt provided the following updates:

- Undocumented family issues/collaboration to address: A group of community members have begun meeting to develop a local response similar to UnDocuFund efforts in other counties but that uses local assets/circumstances to launch here.
- IMPACT 2020 will be managed through the County Office of Education as part of a blended Quality Counts funding/program. First 5 SLO County staffer Kris Roudebush will subcontract for ongoing coordination/facilitation in the coming year.
- Help Me Grow – CAPSLO is moving toward opening the HMG FRC. The 3by3 project has continued in the midst of COVID (shelter in place has provided many parents more time with their children and more attention to their developmental milestones/needs). First 5 staffer Sarah Reinhart is doing a fantastic job working with CHC on IT setup and shifting staffing patterns. Next week the Help Me Grow Steering Committee will hold its second meeting.
- Office Details – SHOWTEL has agreed to continue providing IT support on a month to month basis until such time as First 5 is able to invite proposals for a new contractor.
- The Ad Hoc Audit Committee has selected Moss Levy Hartzheim as its recommendation to the Commission to perform the FY19-20 external audit for First 5 SLO County.
- The Child Care Study has received two consultant proposals, will be conducting interviews at the beginning of June. Commissioner Gibson commented that there is a spike in community interest related to child care since COVID. Commissioner Sokolowski mentioned being contacted by a Cal Poly student interested in conducting research related to child care.
- COVID Crisis/Recovery – Ms. Wendt has been a participant (with Commissioner Sokolowski) in an education group providing input on a draft reopening plan for the county. Ms. Wendt is also scheduled to be a guest with the SLO Chamber's Working Lunch series to discuss issues facing children and child-serving programs during and beyond the crisis.

Public Comment: None

ITEM 6 Program Contract Extensions

Mr. Wells introduced the item, which includes approvals for 6-month extensions on four current program contracts, slated to sunset December 31, 2020.

Public Comment: None

Baby's First Breath (County of San Luis Obispo, Department of Public Health)
Motion: Brescia; Second: Ruvalcaba-Heredia. Motion Passed unanimously

Georgia Brown School Readiness (Paso Robles Public Schools)
Motion: Sokolowski; Second: Tedford. Motion Passed unanimously

Best Pals (Pediatric Physical Therapy Services)
Motion: Brescia; Second: Tedford. Motion Passed unanimously

Early Childhood Family Advocacy Services (Center for Family Strengthening)
Motion: Sokolowski; Second: Ventura; Abstain: Ruvalcaba-Heredia. Motion Passed unanimously

ITEM 7 – Strategic Plan 2020 Timeline

Ms. Wendt announced an intention to bring a strategic plan draft for Commission approval to the June meeting. Summer will focus on building/releasing RFPs for new program investments, with a goal to bring contract drafts forward for approval at the September Commission meeting.

Public Comment: None.

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 2020. Several changes to consider: IMPACT is sunsetting as a First 5 SLO County revenue/expense in the coming year. MHSA extends through 2020. The goal of the plan is to extend out up to 10 years, and to reach a point at which the fund balance at year end is double the total operating expense. Emergency Response funding has been added as an annual budget place-holder.

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

Public Comment: None.

ITEM 9– FY 2020-21 Draft Administrative Budget

Ms. Wendt introduced the draft Administrative Budget for FY 2020-21. This is the first reading and the final budget will be presented for Commission approval at its June 2020 meeting. She highlighted several changes from the prior year:

- Slight increase in salary/benefits due to STEP increases.
- Professional services lines are down: No further use of contractor for outreach, strategic plan consulting not needed
- Increase in significant value purchase due to copier lease and need for computer upgrades as well as technology upgrades related to COVID
- Smaller travel budget due to COVID

Ms. Wendt pointed out that the budget is \$50,000 lower than the Financial Plan would warrant. Commissioners suggested either adding to the contingency or adding to office supplies to account for needed cleaning supplies.

Public Comment: NONE

ITEM 10 – Performance Evaluation: Executive Director (CLOSED SESSION)

Commissioners adjourned to Closed Session. Ms. Wendt was invited to join Closed Session. Commissioners returned from Closed Session. Commission Counsel Natalie Frye-Laacke announced that the performance review was complete and no reportable action taken.

ITEM 10 -- Adjourn

5:15 p.m.