



***January 24, 2024 COMMISSION MEETING  
AGENDA PACKET ATTACHMENTS***

**Attachments:**

ITEM 3: Consent Agenda

- a) December 6, 2023 Minutes
- b) FY 23-4 Q2 Financial Report
- c) Memo: Commissioner Confirmation – Dawn Ortiz-Legg
- d) Memo and Engagement Letter with External Auditor

ITEM 4: Memo re: Election of 2024 Officers

ITEM 5: Memo re: At-Large Commissioner Selection Process/Ad Hoc Nominating Committee

ITEM 6: Memo re: Strategic Planning Actions

ITEM 9: Memo: Executive Director Evaluation Process

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

**COMMISSION MEETING MINUTES**

December 6, 2023 (DRAFT)

**Current Commissioners Present**

James Brescia, EdD (Chair)  
Penny Borenstein, MD (Vice Chair)

SLO County Office of Education  
SLO County Public Health Department

Linda Belch  
Dawn Ortiz-Legg  
Patty Clarkson, EdD  
James Tedford, MD  
Alison Ventura, PhD  
Bob Watt

SLO County Dept. of Social Services  
SLO County Board of Supervisors  
Early Care & Ed Planning Council  
Medical Representative (FAAP)  
Community at Large  
Community at Large

**Commissioners Absent/Excused**

Erica Ruvalcaba-Heredia, EdD

Community at Large

**Staff Present**

First 5 Staff: Wendy Wendt, Jason Wells, Misty Livengood  
Commission Counsel: Daniel Cheung

**Call to Order**

Chair Brescia called the meeting to order at 3:02 p.m.

**ITEM 1 – Commissioner Announcements and Updates**

None

**ITEM 2 - Public Comment – Items not on the agenda**

Margaret Shepherd-Moore spoke as a member of the FASD Leadership Team. She is also on staff at Transitions Mental Health Association. She requested a future agenda item to present and discuss Fetal Alcohol Spectrum Disorder. She emphasized that this silent epidemic affects one in 20 children. She shared her family's personal story of adopting a small boy who showed signs at a young age. He eventually received a diagnosis through a Martha's Place referral, now has an IEP through his school. She is hoping for more supports for other families with FASD members.

### **ITEM 3 (ACTION ITEM) - Consent Agenda**

- a. Approve October 25, 2023 minutes

*Public Comment: None*

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

### **ITEM 4: Staff Reports**

Misty Livengood, Communications and Outreach Officer, provided an update on the following activities:

- First 5 25<sup>th</sup> anniversary creative assets are now available through the Association. A communications framework includes messaging for various platforms and audiences. A “We are First 5” campaign will elevate impact stories and include a social media calendar that has thematic connections to First 5’s daily work.
- First 5 Association Annual Meeting and Advocacy Day is coming up Feb 5-7 in Sacramento. First 5 California Summit will be in Oakland on March 25-27. Commissioners interested in attending either event are encouraged to contact Executive Director Wendy Wendt.
- The December print media First 5 in Focus spotlight is on the New Parent Kits program.
- CAPSLO’s new Paso Robles-based Family Resource Center recently held an open house.
- Ms. Livengood highlighted a variety of holiday-related family happenings throughout the county.

Wendy Wendt, Executive Director, reported on the following:

- Confirmation that January 24<sup>th</sup> is the optimal next meeting date (note: Commissioner Brescia will be out of town though he may be able to attend via zoom, and SLOCOE Board room will not be available). More information to come on alternative location.
- Ms. Wendt will be stepping down from two board positions at the end of 2023 – San Luis Obispo Chamber of Commerce and the First 5 Association Board. She is also leaving her role on the UndocuSupport Executive Committee, though she will remain on the UndocuSupport Leadership Council in 2024.
- CenCal and SLO Health Counts Steering Committee roles will continue in 2024.
- Work continues to integrate child and family needs – notably child care – into economic development planning for the region. Examples include incorporation of child care into a Comprehensive Economic Development Strategy (CEDS) coordinated through REACH.
- The Help Me Grow Steering Committee has initiated a work group to look at early intervention workforce issues related to referrals. This information will be shared with the County Healthcare Workforce Collaborative.
- Cuesta College has mobilized a new Family Strengthening Certificate Program.

- In January 2024, First 5 SLO County will be launch the processes to hire a new part-time Special Projects Coordinator (previously held by Kris Roudebush), and to nominate a new at-large Commissioner (Commissioner Bob Watt's final term ends July 2024).

*Public Comment: None.*

## **ITEM 5: Strategic Planning Discussion: Resource Allocation Part 2**

In anticipation of Commission discussion and deliberation on issues related to contracts, Legal Counsel Daniel Cheung summarized conflict of interest parameters specific to First 5 Commissioners as articulated in SB1090. When individual Commissioners know their organization/department is directly affiliated with a specific contract/program under consideration, that Commissioner states a need to recuse and refrain from participation in any discussion and/or vote.

Ms. Wendt provided a brief introduction to the item. She summarized Commission direction provided to staff at the October 25, 2023 meeting to provide more detailed information regarding the rationale associated with staff recommendations for resource allocations to align with the 2024 Strategic Plan framework – contract renewals, non-renewals, and new investment directions. In preparation for today's meeting, staff has prepared and distributed in advance a document that provides detailed information on funded program purpose, activities, leveraged funds, and rationale for either continuing/discontinuing First 5 funding as well as initial recommendations on potential new investment opportunities.

Laura Keene, First 5 evaluation team consultant, facilitated the balance of the discussion on this item. She began by defining the goal of the discussion: to reach consensus on staff recommendations for 1) funding allocation packages as related to priority areas, and 2) current contracts to discontinue at the end of the current funding period/strategic plan. She also provided an updated strategic planning timeline.

Commissioner members of the Ad Hoc Strategic Planning Committee introduced each of the Priority Areas, and reminded their colleagues to reference the rationale document for additional detail.

The Early Health Foundations Priority Area and recommended resource allocation package was introduced by Ad Hoc Committee Member Commissioner Ali Ventura. She summarized the emphasis on early intervention during the critical first years of children's lives, and a First 5 focus on helping improve system-wide coordination of care. The investment package recommended for this Priority Area includes continuation of First 5 investment toward the following projects: Help Me Grow, BABES\*, Perinatal Mental Health Support Services, Vision Screening, County Children's Oral Health Program Manager, Children's Preventive Oral Health Treatment, and Health Access Training Project.

\*Staff recommended BABES for continued funding at a similar level during the first year of the 2024 Strategic Plan, with gradual tapered First 5 support over time after that, with the expectation that this longstanding investment with a proven track record and value should be increasingly support through County and/or other sources.

New investment opportunities within this priority area include support for a network of early intervention providers to assess and provide short-term treatment for children with mild-to-moderate delays.

Discussion and Public Comment ensued. The following Commissioners announced recusals for the balance of the discussion on the Early Health Foundations Priority Area package: Commissioner Borenstein (BABES, Oral Health Program Manager), Commissioner Tedford (Children's Preventive Oral Health Treatment), Commissioner Ortiz-Legg (BABES, Oral Health Program Manager).

Commissioner Belch commented relative to Help Me Grow that attention to tech solutions to build a more cohesive database of resources for families and providers would be very helpful as a county. She also recommended that the Health Access Training Project get more directly aligned with the Children and Family Wellness Collaborative (advisory group to local implementation of the Family First Prevention Services Act).

Commissioner Borenstein concurred with Commissioner Belch's emphasis on the importance of shared data.

Commissioner Ventura highlighted the importance of multilingual/multicultural capacity within this Priority Area, and pointed out that this capacity is called out as a goal.

*Public Comment Part 1 (re: Early Health Foundation Priority Area):*

*Natalie Beller, a certified lactation educator/member of the Central Coast Breastfeeding Coalition/Center for Family Strengthening board member, expressed concern about reduction of lactation consultants for WIC families. She encouraged leveraging funding to ensure that this free service remains.*

*Elizabeth Merson, Public Health Division Manager, echoed the concern and underscored the value of breastfeeding to maternal and infant health. She also highlighted First 5's impact over the years, commented that Mixtec patients access BABES. She explained the challenges related to match funding that depend on First 5 financial contribution.*

*Jennifer Miller, Public Health Division Manager, further underscored the concern, and spoke from personal experience the importance of breastfeeding support for new mothers, and that it should remain available to all regardless of family circumstance/income. WIC builds opportunity for this type of support for families who couldn't otherwise afford/access it – low income, Spanish and Mixteco speaking.*

*Steven Crandall, retired Juvenile Court judge/member of the Fetal Alcohol Spectrum Disorder (FASD) Leadership Team, requested that FASD be added to the First 5 Strategic Plan. He pointed out that this condition is the most common form of prenatal substance use exposure, and is often misunderstood. California lags behind other states in its attention to the issue.*

*Linda McClure, former Director of SLO County WIC services, thanked First 5 for 24 years of BABES funding. She emphasized that the program and system is working well and that the First 5 investment should continue.*

The Parent Engagement, Education and Connection Priority Area and recommended resource allocation package was introduced by Ad Hoc Committee Member Commissioner Linda Belch. She summarized the goal to facilitate increased participation by families in communal learning and peer growth opportunities through replication of promising practices. Currently funded projects recommended for continued First 5 support include South County Parent Pods and Parents Helping Parents. New investment opportunities are recommended to help with expansion on parent engagement models - with a focus on North County as well as countywide parent leadership opportunities. In addition, staff recommends active collaboration with the leadership team that coordinates the SAFE System of Care, to ensure that young children and their families have equitable access and service support within SAFE.

Discussion and Public Comment ensued.

Commissioner Ortiz-Legg requested that First 5 help with “one-stop-shop” approach to connecting families with resources and opportunities.

*Public Comment Part 2 (related to Parent Engagement, Education, Connection)*

*Lisa Fraser, Executive Director of the LINK/Center for Family Strengthening, underscored the importance of First 5 working/coordinating with existing parent groups. She also pointed out the impending challenges with decreasing MHSA funding toward prevention/early intervention. We all need to be thinking about how to braid funds to support good work.*

Prior to the introduction of the Early Learning and Child Care Priority section of the presentation and discussion, Commissioner Brescia announced his recusal (due to conflict associated with California State Preschool contract with First 5). He opted to leave the meeting during the ensuing portion. Commissioner Borenstein stepped in to chair the meeting during his absence.

The Early Learning and Child Care Priority Area and recommended resource allocation package was introduced by Ad Hoc Committee Member Commissioner Bob Watt. He summarized the goals associated with this priority – e.g. continued focused attention on broadening cross-sector awareness and responsibility for addressing child care/advancing the sector, attention to increasing challenges in the infant/toddler care subsector, and continued support for work to advance family-friendly workplace culture and practice. Any new First 5 investment opportunities are recommended to be shaped with guidance and partnership between First 5 and the Early Care and Education Planning Council. Commissioner Clarkson is the designated Planning Council representative on the Commission.

*Public Comment Part 3 (related to Early Learning and Child Care)*

*Raechelle Bowlay, Coordinator of the Early Care and Education Planning Council, articulated that the mission/mandate of her organization is to provide planning expertise related to early care and education to the community via the County Office of Education and the County Board of Supervisors. It acts as a neutral body that analyzes need based on evolving circumstances. It stands ready to provide insight into optimal uses of First 5 funding as part of the next strategic planning period.*

Ms. Keene summarized First 5 contract investments recommended for discontinued funding in the coming Strategic Plan. These include Early Childhood Nature-Based Experiences, Home Visiting Coordination, California State Preschool, Partnership for Resilient Families, and Basic Needs Family Support. In total these recommendations free up approximately \$700,000 to redirect toward new and/or realigned efforts. Commissioner Borenstein announced a recusal as related to the Home Visiting Coordination contract.

*Public Comment part 4 (related to recommendation for non-renewal of First 5 contracts)*

*A letter was submitted as public comment by Sheldon Smith, Assistant Superintendent, SLO County Office of Education. The letter was distributed at the meeting to all Commissioners and read aloud to those present. It expressed perspective on the recommendation to discontinue multi-year First 5 funding support for California State Preschool (CSPP) programs. Dr. Smith shared gratitude for the many years of First 5 funding, and explained that the proposed conclusion of the existing contract will have a stalling effect on other SLOCOE projects, notably a planned ECE Training Center.*

Ms. Wendt provided some clarification – that the recommendation for nonrenewal of the existing SLOCOE contract is based on its current scope, which is limited to supplementing CSPP funding to allow for “over-income” enrollments in the program. The strategic planning process has laid out a clear framework for continued First 5 investment in early learning and care across a range of potential investment areas based on current need and conditions. The recommendation is to consult with the Early Care and Education Planning Council regarding First 5’s optimal role as funder, network-builder and advocate.

*Raechelle Bowlay, Early Care and Education Planning Council Coordinator, commented that she recognizes that the recommendation is for non-renewal of current contracts as they are currently defined, which if limited in scope need to be reevaluated and funding deployed in other ways that support and acknowledge the current ECE landscape.*

*Lisa Fraser, Executive Director of the LINK/Center for Family Strengthening, oversees the Partnership for Resilient Families which receives First 5 funding. This investment helps the LINK bilingual bicultural staff capacity to provide family advocate services for North County families amid an increasing need for support.*

Commissioner Ortiz-Legg expressed support for any new path for First 5 investment that directs resources to those communities most in need.

Ms. Keene then presented on proposed Areas for Strategic Support – basic needs, early literacy, nutrition and physical activity, safety and healing, and substance use prevention/treatment. She emphasized that these areas are in many ways align with Priority Areas above. First 5 resources and time will be deployed in these areas to amplify messaging and awareness, ensure integration within other priority areas.

*Public Comment Part 5 (Strategic Support Areas)*

*Marilu Gomez, Family Advocate with the Paso School District, emphasized the importance of early literacy, parents are children's first teachers, urged First 5 to continue its active support in this area.*

Ms. Wendt provided a brief summary of the remaining timeline for Strategic Plan completion before the end of the fiscal year, and reminded that staff must be able to begin moving forward with resource allocation related to contract negotiations/development in a concrete way.

Mr. Wells added the reminder that staff needs direction from the Commission on which recommendations to move forward with, based on materials submitted, discussion and questions raised.

[Commissioner Brescia returned to the meeting and resumed chair responsibilities.]

Commissioners moved to Item 6 to formulate and vote on motions to provide direction to staff per comments above.

#### **ITEM 6: Future Agenda Items**

Commissioner Borenstein introduced a motion to give direction to staff to begin the process of developing contracts for those items that did not have any public or commissioner comment. Commissioner Belch seconded.

Discussion and *Public Comment*:

Commissioner Ventura reminded that BABES will need additional discussion or a revised recommendation as the one program with a current recommendation to “taper” over time.

*Elizabeth Merson, Division Manager with Public Health, asked that First 5 provide additional guidance to Public Health staff on what information is needed to inform their decision on BABES. Commissioner Brescia responded that this request does not pertain to the motion.*

The above motion passed 6:1 (Brescia opposed; Ortiz-Legg left the meeting prior to the vote and Ruvalcaba-Heredia was absent).

Commissioner Belch posed a second motion to agendize an action item at the next meeting for discussion and vote on the projects currently recommended for nonrenewal. These include CA State Preschool Program (SLOCOE), Basic Needs Family Support (CAPSLO), Partnership for Resilient Families (LINK), Early Childhood Nature-Based Experiences (SLO Botanical Garden). Motion also includes discussion and action on current recommendation to begin tapering First 5 funding for BABES over time.

Commissioner Borenstein modified the motion to add “consideration of ways to incorporate FASD into the strategic plan.

The motion as modified was seconded by Commissioner Watt.

Motion passed 6:0:1 (Commissioner Brescia abstained).

*Public Comment:*

*Crystal Reisner, with CAPSLO Migrant/Seasonal Head Start, expressed gratitude for the meeting today. She will share notes with her time. She is looking forward to attending more First 5 meetings in the future. She works with teachers, families and children in Nipomo, Lompoc, Guadalupe, and Santa Maria.*

*Steven Crandall, FASD Leadership Team, requested an opportunity at a future meeting to agendize a presentation on FASD and First 5's role. Commissioner Brescia instructed him to make an appointment with Ms. Wendt.*

**ITEM 7: Adjourn**  
**5:45 p.m.**

**To: First 5 Commissioners**

**From: Wendy Wendt**

**Date: January 24, 2024**

**Re: ITEM 3b: 2023-24 Second Quarter Financial Report**

**Recommended Action**

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2023-24 as of December 31, 2023.

**Administrative Budget**

As of December 2023, 41% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$133,477 (a portion of office rent and staffing costs 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.
2. Most other Administrative expenses are at or below 50% of total budget, with the following exceptions: a) Memberships – 100% of dues paid during Q1-2 for Chamber memberships and First 5 Association membership; b) Auditor Department services, which are typically paid in full during the first or second quarter of each fiscal year; c) Special Department Expense costs slightly over budget due to a payroll correction will be recoded to Contingency in Q3.

**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 December 31, 2023, the Administrative Expense as a percentage of Total Operating Expense is 24.3% (\$155,514/\$638,859). Historically first and second quarter program expenditures have been low, so the higher percentage isn't unexpected. However, it is anticipated that during the second half of FY 2023-24, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.

## **Operating Statement**

As of December 31, 2023 net revenue is \$-182,147.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – Four tax revenue payments - July-Oct 2023 appropriation, were distributed before the end of the second quarter. In addition, \$4,750 in California Electronic Cigarette Excise Tax (CECET) revenue from Q4 22-23 was received during Q2 23-24 and is being booked in FY23-24 (due to late distribution from First 5 CA).

### **Tax Revenue Distribution Schedule 2023-24**

July 2023	August 2023	Sept 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
112,436	78,490	105,264	81,186								

### **Tax Revenue Distribution Schedule 2022-23**

July 2022	August 2022	Sept 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
110,315	98,548	103,501	108,112	92,077	50,013	102,939	35,339	119,725	98,865	70,873	108,508

2. Total revenue received from all sources through December 31, 2023 is \$456,711. This includes the above noted Prop 10 appropriation, CECET revenue, \$57,613 in local interest, and \$16,855 in MAA payments.
3. Total Program and Administrative Expenditures through December 31, 2023 are \$638,859.



	Jul23-Sep23	Oct23-Dec23	Jan24-Mar24	Apr24-Jun24	Total
<b>Child Health and Development</b>					
BABES (SLO Co PHD)		25,158			25,158
Oral Health Coordinator (SLO Co PHD)		11,805			11,805
Tolosa Children's Dental Clinic					-
Vision Screening		1,980			1,980
Health Access Trainers (Carsel Consulting Group)	2,906	11,345			14,251
HMG Centralized Access Point					-
Home Visiting Coordination		54,770			54,770
<b>TOTAL</b>	<b>2,906</b>	<b>105,058</b>	<b>-</b>	<b>-</b>	<b>107,964</b>
<b>Early Learning</b>					
First 5 Preschools		48,026			48,026
SLO Botanical Garden	6,540	9,754			16,294
<b>Shared Services Alliance (IMPACT)</b>					-
<b>TOTAL</b>	<b>6,540</b>	<b>57,780</b>	<b>-</b>	<b>-</b>	<b>64,320</b>
<b>Family Strengthening</b>					
Parents Helping Parents	5,056	16,902			21,958
MP Health	6,174	3,998			10,172
South County Youth Coalition	640	9,013			9,653
LINK Paso Robles Family Advocates	16,617	25,924			42,541
Pregnancy and Parenting Support of SLO County		26,876			26,876
CAPSLO COVID Relief Funds		13,245			13,245
SLO Chamber Family Friendly Workplace Accelerator		18,750			18,750
<b>TOTAL</b>	<b>28,487</b>	<b>114,708</b>	<b>-</b>	<b>-</b>	<b>143,195</b>
<b>Advocacy Projects</b>					
Advocacy - Early Learning/WATC/TRS	895	310			1,205
Advocacy - Health (HMG, EI, CalAIM, etc.)	895	510			1,405
Advocacy - Family Resilience		510			510
General Advocacy					-
<b>TOTAL</b>	<b>1,790</b>	<b>1,330</b>	<b>-</b>	<b>-</b>	<b>3,120</b>
<b>Other</b>					
Evaluation - Core Allocation	8,740	12,475			21,215
Child Care Study -- Pendulum Dependent Care Solutions					-
Kits for New Parents	776	6,477			7,253
Event Sponsorships	1,800	1,000			2,800
Emergency Response Funding					-
Oral Health Safety Net Treatment (Contribution)					-
PR First 5 ECE - Donation Equipment					-
<b>TOTAL</b>	<b>11,316</b>	<b>19,952</b>	<b>-</b>	<b>-</b>	<b>31,268</b>
<b>TOTAL PROGRAM AND EVALUATION EXPENSE</b>	<b>51,039</b>	<b>298,828</b>	<b>-</b>	<b>-</b>	<b>349,867</b>
Quarter ending: 12/31/2023					



First 5 Children and Families Commission of San Luis Obispo County				
Administrative Budget				
FY 23-24				
December 31, 2023				
	<b>Beginning</b>	<b>YTD</b>	<b>Ending</b>	<b>%</b>
	<b>Budget Bal</b>	<b>Expensed</b>	<b>Budget Bal</b>	<b>Expensed</b>
Regular Hours - Permanent	512,051	217,069	294,982	42%
Computer Supplies	1,000	281	719	28%
Copy/Printing	2,000	136	1,864	7%
Food	1,177	270	907	23%
Insurance	5,000	2,243	2,757	45%
Copier Maint Contract	150	-	150	0%
Memberships	6,000	5,015	985	84%
Office Expense	2,000	460	1,540	23%
Other Services - Auditor Dept.	9,391	9,391	-	100%
Postage - Direct	100	-	100	0%
Professional Services	67,730	23,866	43,864	35%
Registration/Training	4,000	1,255	2,745	31%
Rent	38,464	19,232	19,232	50%
Significant Value Purchase	10,000	2,700	7,300	27%
Special Dept Expense	9,000	5,291	3,709	59%
Phone, Data, Internet Access	5,000	1,745	3,255	35%
Other Travel Expenses	4,000	36	3,964	1%
Contingency	21,000	-	21,000	0%
<b>Total Administrative Expense</b>	<b>698,063</b>	<b>288,990</b>	<b>409,073</b>	<b>41%</b>
<b>Less: Program Related Admin</b>	<b>(385,914)</b>	<b>(133,477)</b>	<b>(252,437)</b>	<b>35%</b>
<b>Net Administrative Expense</b>	<b>312,149</b>	<b>155,513</b>	<b>156,636</b>	<b>49.8</b>



**First 5 Children and Families Commission of San Luis Obispo County**

**Operating Statement**

**FY 23-24**

**December 31, 2023**

<b>EXPENSES</b>		<b>Jul - Sept</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr-Jun</b>	<b>YTD</b>
<b><u>Administration</u></b>		162,597	126,394			288,991
	Less: Program Related Admin	(63,427)	(70,050)			(133,477)
	Net Administrative Expense	99,170	56,344	-	-	155,514
<b><u>Program &amp; Evaluation</u></b>						
	Child Health and Development	2,906	105,058			107,964
	Early Learning	6,540	57,780			64,320
	Family Strengthening	28,487	114,709			143,196
	Collaborative Child Care Study					-
	Advocacy/Network Building - ECE	895	310			1,205
	Advocacy/Network Building - Health	895	510			1,405
	Advocacy/Network Building - Family Resil		510			510
	Talk Read Sing Campaign					-
	Event Sponsorships	1,800	1,000			2,800
	Kits for New Parents	776	6,477			7,253
	Evaluation (Core)	8,740	12,475			21,215
	Emergency Response Funding					-
	Plus: Program Related Admin	63,427	70,050			133,477
	Total Program & Evaluation Expense	114,466	368,879	-	-	483,345
	<b>Total Operating Expense</b>	<b>213,636</b>	<b>425,223</b>	<b>-</b>	<b>-</b>	<b>638,859</b>
<b>REVENUE (Trust Fund: 3300000000)</b>						
	Prop 10 Tobacco Tax	199,381	182,745			<b>382,126</b>
	IMPACT (SSA)	19,287	(19,170)			<b>117</b>
	IMPACT (Legacy)					
	SMIF (Prop 10 interest)	5,495	(5,495)			<b>0</b>
	Interest (Local)		57,613			<b>57,613</b>
	MAA		16,855			<b>16,855</b>
	Other Revenue					-
	<b>Total Revenue</b>	<b>224,164</b>	<b>232,548</b>	<b>-</b>	<b>-</b>	<b>456,712</b>
	<b>Net Revenue (Expenses)</b>	<b>10,528</b>	<b>(192,675)</b>	<b>-</b>	<b>-</b>	<b>(182,147)</b>



First 5 Children and Families Commission of San Luis Obispo County				
Balance Sheet (TRUST FUND 3300000000)				
December 31, 2023				
<b>ASSETS</b>				
Cash in County treasury			\$	9,012,782
Rent Deposit & Prepaid Rent			\$	7,277
Bank Deposit			\$	10,000
	Total Assets		\$	<b>9,030,059</b>
<b>LIABILITIES</b>				
Accounts/Salaries payable				
Trust Deposits			\$	(1,187)
Deferred Revenue				
	Total Liabilities		\$	<b>(1,187)</b>
<b>FUND BALANCE</b>				
Fund Balance:			\$	9,213,394
	Reserved for Encumbrances		\$	2,912,768
	Total Reserved		\$	2,912,768
	Fund Balance Available			6,118,477
	Total Fund Balance		\$	<b>9,031,245</b>
	Total Liabilities and Fund Balance		\$	<b>9,030,059</b>



To: First 5 Commission

From: Wendy Wendt

Date: January 24, 2024

Re: Agenda Item 3c: Confirm Commissioner Appointment – Dawn Ortiz-Legg

**Recommended Action**

Staff is recommending the Commission confirm appointment by the SLO County Board of Supervisors for the following Commission seat: Dawn Ortiz-Legg, BOS Designated Representative.

**Background**

At its December 12, 2023 meeting (Consent Agenda Item 6), the San Luis Obispo County Board of Supervisors approved committee assignments for the 2024 calendar year. These include assignment of a Supervisor to the First 5 Commission. Dawn Ortiz-Legg has been assigned to continue in this role for 2024.



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**To:** First 5 Commission

**From:** Wendy Wendt, Executive Director

**Date:** January 24, 2024

**Re:** Item 3b: Moss Levy & Hartzheim Letter of Engagement for FY 2023-24 Audit Services

**Recommendation**

Staff recommends the Commission approve an additional one-year engagement with Moss Levy & Hartzheim LLP for the purposes of completing the FY 2023-4 Fiscal Audit.

**Background:**

In June 2020, the Commission approved a Letter of Engagement with Moss Levy & Hartzheim for completion of First 5's FY2019-20 external fiscal audit. At its March 25, 2021 meeting The Commission approved a second year for completion of the FY2020-21 external audit. At its March 23, 2022 meeting the Commission approved a third year for completion of the FY2021-22 external audit. At its March 22, 2023 meeting, the Commission approved a fourth year for completion of the FY2022-23 external audit.

Staff is requesting Commission approval to authorize the First 5 Executive Director and Commission Chair to sign the attached Letter of Engagement for a fourth year with the purpose of completing the FY2023-24 audit. The total fee is established at \$8,520. This represents level funding from last year's fee.

January 15, 2024

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

We are pleased to confirm our understanding of the services we are to provide Children and Families Commission of San Luis Obispo County for the fiscal year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of Children and Families Commission of San Luis Obispo County as of and for the fiscal year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Children and Families Commission of San Luis Obispo County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Children and Families Commission of San Luis Obispo County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and in the *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* issued by the State Controller's Office, and will include tests of your accounting records of Children and Families Commission of San Luis Obispo County and other procedures we consider necessary to enable us to express such opinions. As part of an audit in

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accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

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

## **Other Services**

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

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

## **Responsibilities of Management for the Financial Statements**

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

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

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

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

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial

statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

### **Engagement Administration, Fees, and Other**

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

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

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

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Adam V. Guise is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately August 1, 2024 and to issue our reports no later than November 1, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,820. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of Children and Families Commission of San Luis Obispo County's financial statements. Our report will be addressed to Board of Commissioners of Children and Families Commission of San Luis Obispo County. Circumstances may arise in which our report may differ from its expected

form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

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

We appreciate the opportunity to be of service to Children and Families Commission of San Luis Obispo County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

*Moss, Levy & Hartzheim LLP*

Moss, Levy & Hartzheim LLP

RESPONSE:

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

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



To: First 5 Commission

From: Wendy Wendt

Date: January 24, 2024

Re: Agenda Item 4: Election of Officers

**Recommended Action**

Identification and Approval of 2024 Chair and Vice Chair positions

**Background**

First 5 San Luis Obispo County Bylaws require the annual assignment of a Commission Chair and Vice Chair. It is the annual responsibility of Commissioners to identify and confirm these two positions from among their members. These positions are not bound by term limits.

To: First 5 Commissioners

From: Ad Hoc Nominating Committee (Commissioners Brescia, Murphy)

Date: January 24, 2024

Re: Selection Process for At-Large Representative Commissioner; Ad Hoc Nominating Committee Formation

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### **Recommended Action**

Staff recommends formation of an ad hoc Nominating Committee to guide the process for selection of a new at-large Commissioner (3-year term commences July 2024).

### **Background**

County ordinance and First 5 SLO County Bylaws articulate the makeup of the local First 5 Commission. Three of the nine Commissioners are “at-large” members of the community who are recruited and selected through an application process that is overseen by an ad hoc nominating committee of Commissioners and coordinated by First 5 staff. The ad hoc nominating committee submits their final nomination for confirmation by the full Commission. Final approval of the nominated candidate rests with the County Board of Supervisors.

Per ordinance and bylaws, at-large Commissioners must represent one or more of the following classes:

- Health and human services professionals;
- Managers of county children's services programs;
- Managers of county public health services;
- Managers of county behavioral health services
- Managers of county social services; and
- Managers of county tobacco and other substance abuse prevention and treatment services; and
- Representatives of local school districts.
- Representatives of local childcare resource or referral agencies;
- Representatives of local medical, pediatric, or obstetric associations or societies.
- Recipients of project services included in the county strategic plan;
- Educators specializing in early childhood development;
- Representatives of local childcare coordinating groups;
- Representatives of local organizations for prevention of early intervention for families at risk; a
- Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development.

Commissioner Bob Watt has served as an at-large Commissioner since 2015. His final term is scheduled to conclude in July 2023. The aforementioned process will satisfy the requirements for selection of a new at-large Commissioner to fill this seat.

**To:** First 5 Commission of San Luis Obispo County  
**From:** First 5 Staff  
**Date:** January 24, 2024  
**Re:** ITEM 6: 1 ) Approve Staff Recommendations for Contract Non-Renewals; 2) Give Staff Direction on BABES recommendation

At the December 6, 2023 Commission meeting, staff presented a “Recommendations and Rationale” document developed with the Ad Hoc Strategic Planning Committee, that related to program investment strategies and resource allocation. This document includes a comprehensive overview of currently funded programs, funding details, and conceptual recommendations for new, continuing and discontinuing program investments. The meeting was dedicated almost entirely to review, discussion, consensus building, and Commission direction to staff regarding the recommendations contained in the document.

After presentation and discussion, Commissioners directed staff to return to the January 2024 meeting to vote on the slate of contracts that are not recommended for renewal. Staff are recommending the Commission approve a recommendation not to renew the following current contracts. Note: All of these contracts are scheduled to expire June 30, 2024:

<b>Early Childhood Nature-Based Experiences</b>	SLO Botanical Garden
<b>Basic Needs Family Support</b>	CAPSLO
<b>Home Visiting Coordination</b>	SLOPHD
<b>LINK Family Resilience</b>	LINK
<b>CA State Preschools</b>	SLO County Office of Education

In addition, Commissioners directed staff to begin contract negotiations/development with the following currently-funded programs which had little or no public comment or discussion:

<b>Oral Health Program Manager</b>	SLO Co PH
<b>Parents Helping Parents</b>	Parents Helping Parents
<b>Oral Health Prevention for Children</b>	Tolosa Children’s Dental Center
<b>Vision Screening</b>	Optometric Care Associates
<b>Health Access Trainers</b>	Carsel Consulting Group
<b>Parent Learning Pods</b>	South County Youth Coalition
<b>Perinatal Mental Health Support and Counseling</b>	Pregnancy and Parenting Support of San Luis Obispo County
<b>Help Me Grow</b>	CAPSLO
<b>Family Friendly Workplace</b>	Chamber SLO

**Updated Staff Recommendation on BABES:** The original recommendation for BABES called for one year of level funding, followed by a tapering (reduction) of funding. This recommendation received a great deal of public comment urging for continued First 5 funding with no reduction. Taking these comments into consideration, staff met with County of SLO Public Health/WIC Staff to discuss First 5 support and possible tapering of funds. After these discussions and hearing that immediate First 5 funding reductions would put the program at risk, staff are recommending that level funding be continued for a two-year period beginning July 1, 2024. During this period, staff proposes to work with the BABES program to identify possible new funding sources to allow for eventual reduction of First 5 funding is reduced. Staff is asking the Commission to direct staff to add BABES to the slate of programs listed above to begin contract development.

**To: First 5 Commissioners**

**From: Natalie Laacke, District Counsel**

**Date: January 24, 2024**

**Re: Item 9: Executive Director Evaluation for 2023**

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### **Summary**

Staff is seeking direction from the Commission regarding the evaluation process for the Executive Director. Included in this report is First 5's management performance review procedure.

*What methods of evaluation should be used* – The evaluation procedure requires the Commissioners to provide an assessment and feedback to the Executive Director each year. The Commission may also choose to solicit feedback from partner agencies and/or First 5 staff (see paragraph 2 and 3 of the management performance review procedure). Feedback is always solicited from the Commissioners.

Feedback was solicited as follows the following previous years:

<b>Year</b>	<b>Commissioners</b>	<b>Partner Agencies</b>	<b>Staff</b>
2017	X	-	-
2018	X	-	-
2019	X	-	-
2020	X	X	X
2021	X	-	-
2022	X	-	-
2023	X	??	??

Feedback was not solicited from staff or partner representatives for 2017 or 2018. Nor was it solicited from staff or partner representatives for 2019 due to the timing and resource constraints of the COVID-19 pandemic. In 2020, feedback was solicited from staff and partnership representatives. In 2021 and 2022, feedback was solicited only from the Commissioners. Staff would like direction as to which parties to seek feedback from as part of the 2023 annual evaluation process.

### **Recommended Action**

1. Provide direction to staff regarding which parties to seek feedback from this year.
2. Direct staff (District Counsel) to circulate the evaluation rubric via email to Commissioners and other parties, if needed.
3. Direct staff to add a Closed Session to the March meeting regarding the Executive Director performance evaluation.



## MANAGEMENT PERFORMANCE REVIEW

### Annual Procedure for the Executive Director

The primary purpose of the Management Performance Review is to assist the Executive Director to perform her/his job in an effective and efficient manner. The document (form) used to communicate feedback, assessment and information to the Executive Director regarding job performance is an essential tool in the process of accomplishing the purpose of the Review.

The Management Performance Review is also used to make employment decisions by the *Commission* and the Executive Director. The *Commission* is responsible for providing an annual Performance Review to the Executive Director. The *Commission* endorses the use of feedback from First 5 employees, partner agencies, Commissioners and the Executive Director in preparing the Performance Review.

The procedure for developing the annual Management Performance Review is as follows:

1. Term. Unless changed by the *Commission*, the term of the Management Performance Review for the Executive Director is from January 1 to December 31 of the subsequent year. The *Commission* will normally approve the Management Performance Review for the Executive Director at the first meeting of the *Commission* after December 31 of each year.
2. At least thirty days prior to the close of the term of the Executive Director's Performance Review, the Executive Director shall submit the names and e-mail addresses of three to four representatives of partner agencies and community members with whom s/he is expected to collaborate to the *Commission* Chair. Upon approval of those suggested names the *Commission* Chair or his/her designee will solicit input from these individuals via e-mail, utilizing the First 5 Management Performance Review form. The *Commission* has the option of not receiving this input on a yearly basis.
3. Prior to the close of the term of the Executive Director's Performance Review, the *Commission* will solicit input from the other employees of the *Commission* using the First 5 Management Evaluation form. The *Commission* has the option of not receiving this input on a yearly basis.
4. Prior to the close of the term of the Executive Director's Performance Review, the *Commission* will solicit input from members of the *Commission* in order to solicit feedback on the Executive Director's performance, utilizing the Management Performance Review form.
5. Prior to the close of the term of the Executive Director's performance review, the Executive Director will be asked to complete the following to be forwarded to the Commission Chair.
  - a. A self-appraisal, referencing the areas included in the Management Performance Review form.



- b. An assessment of the status of the annual goals established by the Commission for the Executive Director for the term under review.
  - c. Draft goals for the Commission to consider for the upcoming term.
- 6. In a Closed Session, the *Commission* will meet to discuss the results of the input solicited in Steps 2-5, and reach consensus and approve the Management Performance Review for the Executive Director for the term just completed. The *Commission* will also review the draft goals for the upcoming year submitted by the Executive Director for approval or modification.
- 7. The *Commission* Chair or his/her designee will prepare the final Management Performance Review document as approved by the Commission, including goals for the upcoming year, to be signed by the *Commission* Chair and reviewed with the Executive Director in a timely manner.