



***January 23, 2019 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

Attachments:

ITEM 4: Consent Agenda

- a) December 5, 2018 Minutes (Draft)
- b) FY 18-19 Q2 Financial Report
- c) Memo: Commissioner Confirmation – Bruce Gibson
- d) Memo: Commissioner Confirmation – Melinda Sokolowski
- e) Memo: 2019 Advocacy Agenda

ITEM 6: Memo re: Personnel Policy Updates

ITEM 7: Memo re: 2017-18 Outcome Evaluation

(draft appears as separate attachment; hard copies available at the Meeting)

ITEM 9: Memo re: MHSA Contract

(draft to appear as separate attachment; hard copies available at the Meeting)

ITEM 10: Memo re: Help Me Grow Centralized Access Point Multi-Year Funding Allocation

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

COMMISSION MEETING MINUTES (DRAFT)
December 5, 2018

Current Commissioners Present

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

Commissioners Absent/Excused

Penny Borenstein, M.D. (Vice Chair)	Public Health Department
Devin Drake	Department of Social Services

Staff Present: 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 3:01 p.m.

ITEM 1 –Chair Comments

Chairman Gibson welcomed everyone to the final meeting of 2018. He also acknowledged the 4th night of Hanukkah, and also President George HW Bush's death.

He and other Commissioners and staff honored and thanked Commissioner Tracy Schiro on the eve of her retirement from years of service at the Department of Social Services, and her resignation from the First 5 Commission. Commissioner Schiro commented that First 5 has been a highlight assignment for her over the years, and appreciates how it brings us together in common cause for young children.

Commissioner Watt shared his gratitude for Commissioner Schiro's work on behalf of children involved in the Child Welfare system, and her leadership in building partnership with local schools.

ITEM 2 – Commissioner Announcements and Updates

Chair Gibson and Commissioner Brescia commented on the promise of Governor Newsom's clear interest and priority on early childhood. Both underscored advocacy opportunities for First 5 at the start of this new chapter in California's state leadership.

Commissioner Sokolowski announced the near-completion of CAPSLO's child care needs assessment. They would like to present findings at an upcoming Commission meeting. She also was at a recent First 5 site visit with IMPACT program staff at the Child Care Resource Connection/Child Care Planning Council, and recommended a presentation by this group at a future Commission meeting as well.

ITEM 3 - Public Comment – Items not on the agenda

Tonya Iversen, Director of ASI Childrens Programs at Cal Poly; part time Child Development instructor at Cuesta College, and the Chair of the First 5-funded ELFA Network. Ms. Iversen expressed her concern about a workforce drought in the early childhood education field. At her center, they have been trying to hire teachers for the last six months. Despite having great benefits and some of the highest wages for this profession in the county, she has been unable to find qualified people. She also noted that the Cuesta College job board recently had notices for 12 programs looking for teachers. Prompted by this growing crisis, Ms. Iversen has reached out to local leaders in the field, including First 5, to start a dialogue on how to address the issue. She underscored that the child care workforce problem becomes an overall workforce problem when it becomes harder for working parents to find care. We need to elevate the profession. Low wages in a region with a high cost of living don't go together well. Low unemployment also contributes to the challenge, as people have increased options to take on higher paying entry level jobs. She came today as an advocate, and hopes to work with First 5 and others to develop ways to address the problem.

Commissioner Gibson asked if these issues get addressed at the Child Care Planning Council. Commissioner Sokolowski confirmed yes.

Commissioner Gibson commented that child care is an economic development issue. He pointed out the \$10 million in SB1090 funds (mitigation for economic impacts of Diablo closure). What can a county do to stimulate economic development? Investing in affordable housing is one possibility. Affordable child care is another. He urged that we approach the county as part of our advocacy agenda.

Commissioner Brescia recommended following the example of the CA superintendents association, which is also facing teacher workforce issues. Instead of looking at the problems,

we look at replicable solutions. If we're going to get behind this, the focus needs to be on mitigation strategies, not just on problems. What will work? We should identify promising strategies, and then lobby for them to be funded. He suggested as an example to look at the innovative efforts around workforce development in Napa County.

ITEM 4 (ACTION ITEM) - Consent Agenda

a. Approval of the October 24, 2018 Minutes

Public Comment: None

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

ITEM 5 Election of Officers for 2019

Continued until January 23, 2019 Commission meeting.

ITEM 6 Strategic Planning Update: Approval of Ad Hoc Committee

In launching the strategic planning process for 2020, staff has requested creation of an ad hoc steering committee. Commissioner Gibson pointed out that as chair he can designate ad hoc committees, but prefers in this instance to bring to a vote because it hasn't been discussed in the past.

Public Comment: None

Commissioner Murphy made a motion to approve the formation of an Ad Hoc strategic planning steering committee, comprised of Commissioners Sokolowski and Watt. The motion was seconded by Commissioner Forester and passed unanimously.

ITEM 7 – Staff Reports

Misty Livengood, Communications and Outreach Officer, provided an update on recent activities at First 5, including the following:

- November 20th presentation and reception at the Board of Supervisors to honor First 5's 20th anniversary.
- November 7th Pediatric Town Hall re: developmental screening, held in partnership with County Public Health and the American Academy of Pediatrics Chapter 2; facility host Dignity Health; event sponsors CenCal Health and SLO Medical Education and Research Foundation.
- Comments submitted to the federal government opposing the proposed change to Public Charge regulations that would adversely affect many immigrant families.

- Launch of new partnership between Tolosa Children’s Dental Center and Shandon Schools.
- Talk.Read.Sing. themed partner meeting with guest presenter Jessica George, a local music therapist and Kindermusik instructor (also a Hands-on Hero).
- Launch of Talk.Read.Sing Time on Instagram live with First 5 Associate Director Jason Wells, 7:30 a.m. Friday mornings.
- Hands-on Heroes – Nate Potter (November – nominated by 4H); Spencer Claxton (December – nominated by the Community Foundation SLO County); Sam Crouse (January 2019 – nominated by ECHO Shelter).
- Upcoming dates for Month of the Child 2019.

Public Comment: None

ITEM 8 – Presentation – 2017-18 Evaluation Draft Overview (first reading)

First 5 Evaluation Consultant Thomas Keifer provided a brief overview of the approach he takes in designing, conducting and reporting on evaluation findings. He also emphasized the integral relationship between evaluation and strategic planning.

Commissioner Watt expressed some concern about over-linking of evaluation and strategic planning, which would place focus on success of an effort prior to it being developed and tested.

Commissioner Brescia articulated his view that this type of approach would be defined as more action research than strategic planning.

Commissioner Gibson expressed difficulty in interpreting the evaluation report for evidence of impact or underperformance. He also felt that there are parts of the narrative of that are jargon-heavy and confusing (e.g. IMPACT description). He requested continuing to meet with the evaluation committee and staff/evaluator to delve more deeply into the data on some programs and better understand where we are making a difference and where we are coming up short.

Mr. Keifer explained that trying to keep the report succinct is sometimes difficult to be with one page per program.

Ms. Wendt asked for any Commissioner feedback to be submitted to First 5 staff and evaluator by January 2.

Mr. Keifer offered a possibility of sharing longitudinal documentation – i.e. how certain programs have performed over time.

Commissioner Sokolowski inquired if there are explanations for why a contract is not meeting its objective. Associate Director Jason Wells responded that he is still digesting the data from this year’s report. Generally in his experience, there tend to be simple reasons why some

programs underperform (e.g. staff turnover; underreporting of some reportable activities). At present, First 5 does not have a formal mechanism for requesting corrective action per se, though Mr. Wells works closely with any program that is reporting results below stated objectives.

Commissioner Sokolowski offered another example -- Oceano School Readiness program underperformed last summer in part because of construction on the school campus.

Public Comment: None

ITEM 9 – First 5 Advocacy Agenda 2019

Ms. Wendt introduced this item with a review of highlights from staff advocacy activities in 2018. She then asked for Commission input on any potential updates to Advocacy goals for 2019. Staff recommendation is to maintain the current eight goals as they are and continue working on them in 2019.

Commissioners offered the following input:

Commissioner Sokolowski emphasized that in the realm of home visiting, what is important is coordination of efforts, and *how* home visiting services are delivered across the county. This will give us an opportunity to maximize the resources that we already have.

Several commissioners recommended incorporating workforce language into the narrative on the Advocacy Goal related to early childhood education. They suggested a rephrasing of the title to Community Investment in Access, Quality and Affordability....

Ms. Wendt asked for direction from the Commission on how to further activate First 5 advocacy around Housing. Commissioner Gibson urged bringing stories into the conversation about stressors on families, the importance of housing the next generation, and focusing on young families who can't set down roots because of housing costs. "We risk not developing the next generation of leaders with roots here."

Commissioners recommended changing the Family Strengthening advocacy goal to read "Increased culture of family friendly workplaces and communities that support young children and families." This language allows for prioritization of the work that First 5 and partners have been engaged in around early childhood and immigration.

Public Comment: None

**ITEM 10 -- Adjourn
5:12 p.m.**

To: First 5 Commissioners

From: Wendy Wendt

Date: October 24, 2018

Re: ITEM 4b: 2018-19 2nd Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2018-19 as of December 31, 2018.

Administrative Budget

As of December 2018, 40% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$60,149 (a portion of office rent, storage rent, staffing cost, and IMPACT operating expenses 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. Copy/Printing expenses are at 94% of the annual budget, due to an annual purchase of First 5 informational brochures.

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, 2018, the Administrative Expense as a percentage of Total Operating Expense is 17.3% (\$90,661/\$523,954). 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 2018-19, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.

Operating Statement

As of December 31, 2018 net revenue is \$670,227.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – Tax revenue scheduled for FY 2018-19 Q2 is \$132,985. As of this report, November and December payments had not been posted. One Proposition 56 backfill payment of \$156,635 was posted.

Tax Revenue Distribution Schedule 2018-19

July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
144,117	121,857	162,173	132,985								

Tax Revenue Distribution Schedule 2017-18

July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
159,653	144,634	140,685	134,298	126,816	36,352	153,655	95,893	118,277	137,391	138,839	95,399

2. Total revenue received from all sources through December 31, 2018 is \$1,194,181. This includes accrued May and June payments from the 2017-18 Tax Revenue Distribution Schedule, accrued IMPACT program income of \$312,447, accrued state interest totaling \$2260, \$35,066 in local interest payments, \$13,542 in MAA payments, and \$11,050 in funds from County Public Health, CenCal Health, and The SLO Medical Research and Education Foundation to support Help Me Grow planning efforts.
3. Total Program and Administrative Expenditures through December 31, 2018 are \$523,954.

Fund Balance Detail

GASB 54	6/30/2018 (audited)	9/30/2018	12/31/2018	3/31/2019	6/30/2019 (audited)
Nonspendable	\$ 17,277	\$ 17,277	\$ 17,277		
Restricted	\$ 54,749	\$ 54,749	\$ 54,749		
Committed	\$ 3,776,813	\$ 4,038,711	\$ 3,774,812		
Assigned	\$ 4,772,962	\$ 4,802,811	\$ 4,797,009		
Unassigned					
TOTAL	\$ 8,621,801	\$ 8,913,548	\$ 8,643,847		

	A	B	C	D	E	F
		Jul18-Sep18	Oct18-Dec18	Jan19-Mar19	Apr19-Jun19	Total
1						
2	Perinatal Readiness					-
3	BABES (SLO Co PHD)		40,865			40,865
4	Perinatal Mental Health Support (CFS)					-
5	Baby's First Breath (SLO Co PHD, TCP)		11,128			11,128
6	TOTAL	-	51,993	-	-	51,993
7	Child Health and Development					-
8	Oral Health Safety Net Treatment (Contribution)					-
9	Oral Health Coordinator (SLO Co PHD)		2,776			2,776
10	WIC Oral Health (SLO Co PHD)					-
11	Tolosa Children's Dental Clinic		7,666			7,666
12	Vision Screening	847	4,473			5,320
13	BEST PALS (Pediatric Physical Therapy Services)	3,351	12,084			15,435
14	Health Access Trainers (Carsel Consulting Group)	3,094	11,001			14,095
15	Developmental Screening (Planning)					-
16	TOTAL	7,292	38,000	-	-	45,292
17	Early Learning					-
18	PR First 5 ECE - Donation Equipment					-
19	ELFA (SLO COE)		7,328			7,328
20	First 5 Preschools		21,588			21,588
21	(OC) School Readiness, Oceano (LMUSD)					-
22	(GB) School Readiness, Georgia Brown Elem (PRJUSD)					-
23	TOTAL	-	28,916	-	-	28,916
24	Family Strengthening					-
25	Magda Williams - Oceano					-
26	Magda Williams - Georgia Brown					-
27	(OC) Family Advocacy		11,052			11,052
28	(GB) Family Advocacy		25,278			25,278
29	Parents Helping Parents	6,713	10,469			17,182
30	Joan Fusco -- North County Family Support	1,120				1,120
31	Family Advocacy Services (CFSSLO)	16,648	24,323			40,971
32	Parent Cafes (CFSSLO)		7,691			7,691
33	Parent Cafes (CAPSLO)					-
34	TOTAL	24,481	78,813	-	-	103,294
35	IMPACT SLO					-
36	Quality Counts -- FCCs (CAPSLO - CCRC)					-
37	Quality Counts -- Centers (CAPSLO -LPC)					-
38	Early Learning and Literacy Specialists (SLOCOE)		22,830			22,830
39	IMPACT Program Evaluation Expenses	1,190	2,253			3,443
40	IMPACT HUB Expense	2,623	11,330			13,953
41	IMPACT Program "Other"	683	370			1,053
42	TOTAL	4,496	36,783	-	-	41,279
43	Advocacy Projects					-
44	CBOR/HOH	1,450	1,450			2,900
45	New/General Advocacy	5,372	4,670			10,042
46	Talk Read Sing Campaign	2,176				2,176
47	Other Advocacy Projects					-
48	TOTAL	8,998	6,120	-	-	15,118
49	Other					-
50	Evaluation - Core Allocation	5,058	8,671			13,729
51	Kits for New Parents	1,100				1,100
52	Event Sponsorships	500	4,000			4,500
53						-
54	TOTAL	6,658	12,671	-	-	19,329
55						
56	TOTAL PROGRAM AND EVALUATION EXPENSE	51,925	253,296	-	-	305,221
57						Quarter ending: 12/31/2018
58						

First 5 Children and Families Commission of San Luis Obispo County
Administrative Budget
FY 18-19
December 31, 2018

	Beginning Budget Bal	YTD Expensed	Ending Budget Bal	% Expensed
Regular Hours - Permanent	377,287	153,378	223,909	41%
Computer Supplies	1,000		1,000	0%
Copy/Printing	2,000	1,884	116	94%
Food	1,000	283	717	28%
Insurance	3,525	1,336	2,189	38%
Copier Maint Contract	700	322	378	46%
Memberships	5,500	553	4,947	10%
Office Expense	3,000	715	2,285	24%
Other Services - Auditor Dept.	7,802	3,901	3,901	50%
Postage - Direct	100	13	87	13%
Professional Services	51,680	22,365	29,315	43%
Registration/Training	4,000	2,118	1,882	53%
Rent	43,722	21,861	21,861	50%
Significant Value Purchase	5,000		5,000	0%
Special Dept Expense	14,180	4,406	9,774	31%
Phone, Data, Internet Access	3,000	1,203	1,797	40%
Other Travel Expenses	9,000	4,394	4,606	49%
Contingency	20,000		20,000	0%
Total Administrative Expense	552,496	218,732	333,764	40%
Less: Program Related Admin	(278,428)	(128,072)	(150,356)	
Net Administrative Expense	274,068	90,660	183,408	33.1

First 5 Children and Families Commission of San Luis Obispo County
Operating Statement
FY 18-19
December 31, 2018

EXPENSES	Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
<u>Administration</u>	114,084	104,649			218,733
Less: Program Related Admin	(67,923)	(60,149)			(128,072)
Net Administrative Expense	46,161	44,500	-	-	90,661
<u>Program & Evaluation</u>					
Perinatal Readiness		51,993			51,993
Child Health and Development	7,292	38,000			45,292
Early Learning		28,916			28,916
Family Strengthening	24,481	78,813			103,294
IMPACT Program Contracts	4,496	36,783			41,279
Advocacy Projects (CBOR, P5CAN, etc)	6,822	6,120			12,942
Talk Read Sing Campaign	2,176				2,176
Event Sponsorships	500	4000			4,500
Kits for New Parents	1,100				1,100
Evaluation (Core)	5,058	8,671			13,729
Plus: Program Related Admin	67,923	60,149			128,072
Total Program & Evaluation Expense	119,848	313,445	-	-	433,293
Total Operating Expense	166,009	357,945	-	-	523,954
REVENUE (Trust Fund: 3300000000)					
Prop 10 Tobacco Tax	234,238	584,781			819,019
IMPACT	312,447				312,447
SMIF (Prop 10 interest)	2,260				2,260
HUB Payments	593				593
Interest (Local)		35,066			35,066
MAA		13,542			13,542
Other Revenue	7,454	3,800			11,254
Total Revenue	556,992	637,189	-	-	1,194,181
Net Revenue (Expenses)	390,983	279,244	-	-	670,227

**First 5 Children and Families Commission of San Luis Obispo County
Balance Sheet (TRUST FUND 3300000000)**

December 31, 2018

ASSETS			
Cash in County treasury			\$ 8,726,719
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent			\$ 7,277
Bank Deposit			\$ 10,000
	Total Assets		<u>\$ 8,743,996</u>
LIABILITIES			
Accounts/Salaries payable			
Trust Deposits			\$ 100,149
	Total Liabilities		<u>\$ 100,149</u>
FUND BALANCE			
Fund Balance:			
	Reserved for Encumbrances		\$ 1,670,420
	Total Reserved		\$ 1,670,420
	Fund Balance Available		\$ 6,973,426
	Total Fund Balance		<u>\$ 8,643,847</u>
	Total Liabilities and Fund Balance		<u>\$ 8,743,996</u>



To: First 5 Commission

From: Wendy Wendt

Date: January 23, 2019

Re: Agenda Item 4c/d: Confirm Commissioner Appointments - Bruce Gibson,
Melinda Sokolowski

Recommended Action

Staff is recommending the Commission confirm appointment by the SLO County Board of Supervisors for the following Commission seat: Bruce Gibson, BOS Designated Representative.

Staff is recommending the Commission confirm the Child Care Planning Council designation of Melinda Sokolowski to a new four-year term on the First 5 Commission, to commence July 2019 and conclude July 2023.

Background

At its December 11, 2018 meeting, the San Luis Obispo County Board of Supervisors approved committee assignments for the coming calendar year. These include assignment of a Supervisor to the First 5 Commission. Bruce Gibson has been assigned to continue in this role for 2019.

Per First 5 San Luis Obispo County Bylaws, the Child Care Planning Council is responsible for designating a representative to serve on the First 5 Commission for a four-year term. At its January 9, 2019, the Council selected Ms. Sokolowski to serve an additional four year term. Following Commission approval of this selection, final approval then rests with the San Luis Obispo County Board of Supervisors.



To: First 5 Commission
From: Wendy Wendt
Date: January 23, 2019
Re: Agenda Item 4e: 2019 Advocacy Agenda

Recommended Action

Approval of the 2019 Advocacy Agenda, with modifications as proposed at the December 5, 2018 Commission meeting.

Background

First 5 SLO County's work centers around three core functions in support of early childhood: 1) financial investments in promising initiatives; 2) community-level planning toward improved systems; and 3) advocacy to build public awareness and inspire increased commitment at the local, state and national level to protect the rights of children and help them get the best possible start in life.

The First 5 San Luis Obispo County Advocacy Agenda gives concrete direction to this third function. The Commission establishes two Advocacy Goals within each Priority Area of the current strategic plan to focus its work over the coming calendar year. 2017 marked the first year using the current format, which continued with some modifications in 2018.

Staff believes that the eight goals identified for 2018 continue to hold relevance in our continuing advocacy work. However, we also see opportunities to slightly modify the language within two goals:

- Reword the Early Childhood Education goal to read "Community investment in access, quality AND affordability for early childhood education" to emphasize the three-pronged advocacy priority in this area.
- Reword the Family Friendly goal to read "Increased culture of family-friendly workplaces and communities that support young children and families." The addition of the word "community" to this statement expands beyond workplace and incorporates our advocacy work related to supporting and protecting immigrant families and young children.

ADVOCACY AGENDA 2019

AND, HOW ARE THE CHILDREN?



PERINATAL READINESS

Reinforcing the earliest stages of parenthood, from pregnancy planning through the first six months of life



ADVOCACY GOALS:

- Expanded home visiting options for new families
- Increased awareness about health impacts of marijuana use on young children and their families

WHY? Parenting can be most isolating and stressful during the early months of a child's life. Home visiting programs offer families support and education at this critical time, helping parents build skills, confidence, and connections with resources. With cannabis legalization in CA, it is important to alert pregnant and parenting families of potential impacts on the baby.

CHILD HEALTH AND DEVELOPMENT

Promoting young children's wellness and access to quality care



ADVOCACY GOALS:

- Stronger alignment of systems that track and address developmental milestones in young children
- Increased access to pediatric oral health care and disease prevention

WHY? The health of our community's youngest children should be protected regardless of family income or circumstance – but isn't. Fewer than 1 in 3 infants and toddlers are given routine recommended developmental screenings, while 1 in 4 are at risk for delays. Dental disease is largely preventable, yet a majority of low-income children reach grade school with cavities.

EARLY LEARNING

Ensuring that from birth, children have rich and varied opportunities to develop their minds



ADVOCACY GOALS:

- Increased parent engagement as a child's first teacher
- Community investment in access, quality AND affordability for early childhood education

WHY? Children learn from birth; 80% of brain development happens in the first 3 years of life. Children who are regularly talked, read and sung to from infancy do better in school. Knowing this, our community should maximize investment and time in early learning – but doesn't. We face a paradox: quality child care and parent education costs are out of reach for most families, while child care worker salaries are among the lowest in the workforce.

FAMILY STRENGTHENING

Supporting parents and families to build stable, nurturing and enriching home environments for young children



ADVOCACY GOALS:

- Increased access to safe, affordable homes for families with young children
- Increased culture of family-friendly workplaces and communities that support young children and families

WHY? Our community should be a place where young children and families thrive – but sometimes it isn't. Families should be able to afford a place to live – but often can't. Children regardless of immigration status should be nurtured by communities but often aren't. It is more expensive to live here than most areas of the country. Families with young children are frequently at maximum stress and minimum earning power. Government and business have a role to play

		in supporting them during this important stage of life.
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To: First 5 Commission

From: Wendy Wendt

Date: January 23, 2019

Re: Agenda Item 6: Approve Personnel Policy Updates: Pre-employment Procedures, Employer Pull Notice Program (DMV)

Recommended Action

Staff is recommending the Commission confirm the following updates to First 5 San Luis Obispo Personnel Policy, as detailed in the Employee Handbook:

- New paragraph to be inserted into the “Hiring” section of the Employee Handbook:

Recruitment and Preemployment Checks

First 5 San Luis Obispo County establishes formal job descriptions for all staff positions. Open positions are advertised broadly using a variety of outreach methods, including website and social media posting, ads on local, regional and state job boards, the First 5 Association network, and First 5 San Luis Obispo County’s mailing list. Candidates are initially required to provide a resume and cover letter, as well as additional supplemental materials if requested. Finalists take part in an in-person interview, and provide a list of references. Final hiring decisions are contingent on results of prior employment reference checks and a background report conducted by an outside firm that include credit report, criminal and motor vehicle record checks, social security number trace, and sex offender search.

- Updated language to be included under the following section of the Employee Handbook:

Employees Who are Required to Drive:

Employees who are required to drive a Commission vehicle or their own vehicles on Commission business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

The Commission participates in the Employer Pull Notice (EPN) system that regularly checks the Department of Motor Vehicles (DMV) records of all employees who drive as part of their job. The EPN system will generate a driver record for all newly enrolled employees and upon an action or activity (i.e. convictions, accidents, driver license suspensions or revocations) and the driver record will be automatically sent to First 5. Upon receipt of a driver record pursuant to the EPN system, the Chairman and Vice Chairman, together with the Executive Director, shall review the driver record and determine an appropriate course of action that is in the best interest of First 5.

The Commission retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Commission’s policy.

Employees who drive their own vehicles on Commission business will be reimbursed at Internal Revenue Service established mileage rate for business miles.

Background

The recommended updates have been developed in consultation with First 5 San Luis Obispo legal counsel and First 5 San Luis Obispo County's liability insurance agent, and with input from the County of San Luis Obispo Human Resources Director as well as several other First 5 agencies in other counties. These updates serve to clarify and provide additional procedural detail to existing policy, and are in close keeping with County human resources policies regarding preemployment and background checks for staff positions that are similar in scope to those at First 5 San Luis Obispo County.



To: First 5 Commission
From: Wendy Wendt
Date: January 23, 2019
Re: Agenda Item 7: 2017-18 Outcome Evaluation Report

Recommended Action

Approval of the 2017-18 Outcome Evaluation Report.

Background

Each year in conjunction with the state annual report, First 5 San Luis Obispo County prepares an annual outcome evaluation report. The data contained in the report are submitted by First 5 SLO funded partners in their quarterly reports. Additional data may be obtained via question/answer conversations with the First 5 SLO Evaluation Consultant, Tom Keifer.

Following an annual review and approval by the Commission, the report is submitted to First 5 California and the First 5 State Association.

Following a first reading and presentation by Mr. Keifer at the December 5, 2018 Commission meeting, an updated draft has been developed to incorporate final Commissioner and staff feedback. The updated Draft 2017-18 Outcome Evaluation Report has been posted on the First 5 website and for Commissioner and public review prior to the January 23, 2019 Commission meeting. Several hard copies will also be available at the meeting.

(Note: Draft Outcome Evaluation Report is posted separately)



To: First 5 Commission

From: Wendy Wendt

Date: January 23, 2019

Re: Agenda Item 9: Contract with County of San Luis Obispo Behavioral Health Services for 3 by 3 Developmental Screening Partnership (MHSA Innovation Plan)

Recommended Action

Staff recommends approval of a contract with the County of San Luis Obispo Behavioral Health Services for First 5 San Luis Obispo County to oversee the 3 by 3 Developmental Screening Partnership. Contract duration is from July 1, 2018 through June 30, 2019, with renewal options for up to, but not more than three (3) successive one-year renewal terms (ending June 30, 2022). Fiscal year expenditures as approved by the County Board of Supervisors are outlined below:

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL
3-by-3 Proposed Expenditures	\$169,860	\$200,428	\$208,184	\$221,526	\$799,998

Background

On August 23, 2018, state Mental Health Services Oversight and Accountability Commission approved an Innovation Proposal submitted by the County of San Luis Obispo that includes two local projects focused on improving mental health outcomes. One of these two projects – the 3 by 3 Developmental Screening Partnership – was developed under the leadership of First 5 San Luis Obispo County, in collaboration with staff from Martha’s Place, Community Health Centers of the Central Coast, Local Childcare Planning Council, and the Public Health Department.

The County of San Luis Obispo has negotiated a contract with First 5 San Luis Obispo County for the latter to oversee the 3 by 3 Developmental Screening Partnership. In keeping with details of the project proposal, First 5 San Luis Obispo County anticipates playing an oversight and monitoring role, including hiring a part time staff person assigned to the project. First 5 will subcontract out most direct service activities to a combination of entities – at least two pediatric clinics, a program researcher, and the Local Child Care Planning Council.

A total of \$859,998 has been awarded to the County for the project over a project duration of 4 years (FY18-19 through FY 21-22). This will include a six-month start up time, three years of testing, and six months of evaluation. \$60,000 of the total amount has been designated for program evaluation to be conducted by the County. The balance of \$799,998 (see table above) will be contracted over the duration of the project to First 5 San Luis Obispo County.

Contract negotiations between the County of San Luis Obispo and First 5 San Luis Obispo County staff and legal counsel have resulted in a draft contract (to be posted by Tuesday January 22, 2019) that is being submitted for Commission approval at the January 23, 2019 meeting. Requests for Proposal and subcontracts will be developed and finalized for Commission approval by March 2019.



To: First 5 Commission

From: Wendy Wendt

Date: January 23, 2019

Re: Agenda Item 10: 4+ year investment in Help Me Grow Centralized Access Point

Recommended Action

Staff recommends approval of a multi-year investment by First 5 San Luis Obispo County toward launch of a Centralized Access Point as part of the Help Me Grow system. A current annualized commitment of \$200,000 for FY2019-20 will be extended for an additional three years, through the end of FY2022-23.

Background

The Centralized Access Point component of the Help Me Grow system being developed in San Luis Obispo County is critical to the success of the initiative. First 5 San Luis Obispo County has the opportunity to ensure a solid launch to this component, which is expected to significantly improve countywide communication and referrals to early interventions for young children and their families. A multi-year timeframe is recommended to allow for sufficient planning, start-up and early implementation to measure and demonstrate impact.

First 5's investment will be most effective if blended with additional local financial commitments from both public, nonprofit and private sector stakeholders, in order to ensure the project's long-term health and sustainability.

The operator of the Help Me Grow Centralized Access Point will be selected through a proposal process that encourages interagency collaboration and requires fiscal match.