



***January 28, 2021 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

Attachments:

ITEM 4: Consent Agenda

- a) December 3, 2020 Minutes (Draft)
- b) FY 20-21 Q2 Financial Report
- c) Memo: Commissioner Confirmation – Bruce Gibson
- d) Memo: 2019-20 Audit Corrective Action Plan Update with Target Completion Dates

ITEM 5: Memo re: Election of Officers

ITEM 6: Memo re: 2019-20 Outcome Evaluation

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

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

COMMISSION MEETING MINUTES

December 3, 2020

Current Commissioners Present

Bruce Gibson (Chair)	SLO County Board of Supervisors
Penny Borenstein, MD (Vice Chair)	SLO County Public Health Department
James Brescia, EdD	SLO County Office of Education
Devin Drake	Department of Social Services
Erica Ruvalcaba-Heredia, EdD	Community at Large
Melinda Sokolowski	Child Care Planning Council
James Tedford, MD	Medical Representative
Alison Ventura, PhD	Community at Large
Bob Watt	Community at Large

Commissioners Absent/Excused

None

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Sarah Montes Reinhart
Commission Evaluator: Tom Keifer
Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Gibson called the meeting to order at 11:33 AM.

ITEM 1 – Chair Comments

Chair Gibson reminded Commissioners that upcoming meetings will be on Thursdays from 11:30 a.m. -2:00 p.m. The next meeting is January 28, 2021.

ITEM 2 – Commissioner Announcements and Updates

Vice Chair Borenstein announced that the Field Nursing/Home Visiting program is now recruiting for a ½ time manager.

ITEM 3 - Public Comment – Items not on the agenda

Joel Diring, community volunteer, provided an update on the evolution of UndocuSupport, set up by a coalition of individuals and organizations (including First 5) to raise and distribute funds to undocumented and mixed status families who have been left out of federal stimulus aid. To date, UndocuSupport has raised \$85,000+ from over 175 donors. Funds are added to the Community Foundation's Disaster Support Fund. The project has also attracted \$225,000 in state funding (public and private). The next steps are to establish a Field of Interest Fund at the Community Foundation. An independent grants committee will be established to solicit and review grants from applicant organizations.

ITEM 4 (ACTION ITEM) - Consent Agenda

- a. Approval of the October 29, 2020 Minutes
- b. Approval of Biennial Conflict of Interest Code (corrected)
- c. Approval of 6-month Extension to Evaluation Contract (Thomas Keifer Consulting)

Public Comment: NONE

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

ITEM 5 (ACTION ITEM) – Approval of Family Resiliency Contracts with Community Action Partnership of San Luis Obispo County (CAPSLO) Pregnancy and Parenting Support of SLO County, and South County Youth Coalition,

Associate Director Jason Wells introduced this item, reminding Commissioners of two other Family Resiliency contract that had been approved at the October 29, 2020 meeting – MP Health and The Link. The contracts for review and approval at today's meeting include:

CAPSLO – Basic Needs Supports
Contract duration: December, 2020 – June 30, 2022.
Total Contract amount: \$75,000

Pregnancy & Parenting Support of SLO County – Perinatal Mental Health Support
Contract duration: December, 2020 – June 30, 2022
Total Contract amount: \$30,000

South County Youth Coalition – Parenting Pods
Contract duration: December, 2020 – June 30, 2022
Total Contract amount: \$60,000

Discussion ensued.

Chair Gibson asked for clarification – are the CAPSLO contract designed to address basic needs elevated during COVID? Danielle Dornan, Division Coordinator for CAPSLO Family and Community Support Services, responded in the affirmative. She elaborated that this funding will help address drops in family income due to COVID, and also financial stressors due to COVID isolation requirements due to exposure and/or positive test/illness.

Chair Gibson reminded Commissioners to state any conflict of interest prior to voting.

Public Comment:

Cami Statler, Executive Director of Pregnancy and Parenting Support of SLO County, thanked the Commission for this funding opportunity and partnership with First 5.

Sarah Zapeta, South County Youth Coalition, added thanks for funding support toward parenting pods, and articulated the importance of connection and access to resources for new parents.

Commissioner Drake made a motion to approve a contract with CAPSLO for Basic Needs supports as part of First 5 SLO County funding for COVID Family Resiliency. The motion was seconded by Commissioner Ruvalcaba-Heredia and passed 7:0 (Commissioner Sokolowski recused).

Commissioner Watt made a motion to approve contracts with 1) Pregnancy and Parenting Support of SLO County for Perinatal Mental Health supports and 2) South County Youth Coalition for Parenting Pods; both contracts as part of First 5 SLO County funding for COVID Family Resiliency. The motion was seconded by Commissioner Ventura and passed unanimously.

ITEM 6 – Equity as an Element of the Strategic Plan Advocacy Agenda 2021

Ms. Wendt introduced this item with a summary of First 5's overall commitment to grounding its investments and advocacy to pursue equity, diversity and inclusion as related to children and families' relative advantages/disadvantages surrounding race, ethnicity, language, socioeconomic conditions, disability, gender identity, sexual orientation, etc. This past year has elevated these issues to the surface of the broad societal consciousness and conscience, and First 5 recognizes the importance of continuing to finetune our equity work.

Ms. Wendt offered the following draft statement on equity, to be included in the 2021 Strategic Plan Advocacy Agenda:

EQUITY STATEMENT

First 5 – both in SLO County and across California -- has always been driven in our funding and our advocacy by questions of equity– how do we contribute to ensuring that all of our communities' youngest children and their families have the best shot at a healthy start in life, and how do we help lift up those who are most vulnerable? The COVID pandemic and related life pressures are being disproportionately felt by families living in poverty, by immigrants, by rurally isolated communities, and by people of color. The inequities that existed prior to COVID have grown worse and pose a real threat to the well-being of an entire generation of young children". Now more than ever, First 5's advocacy work in San Luis Obispo County and throughout the state must focus on championing lasting societal changes that acknowledge and address a systemic imbalance of opportunity and support that unfairly prevents too many children from reaching their potential.

Discussion ensued:

Commissioner Ventura noted a few typographical errors for correction, and also suggested making the language more evergreen – i.e. not only COVID specific.

Commissioners Watt and Ruvalcaba-Heredia echoed this sentiment, expressing the importance of equity being a long-term/permanent focal point.

Public Comment:

Raechelle Bowlay, Local Child Care Planning Council Coordinator, thanked the Commission for including this type of bold statement; she advocated for including the word “inclusion” to ensure optimal partnership/participation and guard against “us vs. them-ism” in equity work.

Chair Gibson proposed staff modify the statement incorporating commentary above and then confer with Commissioners Ruvalcaba-Heredia and Ventura and Ms. Bowlay for final approval.

Commissioners offered consensus approval to this plan – no voted required.

ITEM 7 – Research and Data Updates: Action for Healthy Communities, Healthy Places Index, and Other Initiatives

First 5 Associate Director Jason Wells presented on the Action for Healthy Communities “Vital Signs Report 2020”. This local quality of life report occurs about every 3 years and is based on phone survey data of SLO County residents. The 2020 report uses survey data collected in December 2019, right before the Covid-19 pandemic. The report is organized in the areas of Basic needs, Economy, Health, Natural and Built Environment, Public Safety, and Social Environment. The data is now seen as a pre-pandemic baseline and can be used now by the grant writers, policy makers, community advocates program planners and the community at large to understand community strengths and challenges. The report can be found at www.actionslo.org.

Commissioner Ventura presented on the Cal Poly Center for Health Research. The Center is focused on maternal and child health (and the first 5 years), lifespan, health disparities, physiology, communication, obesity, etc. Under maternal and child health, the Center conducts research in: healthy baby weight and new mothers’ interactions around food, prevention of gestational diabetes, infant feeding relationships, breastfeeding promotion, breast and bottle feeding, etc. Commissioner Ventura also described the work of the Center’s mobile health unit in partnership with the Noor clinic to increase access to health care on the Central Coast in communities of Santa Maria and Guadalupe to families below the poverty line and primarily Latino. Commissioner Watt asked if the group was working with CAPSLO. Commissioner Ventura answered that they would welcome this connection and other channels. There are plans to eventually expand services to SLO County.

Amy Gillman, Tobacco Control Program Manager with County of SLO Public Health, presented on the Health Equity Metric for Covid prevention and planning. The system is based on positivity and case rates and broken down by race/ethnicity. An Equity Measure is developed according to a healthy places index (HPI) score. The State has divided county census tracts into quartiles based on the HPI score. The county is hiring a Health Equity Program Manager to create and manage a Health Equity task force which will focus on testing, contract tracing,

and isolation support. Outreach, prevention, and education are also occurring through radio, farmers markets, in-person outreach with Promotores and others.

Public Comment: NONE

ITEM 8 – Staff Updates

Outreach and Communications Officer Misty Livengood provided updates on various activities at First 5:

- We Are the Care Reengagement Campaign/Kickoff – January 21, 2021.
- Hands on Hero December 2020 – Raechelle Bowlay. Final HOH focused on child care. Starting in 2021 shifting focus to Help Me Grow.
- Partner Events: Immigration Forum (Health Access Training Project), Paso Robles Mini Family Fair.
- Talk Read Sing posts will pick up in the new year.
- First 5 CA book distribution project – deliveries anticipated for Jan/Feb 2021
- First 5 CA supply distributions with CAPSLO – 12/5 SLO/Paso, 12/7 Arroyo Grande
- First 5 Association Meeting December 7-9, 2020.

First 5 Executive Director Wendy Wendt reported on the following:

- CSAC has incorporated into its policy platform stronger language re: commitment to issues related to child development and alignment with First 5.
- The Child Care Study Feasibility report is tentatively scheduled for January 2021.
- We Are the Care has had some wins in advocating for the inclusion of child care language into the Housing Elements for the County of SLO and the City of Grover Beach.
- The business community is becoming increasingly vocal about the essential value of child care for the county's economic health and recovery.
- The state Master Plan for Early Learning and care is a guiding document for state planning, budget decisions and legislation.
- The Family Friendly Workplace Toolkit has officially launched. Ms. Wendt will be speaking about it at a "Silver Linings" special edition of the SLO Chamber Good Morning SLO on December 15. Ms. Wendt provided an overview of the website, and added special thanks to everyone involved in bringing the idea to reality – most notably Kris Roudebush and Christina Latner.

Public Comment: NONE

Vice Chair Borenstein added a final announcement that SLO County is headed into a regional stay at home order as part of Southern CA. Likely to be activated as soon as December 5, 2020.

ITEM 9 – Adjourn

1:47 pm

To: First 5 Commissioners

From: Wendy Wendt

Date: January 28, 2021

Re: ITEM 4b: 2020-21 Second Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2020-21 as of December 31, 2020.

Administrative Budget

As of December 2020, 42% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$145,188 (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. All other Administrative expenses are at or below 50% of total budget, with the exception of Auditor Department services, which are typically paid in full during the first or second quarter of each fiscal year.

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, 2020, the Administrative Expense as a percentage of Total Operating Expense is 19.7% (\$105,650/\$535,476). 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 2020-21, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.

Operating Statement

As of December 31, 2020 net revenue is \$866,497.



Operating Statement comments:

- Prop 10 Tobacco Tax Revenue – Four tax revenue payments - July-Oct 2020 appropriation, were distributed before then end of the second quarter. A May 2020 Revenue projection estimates \$1,597,962 in annual appropriations for FY 2020-21. This is a slight increase from the actual tax revenue received in FY 2019-20 (\$1,310,383). A Prop 56 backfill payment is also expected during the 3rd Quarter of FY 2020-21.

Tax Revenue Distribution Schedule 2020-21

July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
115,017	126,687	126,642	124,681								

Tax Revenue Distribution Schedule 2019-20

July 2019	August 2019	September 2019	October 2019	November 2019	December 2020	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
107,684	128,043	93,816	111,455	38,636	119,384	186,482	91,227	91,567	139,187	83,817	119,084

- Total revenue received from all sources through December 31, 2020 is \$1,401,973. This includes the above noted Prop 10 appropriation, \$64,448 in IMPACT HUB reimbursements, \$40,664.45 in MHSA payments, \$30,794 in local interest, \$36,596 in MAA payments, and \$80,000 in deferred revenue from FY 19-20 allocated for the Public Sector Child Care Study. Also included in the Revenue Received total are accrued May and June payments from the 2019-20 Tax Revenue Distribution Schedule, accrued IMPACT program income of \$426,614.09, accrued state interest totaling \$5911, and accounts receivable from Public Health Help Me Grow startup funds (\$20,000) and MHSA back invoices (\$40,664.45).
- Total Program and Administrative Expenditures through December 31, 2020 are \$535,476.

Fund Balance Detail

GASB 54	6/30/2020 (audited)	9/30/2020	12/31/2020	3/31/2021	6/30/2021
Nonspendable	\$ 7,277		\$ 7,277		
Restricted	\$ 52,140		\$ 52,140		
Committed	\$ 4,177,581		\$ 3,956,293		
Assigned	\$ 4,777,204		\$ 5,155,223		
Unassigned					
TOTAL	\$ 9,014,202		\$ 9,170,933		

	A	B	C	D	E	F
		Jul20-Sep20	Oct20-Dec20	Jan21-Mar21	Apr21-Jun21	Total
1						
2						
3	Child Health and Development					
4	BABES (SLO Co PHD)		42,176			42,176
5	Baby's First Breath (SLO Co PHD, TCP)		5,017			5,017
6	Oral Health Safety Net Treatment (Contribution)					-
7	Oral Health Coordinator (SLO Co PHD)		3,206			3,206
8	Tolosa Children's Dental Clinic					-
9	Vision Screening		308			308
10	BEST PALS (Pediatric Physical Therapy Services)		8,893			8,893
11	Health Access Trainers (Carsel Consulting Group)	923	4,539			5,462
12	3 by 3 Research (Carsel Consulting Group)	434	1,292			1,726
13	3 by 3 Internal Program Expenses		2,535			2,535
14	3 by 3 Bravo	4,490	6,461			10,951
15	3 by 3 CHC		14,543			14,543
16	HMG Centralized Access Point		64,247			64,247
17	TOTAL	5,847	153,217	-	-	159,064
18	Early Learning					
19	PR First 5 ECE - Donation Equipment					-
20	First 5 Preschools					-
21	(GB) School Readiness, Georgia Brown Elem (PRJUSD)					-
22	Little Wings Preschool		38,000			38,000
23	TOTAL	-	38,000	-	-	38,000
24	Family Strengthening					
25	(GB) Family Advocacy					-
26	Parents Helping Parents	3,114	12,681			15,795
27	Family Advocacy Services (CFSSLO)	14,483	7,361			21,844
28	TOTAL	17,597	20,042	-	-	37,639
29	IMPACT SLO					
30	Quality Counts -- COVID Stipends (LPC)					
31	TOTAL					
32	Advocacy Projects					
33	CBOR/HOH	1,450	2,024			3,474
34	WATC		957			957
35	Talk Read Sing Campaign					-
36	New/General Advocacy		2,500			2,500
37	Other Advocacy Projects					-
38	TOTAL	1,450	5,481	-	-	6,931
39	Other					
40	Evaluation - Core Allocation	4,038	10,796			14,834
41	Child Care Feasibility Study					-
42	Kits for New Parents	435	435			870
43	Event Sponsorships					-
44	Emergency Response Funding		27,300			27,300
45	TOTAL	4,473	38,531	-	-	43,004
46						
47	TOTAL PROGRAM AND EVALUATION EXPENSE	29,367	255,271	-	-	284,638
48						Quarter ending: 12/31/2020
49						

First 5 Children and Families Commission of San Luis Obispo County
Administrative Budget
FY 20-21
December 31, 2020

	Beginning Budget Bal	YTD Expensed	Ending Budget Bal	% Expensed
Regular Hours - Permanent	440,081	187,768	252,313	43%
Computer Supplies	1,000	447	553	45%
Copy/Printing	2,000		2,000	0%
Food	800		800	0%
Insurance	3,700	1,422	2,278	38%
Copier Maint Contract	500	13	487	3%
Memberships	5,000	979	4,021	20%
Office Expense	3,000	738	2,262	25%
Other Services - Auditor Dept.	8,310	8,310	-	100%
Postage - Direct	100	20	80	20%
Professional Services	60,710	21,867	38,843	36%
Registration/Training	5,000	79	4,921	2%
Rent	45,072	22,539	22,533	50%
Significant Value Purchase	10,000	1,309	8,691	13%
Special Dept Expense	12,000	4,024	7,976	34%
Phone, Data, Internet Access	5,000	1,323	3,677	26%
Other Travel Expenses	4,000		4,000	0%
Contingency	5,717		5,717	0%
Total Administrative Expense	611,990	250,838	361,152	41%
Less: Program Related Admin	(348,834)	(145,188)	(203,646)	42%
Net Administrative Expense	263,156	105,650	157,506	40.1

First 5 Children and Families Commission of San Luis Obispo County
Operating Statement
FY 20-21
December 31, 2020

EXPENSES	Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
<u>Administration</u>	141,707	109,131			250,838
Less: Program Related Admin	(65,649)	(79,539)			(145,188)
Net Administrative Expense	76,058	29,592			105,650
<u>Program & Evaluation</u>					
Child Health and Development	5,847	153,217			159,064
Early Learning		38,000			38,000
Family Strengthening	17,597	20,042			37,639
IMPACT					-
Hands on Heroes	1,450	2,024			3,474
We Are the Care		957			957
Collaborative Child Care Study					-
Other Advocacy		2,500			2,500
Talk Read Sing Campaign					-
Event Sponsorships					-
Kits for New Parents	435	435			870
Evaluation (Core)	4,038	10,796			14,834
Emergency Response Funding		27,300			27,300
Plus: Program Related Admin	65,649	79,539			145,188
Total Program & Evaluation Expense	95,016	334,810	-	-	429,826
Total Operating Expense	171,074	364,402	-	-	535,476
REVENUE (Trust Fund: 3300000000)					
Prop 10 Tobacco Tax	317,918	378,010			695,928
IMPACT	77,000	349,614			426,614
IMPACT HUB Payment		65,448			
SMIF (Prop 10 interest)	5,911				5,911
MHSA Revenue	40,664				40,664
Interest (Local)		30,794			30,794
MAA	26,880	9,716			36,596
Other Revenue	20,000	80,017			100,017
Total Revenue	488,373	913,600	-	-	1,401,973
Net Revenue (Expenses)	317,299	549,198	-	-	866,497

First 5 Children and Families Commission of San Luis Obispo County			
Balance Sheet (TRUST FUND 3300000000)			
December 31, 2020			
ASSETS			
Cash in County treasury			\$ 9,154,640
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent			\$ 7,277
Bank Deposit			\$ 10,000
	Total Assets		<u>\$ 9,171,917</u>
LIABILITIES			
Accounts/Salaries payable			
Trust Deposits			\$ 985
Deferred Revenue			
	Total Liabilities		<u>\$ 985</u>
FUND BALANCE			
Fund Balance:			\$ 9,000,524
	Reserved for Encumbrances		\$ 1,276,279
		Total Reserved	\$ 1,276,279
	Fund Balance Available		7,894,653
		Total Fund Balance	\$ 9,170,933
		Total Liabilities and Fund Balance	<u>\$ 9,171,917</u>



To: First 5 Commission
From: Wendy Wendt
Date: January 28, 2021
Re: Agenda Item 4c: Confirm Commissioner Appointment - Bruce Gibson

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.

Background

At its December 8, 2020 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 2021.

To: First 5 Commission

From: Wendy Wendt

Date: January 28, 2021

Re: ITEM 4d: Update on Corrective Action Plan in Response to 2019-20 Audit Findings

As reported at the October 29, 2020 Commission meeting, two findings were included in the 2019-20 Fiscal Audit of the Children and Families Commission of San Luis Obispo County, as submitted by Moss, Levy & Hartzheim LLP. This memo serves as an update to confirm that staff at both First 5 and the County Auditor Controller's Office Accounts Payable Department have activated the following Corrective Action Plans, as articulated in the Audit Document. The first Corrective Action Plan (cross-checking vendor Journal Entries) was executed immediately upon notification by the auditor (September 2020). The second Corrective Action Plan (establishing a monthly bank reconciliation between the Commission's accounts with the County and with Pacific Premier Bank) involve setting up a new spreadsheet system and is currently being designed/ pilot tested for accuracy and ease-of use. Staff has a target date of February 15, 2021 to have fully established and brought the new bank reconciliation system up to date. By the target date, Commission Chair and Vice Chair as well as First 5 legal counsel will be notified and will receive the first two quarters of monthly bank reconciliations.

Finding 2020-1
Disbursements

Criteria:

All checks written must match the supporting documentation.

Condition:

In our test of 40 disbursements, it was noted that one check of \$3,593 did not match the supporting documentation which was an invoice for \$2,590.

Cause:

Commission oversight.

Effect:

A vendor was overpaid.

Recommendation:

The Commission should adhere to policy and review each check written.

Commission Correction Action Plan:

The finding by the external audit team of an overpayment on one invoice in May 2020 has uncovered a rare multi-human error within an otherwise-careful and established system of internal fiscal controls. As a means to further tighten this system and to ensure the utmost of caution and accuracy in the future, two additional steps have been established: 1) for Executive Director (ED) and Associate Director (AD) to cross-check one final time each other's SAP entries for accuracy prior to the authorization to draw warrant (ADW) hand delivery to Accounts Payable, and 2) for ED or AD to conduct a final post-document posting SAP review and comparison to the original invoice amount. In addition, the County Accounts Payable staff has pledged to review its role in the faulty payment processing entry, and to develop stricter protocols for checking the accuracy of physical ADW figures against the SAP entry. It should be noted that the faulty vendor payment in question did in fact include the correct payment amount on the physical double-signed ADW; the error was on the SAP payment processing entry which went unnoticed/uncorrected by County Accounts Payable staff when they posted the entry.

Finding 2020-2

Bank Reconciliations

Criteria:

Standard practice requires a reconciliation of all bank accounts be done on a monthly basis.

Condition:

In our examination of the payroll bank account, it was noted that no bank reconciliations were performed for the fiscal year.

Cause:

Commission oversight.

Effect:

Without timely bank reconciliations, there is an increased potential for misappropriation of assets.

Recommendation:

The Commission should add the preparation of monthly bank reconciliations to the Commission's policy or internal controls.

Commission Correction Action Plan:

The Executive Director, who is primarily responsible for completing this multi-step payroll entry process, was trained by her predecessor to review monthly Pacific Premier bank statements to ensure timely routing of funds, but did not inherit a formal biweekly bank written reconciliation protocol or related requirement. Nonetheless, management recognizes the need for establishment of a formal require monthly bank account reconciliation as a means to ensure transparency and accuracy, and appreciates the identified opportunity to build on its system of internal fiscal controls. This exercise commences immediately and will be cross-monitored by both members of the management team (Executive Director, Associate Director) plus either the Chair or Vice Chair of the Commission.



To: First 5 Commission
From: Wendy Wendt
Date: January 28, 2021
Re: Agenda Item 5: Election of Officers

Recommended Action

Identification and Approval of 2021 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 Commission
From: Wendy Wendt
Date: January 28, 2021
Re: Agenda Item 6: 2019-20 Outcome Evaluation Report

Recommended Action

Approval of the 2019-20 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.

The updated Draft 2019-20 Outcome Evaluation Report has been posted on the First 5 website and submitted in mid January for Commissioner review prior to the January 28, 2021 Commission meeting.

(Note: Draft Outcome Evaluation Report is posted separately)