



***June 26, 2024 COMMISSION MEETING  
AGENDA PACKET ATTACHMENTS***

**ATTACHMENTS**

ITEM 3 (Consent Agenda)

3a. Draft Minutes, May 29, 2024 Commission Meeting

3b. Memo and Draft Workplace Violence Prevention Plan

ITEM 5\*: Memo and Draft Contracts: Home Visiting

- CAPSLO
- SLO Public Health Department
- Carsel Consulting Group

ITEM 6\*: Memo and Draft Contract: Family Friendly Workplace

- SLO Chamber of Commerce

ITEM 7: Memo and Long-Range Financial Plan Update

ITEM 8. Memo and Draft FY 2024-25 Administrative Budget

ITEM 9: Memo Re: At-Large Commissioner Nomination

\*Contracts attached separately

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

**COMMISSION MEETING MINUTES  
May 29, 2024 (DRAFT)**

**Current Commissioners Present**

James Brescia	SLO County Office of Education
Penny Borenstein	SLO County Public Health Department
Linda Belch	Department of Social Services
Patty Clarkson	Early Care and Education Child Care Planning Council
Dawn Ortiz-Legg	SLO County Board of Supervisors
James Tedford	Medical Representative (AAP Chapter 2)
Alison Ventura	Community at Large
Bob Watt	Community at Large

**Commissioners Absent/Excused --**

Erica Ruvalcaba-Heredia Community at Large

**Staff Present**

Commission staff: Wendy Wendt, Jason Wells, Misty Livengood  
Commission Counsel: Daniel Cheung

**Call to Order**

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

**ITEM 1 - Public Comment – Items not on the agenda**

None.

**ITEM 2 – Commissioner Comments/Announcements**

Commissioners Borenstein and Ortiz-Legg commended Commissioner Belch on her new position as Director of Adult and Homeless Services at County Department of Social Services. She added a word of welcome anticipating Nancy Kuster as the new First 5 Commissioner (starting July 2024) who will represent DSS in her new role as DSS Director of Children and Youth Services.

Commissioner Brescia provided an update on Ticket to Teach, the ECE apprenticeship initiative based out of the County Office of Education. The program currently has 25 registered participants for early childhood education. 20 of those (80%) have moved on as new hires to

journey worker status which means their wages are higher. And 15 of those are new hires by partner employers such as the Trust Automation ECE Center.

Commissioner Clarkson updated that the Public Sector Collaborative Child Care Study team is finishing up a Facilities Assessment with Pendulum Dependent Care Solutions (principal Fran McIntyre).

Commissioner Borenstein commented on the Governor's May Revise Budget. She explained that as it stands, the budget has pretty destructive recommendations that would negatively impact County Public Health. For example, there are hits to CalWorks Home Visiting, a potential significant loss of future of Public Health funding that would reduce or eliminate elements of Health Equity and Health Promotion staffing and programs.

### **ITEM 3 - Consent Agenda**

- a. Approval of the March 27, 2024 Minutes
- b. Approval of the FY 2023-24 Third Quarterly Financial Report
- c. Approval of Evaluation Contract Amendment

*Public Comment: None*

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

### **ITEM 4 – Staff Reports**

Communications and Outreach Coordinator Misty Livengood provided the following updates:

- The Governor's May Budget Revise is disheartening in its proposed cuts to various investments in early childhood. First 5 Association asks are not included in the budget proposal (e.g. \$100 million First 5 Stabilization Fund, 0-5 Continuous Medi-Cal Eligibility). The Prenatal-3 Working Group proposal is currently in Committee.
- Month of the Child events in April were well-attended. First 5 attended and/or sponsored many of the events. Examples: Children's Day in the Plaza, San Miguel Dia Del Niño, Shandon Resource Fair, CAPSLO Mobile Health Unit launch)
- First 5 staff attended the SLO Thrive Home Visiting Collaborative Forum: "Improving Health Outcomes for Children and Adults Impacted by Poverty" with keynote speaker and facilitator Dr. Donna Beegle.
- Immigrant Resource Hub strategic planning through SLO County UndocuSupport is wrapping up (Ms. Livengood and Ms. Wendt have been engaged in the process). A draft proposal for implementation is anticipated for later this summer.
- Updates on South County Learning Pods and Help Me Grow "Play with Me" parent engagement.
- First 5 summer sponsorships include various community concerts-in-the-park series, and Blues Baseball.

First 5 Executive Director Wendy Wendt provided the following updates:

- Additional proposed state budget cuts to be aware of in the May Revise – CalWorks Home Visiting, child care supports.
- The County Public Health Department Community Health Improvement Plan is complete. Several objectives align with the First 5 Strategic Plan (e.g. all-ages SAFE System of Care, supports for new parents within the Mental Health/Substance Use priority area).
- The six-county Uplift Coalition anticipates rolling out up to \$14 million in funds to support equity initiatives related to regional economic health.
- Examples of other regional conversations that First 5 is a part of: County Department of Social Services community review session (in June), CenCal Steering Committee (Associate Director Jason Wells presented at the May meeting), Community Schools Planning/Implementation Grants in Paso Robles, San Miguel, Shandon school districts.
- Diringer and Associates will be launching a countywide assessment of immigrant populations, building off of the recent Mixteco Indigenous Community Survey. The Community Foundation San Luis Obispo County is the core funder, with additional support already secured from MUST Charities and the Diversity Coalition. Ms. Wendt informed Commissioners that First 5 Advocacy funds in the amount of \$4,900 will be added to the funding portfolio for the Needs Assessment.
- Commissioner Watt's final meeting will be June 26. The Ad Hoc Nominating Committee will be interviewing candidates and forwarding a nominee for Commission confirmation at the June meeting.
- A search process for a new Special Projects Coordinator (last held by Kris Roudebush) will commence in the coming weeks.
- Ms. Wendt added gratitude and well wishes to Commissioner Belch on her final meeting of her tenure on the Commission.

*Public Comment:* None

**ITEM 5 -- Program Contract Approvals: CAPSLO (Help Me Grow) and the LINK (Early Childhood Family Advocates)**

Mr. Wells presented on this item. Two contracts are being recommended for Commissioner approval, each for two fiscal years. The CAPSLO Help Me Grow total two-year budget is for \$400,000. LINK Early Childhood Family Advocacy 2-year budget is \$200,000. The Help Me Grow scope is a continuation of objectives and services under the current contract. The LINK contract includes an updated scope of work that articulates integration of the Early Childhood Family Advocate within the county SAFE System of Care.

*Public Comment:* None

Commissioner Ortiz-Legg made a motion to approve the CAPSLO Help Me Grow Contract. The motion was seconded by Commissioner Tedford and passed unanimously.

Commissioner Ortiz-Legg made a motion to approve the LINK Early Childhood Family Advocate Contract. The motion was seconded by Commissioner Ventura and passed 7:0 (Commissioner Watt recused).

Mr. Wells provided additional updates on other program investments slated for future development/review/approval. A total of approximately \$500,000 remains available to allocation to program investment in FY2024-25.

- SLO Chamber of Commerce Family Friendly Workplaces Program contract is pending. Staff is hoping to bring a contract draft for Commission Review/Approval at the June 26, 2024 meeting.
- Over summer 2024, Staff plans to develop and release Requests for Proposals in two priority areas of the new Strategic Plan: Parent/Child Groups (North County focus) and Early Care and Education.
- Ongoing discussion with SAFE System of Care collaborators is anticipated, with a potential strategic partnership to build on the LINK investment to help ensure SAFE service reach across all ages and regions of the county, including children prenatal to five and their families.
- Help Me Grow Steering Committee will be invited to form a subgroup to help First 5 determine appropriate mechanism to renew its investments in support for families with mild-moderate delays.

Commissioner Borenstein asked for clarification on the use of “strategic partnerships” vs. competitive bids for contracts, and in general First 5’s procurement policy. Ms. Wendt described the established policy’s funding levels and required approvals. Within the policy is also language articulating the option to propose a waiver of competition when the Executive Director determines it is “impracticable or impossible” to secure competition. For investments of over \$25,000, the waiver must first be approved by the Commission. Strategic Partnerships such as the SAFE System of Care in which a limited group of agencies has a longstanding partnership and First 5 has an opportunity to support the partnership’s work would potentially fall under this waiver of competition definition.

## **ITEM 6 – Review and Approve First 5 SLO County Strategic Plan 2024-28**

Ms. Wendt provided a brief review of the 18-month strategic planning process that has led to the Strategic Plan draft. Community members, commissioners, staff, evaluation team members and a graphic designer contributed to the final product.

Commissioner Ortiz-Legg commended the clear attention to county-wide needs and investment plans, spread across the region.

*Public Comment: None*

Commissioner Ortiz-Legg made a motion to approve the 2024-28 Strategic Plan. The motion was seconded by Commissioner Ventura and passed unanimously.

## **ITEM 7 – Strategic Plan Review: Long-Range Financial Plan (First Reading)**

Ms. Wendt provided an overview of the annual Financial Plan update. Today is the first reading, with approval scheduled for June 2024.

She highlighted key revenue and expenditure assumptions across an eight-year time horizon (upcoming 4-year strategic plan plus one additional four-year cycle). She reminded the Commission of the continuing and anticipated future of Proposition 10 revenue decline, a reality which shapes the assumptions within the long-range plan draft.

Ms. Wendt reminded the Commission that the annual administrative budget and program allocations in the Administrative Budget (see Item 8) and anticipated program investment plans are built from the Long-Range Financial Plan.

Discussion:

Commissioner Brescia offered the following recommendations regarding the draft long-range financial plan, as well as Commission direction on fiscal and investment planning overall.

- Consider projecting out a maximum of 3 to 5 years.
- Use a more realistic Interest assumption. The current draft (1%) is much more conservative than the three-year Treasury Yield (between 3-4%).
- With direction/approval from the Commission, develop procurement/contracting policies that more assertively recognize revenue decline realities. One example would be to establish declining investment commitments that match Prop 10 revenue decline.
- Focus on funding partnerships vs. “buying tasks.” Ensure that First 5 funding is always part of a larger effort – e.g. matched/leveraged.

Commissioner Borenstein suggested consideration of contracting overall portfolio of funded projects, and also requiring funded partners to reapply for consideration.

Mr. Wells clarified that all contracts being developed or already approved for the next Strategic Planning period are a maximum of two-years with no guarantee of funding in the 3<sup>rd</sup> and 4<sup>th</sup> year of the next Planning period.

Ms. Wendt pointed out that the long-range plan does include tapering of program expenditures to match the anticipated decline of revenues. There is always a challenge between recognizing the need to contract investments and being responsive to emerging community needs with new investment programs.

Commissioner Brescia reminded Commissioners that it is the Commission’s responsibility to provide direction on long-term fiscal strategy. Ms. Wendt proposed creation of an ad hoc committee as a way to build capacity on the Commission for this work, with an assignment to develop and bring agenda topics/material to the Commission for deliberation and decision-making.

Legal counsel Daniel Cheung supported the creation of a subcommittee, and also clarified that legally the Commission is only bound by decisions on contracts and the annual budget.

Ms. Wendt will work with Commissioner Brescia and Commissioner Borenstein to further develop this work, and to potentially mobilize an ad-hoc committee.

*Public Comment: None*

### **ITEM 8 – FY 2024-25 Draft Administrative Budget**

Ms. Wendt introduced the draft Administrative Budget for FY 2024-25 (total \$707,777). This is the first reading, and the final budget will be presented for Commission approval at its June 2024 meeting. The administrative budget is close to level-funded from the FY2023-24 year (\$704,063). She highlighted several updates:

- *Salary increases per Commission action May 2022 (3% merit based)*
- *Most other expense categories are level funded, with the exception of the following:*
  - *Memberships: Increases match increases in annual fees for Chambers and F5 Association*
  - *Professional Services: Decrease due to elimination of categories not utilized in prior year (e.g. bookkeeping)*
  - *Registration and Training: Reflects higher rates based on prior year expenses*
  - *Office Rent: 3% increase per lease agreement with Walter Brothers*
  - *Special Department Expense: Based on prior year cost increase for promotion*
  - *Travel Expenses: Increase to account for anticipated uptick in in-person meetings both in-county and to other regions*

*Public Comment: None.*

### **ITEM 9 – Presentation: Shared Services Alliance**

Shana Paulson and Mariela Rodriguez from CAPSLO Child Care Resource Connection (CCRC) provided an update on the Shared Services Alliance, a pilot initiative funded through First 5 California. This two-year project (extended into a third year) focuses on helping local child care businesses to reinforce the “Iron Triangle” – 1) full enrollment, 2) full fee collections, and 3) Per-child costs covered by revenue. A cohort of local child care operators participate in a collaborative cohort. A majority have been in operation for four or more years. The participating businesses collectively serve a total of nearly 250 children. 48% of the children speak a language other than English in the home.

CAPSLO staff, outside consultants and participants work together on a range of capacity-building efforts. Examples include automated software, business coaching, access to affordable insurance, network building and peer support. A total of 82 business services events have been held on a topics ranging from marketing to bookkeeping to billing. Resources and events were available either in person and/or virtually.

CAPSLO staff were intentional about listening to the needs of participants and tailoring supports accordingly.

Ms. Wendt inquired “what now” as the First 5 CA funding sunsets June 30, 2024. Ms. Paulson responded that CCRC staff will continue to be a resource to providers in whatever way they can.

Ms. Paulson and Rodriguez emphasized the value of the pilot initiative to help providers make intentional business decisions and to recognize their value as professionals.

*Public Comment: None.*

### **ITEM 9 – Future Agenda Items**

- FASD Presentation
- Fiscal Priorities/Sustainability (connected with creation of a possible fiscal priorities/sustainability committee)

*Public Comment: None.*

**ITEM 10 – Adjourn** at 5:15 p.m.



To: First 5 Commissioners

From: Ad Hoc Nominating Committee (Commissioners Ventura, Watt)

Date: June 26, 2024

Re: Item 3b: Workplace Violence Prevention Plan

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**Recommended Action**

Staff recommends approval of the First 5 San Luis Obispo County Workplace Violence Prevention Plan

**Background**

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually. SB 533 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work. SB533 was signed into law on September 30, 2023. Labor Code section 6401.9 sets out the requirements for the plan. The majority of employers in California must establish, implement and maintain a Workplace Violence Prevention Plan by July 1, 2024.

While First 5 San Luis Obispo County is under the 10 employee minimum articulated in Labor Code section 6401.9, the agency does make itself available to members of the public and thus is required to establish a Plan (see attached). Staff have worked with First 5 Legal Counsel and have consulted with staff at Walter Brothers (the agency's landlord) in the plan's development.



**January 1, 2024**

**Workplace Violence Prevention Plan**

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### Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

## Policy

Children and Families Commission of San Luis Obispo County (First 5 SLO County) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [SB 533](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

## Prohibited Acts

FIRST 5 SLO COUNTY will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

*Workplace violence* can be categorized into four types:

**Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

**Type 2:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

**Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager

**Type 4:** Workplace violence committed in the workplace by someone who does not

work there but has or is known to have had a personal relationship with an employee

In addition, [FIRST 5 SLO COUNTY](#) prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all [FIRST 5 SLO COUNTY](#) property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on [FIRST 5 SLO COUNTY](#) property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

The [ASSOCIATE DIRECTOR](#), or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The [ASSOCIATE DIRECTOR](#) will also be able to answer employee questions concerning this plan.

The [ASSOCIATE DIRECTOR](#), or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The [ASSOCIATE DIRECTOR](#), or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on [FIRST 5 SLO COUNTY'S](#) WPV plan.

### **Managers and Supervisors**

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

### **Employees**

Responsibilities include:

- Complying with the plan;

- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

## **Compliance**

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an **ANNUAL** basis.

## **Communication and Training**

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the **FIRST 5 SLO COUNTY'S** responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to call **CENTRAL COAST HOTLINE 800-783-0607 or 911**.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- [FIRST 5 SLO COUNTY](#) alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- [FIRST 5 SLO COUNTY'S EAP](#)

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

## **Procedures**

## **Responding to Actual or Potential Workplace Violence Emergencies**

In the event of an actual or potential workplace violence emergency, [ASSOCIATE DIRECTOR](#) will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- [PHONE, TEXT MESSAGE, ACTIVATION OF ALARM](#)

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the [ASSOCIATE DIRECTOR](#).

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number for [Walter Bros. Building On-Site Security: 805-670-2958](#). If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement. When safe to do so employees shall also call [Walter Bros. Management Office: 805-805-5854](#).

## **Emergencies and Reporting a Crime**

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

## **Reporting Workplace Violence Concerns**

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

## **Restraining Orders**

Employees or other personnel affiliated with the [FIRST 5 SLO COUNTY](#) who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

## **Hazard Assessment**

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and



- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

## **Hazard Correction**

*Work practice controls* will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

## **Post Incident Response and Investigation**

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and

- Record the incident in the Workplace Violent Incident Log.

## **Recordkeeping**

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the [FIRST 5 SLO COUNTY's](#) Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at [FIRST 5 SLO COUNTY OFFICE](#).

## **Annual Review**

[FIRST 5 SLO COUNTY's](#) Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

## Appendix A

### WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
------------------------	-----------------------------------	--------------------

<b>Specific Location of Incident:</b>
---------------------------------------

*\* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

<b>Describe Incident</b> (Include additional pages if needed):

#### Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

#### Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

#### Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

#### Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

#### Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

**Appendix B**

**WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase **FIRST 5 SLO COUNTY'S** vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

**STEP 1: IDENTIFY RISK FACTORS**

<b>Yes</b>	<b>No</b>	<b>Risk Factors</b>	<b>Comments:</b>
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

## STEP 2: CONDUCT ASSESSMENT

### Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

## Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

## Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

## Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	





**To:** First 5 Commission of San Luis Obispo County

**From:** First 5 Staff

**Date:** June 26, 2024

**Re:** Item 5: Review/Approve Contracts with County of SLO, Community Action Partnership San Luis Obispo, and Carsel Consulting Group for Home Visiting Coordination and Continuing Education.

### **Recommended Action**

It is recommended that the Commission approve three new contracts related to the regional Home Visiting Coordination Regional Partnership through First 5 California. The new contracts are: County of SLO (Public Health), Community Action Partnership San Luis Obispo (CAPSLO), and Carsel Consulting Group.

### **Background**

In October 2019, the F5CA State Commission (Commission) approved up to \$24 million in funding for five years through Fiscal Year 2024–2025 to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximizes available funding to serve more families. This catalytic funding was meant to promote increased coordination and collaboration in local home visiting systems across CA. Between 2020 and 2022, 50 counties received approximately \$9 million of funding to develop or strengthen a cross-agency, cross-system understanding of the role home visiting plays in supporting family well-being, increase access to culturally and linguistically responsive home visiting, and integrate home visiting into other child- and family-serving systems.

In May 2023, the F5CA State Commission issued a new RFA that continued and is still expanding that work. The purpose of this grant is to empower counties to continue their work creating a sustainable, unified system that supports families with the home visiting services to support family well-being and maximize available funding to serve more families. The funding is designed to promote group, individual, and peer-to-peer technical assistance to help counties continue strengthening a range of systems coordination and integration activities, highlight lived-experience in policies and program decisions, and address inequities.

This RFA used a regional funding approach. First 5 SLO County (F5SLO) is part of Region 7 which includes First 5 San Luis Obispo County, First 5 Santa Barbara County and First 5 Ventura County.

First 5 Santa Barbara County agreed to take the role of the Grantee/Fiscal lead and was responsible for submitting an application. First 5 SLO and Ventura Counties were included in the application as regional partners. First 5 Santa Barbara was awarded this grant in June 2023. The regional award includes discretionary funds related to home visiting coordination for each local partner. First 5 SLO County's share of the local funding is \$181,250 to be spent in FY 23-25.

At the March 27, 2024 meeting, the Commission approved a contract with First 5 Santa Barbara for FY 23-24 to FY 24-25 to deploy one-time local funding to First 5 SLO to continue county-wide home visiting related coordination, networking, professional development activities, including Home Visiting Lunch &



Learns in SLO County through subcontracts with County of SLO, Community Action Partnership San Luis Obispo, and Carsel Consulting Group.

The new contracts with County of SLO (Public Health) and Community Action Partnership San Luis Obispo will pay for home visiting coordinating committee staff at each agency to attend a national Maternal, Child, Adolescent Health Conference, as well as support professional development training for all home visiting staff.

The Carsel Consulting Group contract is for county-wide home visiting networking, consultation and professional development activities, including Home Visiting Lunch & Learns, previously established through F5SLO funding.

The new contracts recommended for approval are:

County of SLO (Public Health): \$29,400

Community Action Partnership San Luis Obispo (CAPSLO): \$22,900

Carsel Consulting Group: \$34,975

Total: \$87,275

Reminder that these services are paid for by a regional home visiting coordination grant originating from First 5 CA and managed through a contract with First 5 Santa Barbara, the lead agency in the regional grant. These are one-time funds that must be spent by June 30, 2025.

**To:** First 5 Commission of San Luis Obispo County

**From:** First 5 Staff

**Date:** June 26, 2024

**Re:** Item 6: Contract Approval: San Luis Obispo Chamber of Commerce for Family-Friendly Workplaces Program

### **Recommended Action**

It is recommended that the Commission approve a contract of up to \$75,000 for one year beginning July 1, 2024 through June 30, 2025, for the Family-Friendly Workplaces Program within the San Luis Obispo (SLO) Chamber of Commerce.

### **Background**

First 5, since its inception, has understood that efforts to support children prenatal to age 5 must take into consideration the whole family, the parent, extended family, and the communities within which families live and work. It has become increasingly clear that for families with young children to be healthy, developing to their optimal potential and thriving, there must be supports for families where they work.

At its June 24, 2021 meeting, the Commission approved a contract with SLO Chamber funding up to \$75,000 annually for three years beginning July 1, 2021 through June 30, 2024 to co-invest (along with the County of San Luis Obispo) in creating a Family-Friendly Workplaces Program based at the SLO Chamber of Commerce and designed as a free county-wide resource.

In the three years since the inception of the project, the program has successfully created the branded SLO County Family-Friendly Workplaces Program, which includes a built-out website, tool-kit, assessment, and sought after family-friendly business recognition award.

The county-wide program components work together to educate the public and raise awareness around the many benefits and options for workplaces of all sizes and industries to become more family friendly. The family-friendly assessment works as an entry point into the program, allowing for one-on-one consultations to take place, where many workplaces adopt new practices on the spot, such as providing child care referrals, babies-at-work, flexibility, core hours, predictable scheduling, and/or unpaid leave, to name a few. After a personalized consultation workplaces can opt to apply for a SLO County Family-Friendly Workplaces Award.

In 2022, the program assessed more than 80 workplaces and provided close to 40 awards in its first year. During the second year, the program assessed close to 80 workplaces and provided almost 80 awards, a 200% increase. Of the 80 awards in 2023, 30 of those were renewals, and more than 20 of those increased their award level by at least one, some several, levels, *meaning they have adopted new family-friendly practices since their entry consultation into the program.*



Already in 2024, more than 50 workplaces have taken the assessment, and more than 40 workplaces have either received an award in the Spring or will receive an award at the end of July.

2024 also brought with it a new award level that focuses on employer-sponsored child care, and to date almost 10 businesses have achieved this level. Organizations accessing the assessment and winning the award ranged in size, industry, and location, many extending these new practices to office locations outside the county, and even the state.

The program has also garnered great media attention discussing the importance of family-friendly workplaces, from the SLO Tribune, and KSBY, to the Santa Barbara based Pacific Business Times. It also created excellent media, with a year's worth of family-friendly workplace profiles in the SLO Journal, and more than 15 Working Lunch episodes on KCBX Public Radio where the SLO Chamber CEO interviews family-friendly workplace representatives. So far this year, the program has been approached by at least two First 5s and two Chambers in the state of California to learn about how they might adopt some or all of the program.

In March 2024, Christina Lefevre Latner, Workforce Development Manager for the Family-Friendly Workplaces Program, along with First 5 SLO County Executive Director Wendy Wendt, were chosen to co-present with counterparts from the Santa Rosa Metro Chamber and First 5 Sonoma County at the First 5 CA Child Health, Education, and Care Summit in Oakland. The workshop entitled "The Power of Partnerships: How First 5s & Chambers of Commerce are Driving Change for Children and Families," was attended by over 50 people from throughout CA, who engaged in breakout discussions and a Q&A session.

### **Contract**

This is a one-year contract from July 1, 2024 through June 30, 2025.

**Total Estimated Project Cost: \$150,000.** The program is supported and sustained through a collaborative braided funding approach with the following partners:

- **First 5 Investment:** \$75,000 Supports personnel
- **County of SLO Contribution:** \$25,000 Supports personnel
- **SLO Chamber Contribution:** \$50,000 In-Kind Staff and Operating Costs. Chamber is also actively seeking and applying for grants and sponsorships to create longer-term program sustainability.

### **Scope of Work Overview:**

- Strategic partnership with SLO Chamber (Contractor) with support from First 5 SLO County and County of SLO. The overarching aim of the partnership is to support the continued countywide implementation and success of the SLO County Family-Friendly Workplaces Program embedded within the SLO Chamber. The program is anchored by the

Workforce Development Manager at the SLO Chamber. This position leads and is responsible for the majority of project activities. Other core Chamber staff and program functions will support and integrate with SLO County FFWP's Program as appropriate.

The three overall goals of the program are:

- ACCELERATE the adoption of family- friendly practices in workplaces throughout SLO County.
- EDUCATE SLO County employers on strategies to sustain a strong local workforce through investments in quality child care and family-friendly workplace practices.
- ENSURE that every SLO County business interested in becoming even slightly more family-friendly has resources and support, through countywide cooperation of local chambers of commerce and various business associations.

**Objective 1:**

- By June 30, 2025, at least 30 SLO County businesses will have adopted at least one new, innovative workplace policy or best practice beyond what is required by CA law, intended to incentivize parents/caregivers of young children to remain in, or return to, the workforce.

**Objective 2:**

- By June 30, 2025, at least 10 local chambers of commerce, and/or industry specific associations will show support and an understanding of the importance of family-friendly workplace practices to sustaining a strong, inclusive, local workforce by providing access to their membership through activities such as, but not limited to, events, e-blasts, newsletters, workshops, presentations, and/or sponsorship.



**To:** First 5 Commission of San Luis Obispo County

**From:** Wendy Wendt

**Date:** June 26, 2024

**Re:** ITEM 7: Long-Range Financial Plan Update (Approval)

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**Recommended Action**

Staff is submitting for approval the revised Long-Range Financial Plan. Commissioners reviewed this draft document at the May 2024 Commission meeting. Note – Two modifications have been made to the final Plan draft based on Commissioner input at the May meeting. First, the interest rate has been adjusted from 1% to 3% to more closely approximate the 3-year Treasury Yield. Second, the Plan now extends four years out instead of eight years.

**Background: Revised Long-Range Financial Plan**

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

**General Notations:**

Fiscal Years 2020-21, 21-22 and 22-23 reflect audited revenue and expenditure amounts and are included for historical reference. Current and future years reflect a combination of approved budgeted amounts and projected amounts as detailed below.

This revision of the Long-Range Financial Plan projects out through the end of the current 4-year Strategic Plan.. Historically, the final year in the Plan Update has aimed to maintain a practice of holding annual program expenditures below annual revenue, and to maintain a Fund Balance reserve totaling at least two years of total annual expenditures (Program and Administrative).

**REVENUES:**

**Memo Notation 1:** The plan extends to Year 23 (Fiscal Year 2032-33) in order to demonstrate a long-view on projected operations. Projected revenue amounts for Fiscal Year 2024-25 through Fiscal Year 2027-28 match State Projections calculated by the First Association and shared with membership in April 2024. Note a significant drop from FY21-22 through FY23-24 as tax revenues declined approximately 10% due to the Flavor Ban approved by CA voters in November 2022. Projected revenue for Fiscal Years beyond 2026-27 decreases annually by 4% (in anticipation that Proposition 10 revenues will continue to decline as the smoking rate continues to decline).

**Memo Notation 2:** Interest revenue beginning in FY24-25 is projected at 3% of Fund Balance. This is a conservative estimate based on three-year Treasury yield and current interest rate returns to date during recent fiscal years.

**Memo Notation 3:** MAA revenues are projected out at an annual amount of \$35,000 based on FY22-23 revenues and as First 5 staff continues to follow updated protocols for tracking and recording MAA-billable activities. First 5 SLO County maintains an annual \$50,000 MAA Contingency Fund to protect against liabilities of this nature (**Memo Notation 8**).



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

**Memo Notation 5:** Beginning in FY2021-22 and extending through FY23-24, First 5 San Luis Obispo County is serving as fiscal lead on a Shared Services Alliance grant awarded through First 5 California and also a part of their IMPACT allocation. The implementation lead on this project is Community Action Partnership of SLO County (Child Care Resource Connection). The grant period was originally for two years from FY21-22 through FY 22-23. During the current year, First 5 CA amended the contract agreement to allow for a no-cost extension into FY23-24. The grant total over the now-three-year period is \$250,000. The current draft of the Long Range Plan includes updated budget amounts for both total revenue and contracted expenses (see Memo 13) across all three program years.

**Memo Notation 6:** Beginning in FY2021-22, First 5 California core IMPACT funding has been managed entirely through the County Office of Education, which has assumed the fiscal lead role for all county Quality Counts grants. This also includes “Impact HUB” activities, now managed between the County Office of Education and Ventura County Office of Education. Starting in FY23-24 and extending through FY24-25, First 5 CA has required IMPACT funds to be allocated to one local First 5 agency per region and then distributed out to individual counties per contractual agreements. First 5 San Luis Obispo County plays this role for IMPACT Region 7, which includes SLO, Santa Barbara and Ventura Counties.

**Memo Notation 7:** First 5 San Luis Obispo County is part of a three-county consortium focused on Home Visiting capacity building and professional development (SLO, Santa Barbara, Ventura Counties). A portion of these funds, currently managed through First 5 Santa Barbara County, is being directed to each of the three counties to help fund local home visiting coordination and professional development activities during FY23-24 and FY24-25.

#### **EXPENSES:**

**Memo Notation 8:** See Memo Notation 3 above re: MAA Contingency Fund.

**Memo Notation 9:** Under its Cal Pers Retirement Plan and in compliance with GASB 68, First 5 SLO County reports its proportional share of the state Cal PERS program long-term unfunded liability. A small portion of this liability is paid annually by First 5 SLO County, while the balance is a required liability line item on First 5 SLO County’s Government-Wide Reporting Statement (part of its annual audit). However, only short-term liabilities are reported as part of the Fund Financial Statement (also included in the annual audit), which is the basis for First 5 SLO County’s Long-Range Financial Plan. A \$100,000 expense has been included in the final year of the current Long-Range Financial Plan to account for this liability, while maintaining the Fund Balance figures per the Fund Financial Statement.

**Memo Notation 10:** 2020-24 Strategic Plan Priority Area expenses are noted as audited with actuals through FY 2023-23, are included here for historical reference. This final year of the 2020-24 strategic plan includes the total annual budgeted program contract amount of \$1,500,000 per year. The next four-year strategic planning period anticipates a drop to \$1,300,000 in annual program investment expense. The ensuing period beginning in FY29-30 is projected to decrease to \$1,000,000 per year.

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





**Memo Notation 12:** First 5 SLO County has been tasked with coordinating a multi-year Child Care Study in partnership with the City of SLO, County of SLO, San Luis Coastal Unified School District and Cal Poly. Each of these partners contributed \$20,000 toward the effort. The balance of \$30,000 is anticipated to be spent by the end of FY23-24.

**Memo Notation 13:** Program staffing for advocacy and systems change work related to the Help Me Grow Initiative, UndocuSupport, policy efforts, and other whole child-whole family initiatives has increased significantly over the current Strategic Plan. Sustained staffing capacity and internal funding allocation for this work is recommended. Percentages of program-related staff time have been increased across positions to account for this systems-change focus of our work.

**Memo Notation 14:** At its March 2020 meeting, the First 5 Commission approved up to \$75,000 in emergency response funding during the COVID-19 pandemic. At its June 2020 meeting, the Commission approved this line item as an annual budgeted amount. Beginning in FY2022-23, this annual amount dropped from \$75,000 to \$50,000 per year. The Financial Plan projects a staged decrease in annual Emergency Response budgeted expenditures in keeping with overall anticipated declines in First 5 Proposition 10 revenues.



### Long-Range Financial Plan

	AUDITED 2020-2021 Year 22	AUDITED 2021-22 Year 23	AUDITED 2022-2023 Year 24	BUDGETED 2023-2024 Year 25	PROPOSED 2024-2025 Year 26	2025-2026 Year 27	2026-2027 Year 28	2027-2028 Year 29
Fund Balance Beginning of Period	9,014,202	9,395,180	9,443,595	9,213,393	8,352,793	7,724,328	7,077,132	6,365,847
1 Prop 10 Tax Revenues actual to FY 2022-23, budgeted FY23-24; F5 Association Projects through 27-28)	1,741,456	1,700,489	1,498,256	1,393,232	1,320,726	1,283,054	1,246,572	1,212,595
2 Interest Revenue (3% beginning in FY24-25)	92,320	(205,703)	172,847	65,799	250,584	231,730	212,314	190,975
<b>TOTAL TAX/INTEREST REVENUE</b>	<b>1,833,776</b>	<b>1,494,786</b>	<b>1,671,103</b>	<b>1,459,031</b>	<b>1,571,310</b>	<b>1,514,784</b>	<b>1,458,886</b>	<b>1,403,570</b>
<b>OTHER REVENUE:</b>								
3 MAA	65,477	34,814	18,171	35,000	35,000	35,000	35,000	35,000
Other Revenue (grants, sponsorships, etc.)	100,017	245	6,369					
4 MHSA INNOVATIONS	120,940	101,328						
5 IMPACT/Shared Services Alliance	37,572	23,559	112,272	114,052				
6 IMPACT HUB PAYMENTS/IMPACT LEGACY	83,898			1,411,701	1,478,097			
7 First 5 Santa Barbara Regional Home Visiting Contract				91,250	91,250			
<b>TOTAL REVENUE</b>	<b>2,241,680</b>	<b>1,654,732</b>	<b>1,807,915</b>	<b>3,111,034</b>	<b>3,175,657</b>	<b>1,549,784</b>	<b>1,493,886</b>	<b>1,438,570</b>
<b>TOTAL REVENUE PLUS BEGINNING BALANCE</b>	<b>11,255,882</b>	<b>11,049,912</b>	<b>11,251,510</b>	<b>12,324,427</b>	<b>11,528,450</b>	<b>9,274,112</b>	<b>8,571,018</b>	<b>7,804,417</b>
8 CONTINGENCY FUND FOR MAA					(50,000)			
9 UNFUNDED LIABILITY								
10 <b>2020-24 PRIORITY AREAS (Core Prop 10 Allocation)</b>				(1,500,000)	(1,391,250)	(1,300,000)	(1,300,000)	(1,300,000)
Child Health and Development	(488,419)	(465,225)	(607,362)					
Early Learning	(334,957)	(130,570)	(231,390)					
Family Resilience	(232,295)	(309,063)	(402,134)					
Unallocated								
11 Program Contingency (5% of Priority Area Investment)				(75,000)	(65,000)	(65,000)	(65,000)	(65,000)
First 5 Kits	(1,843)	(2,031)	(7,549)					
4 MHSA	(99,137)	(69,413)						
Early Learning (IMPACT)	(77,000)							
5 IMPACT Regional HUB Contracts / IMPACT LEGACY				(1,405,701)	(1,472,097)			
12 Collaborative Child Care Study	(28,292)	(21,500)		(30,000)				
5 Shared Services Alliance Contract (CAPSLO)		(22,650)	(107,461)	(105,835)				
BASELINE EVALUATION EXPENSE 2% (approved 2012-13)	(27,969)	(29,970)	(39,996)	(41,035)	(37,998)	(36,330)	(36,491)	(36,655)
13 SYSTEMS CHANGE/ADVOCACY AND POLICY EFFORTS	(11,819)	(13,723)	(25,873)	(50,000)	(40,000)	(40,000)	(40,000)	(40,000)
14 Emergency Response Funding	(27,300)		(25,000)	(50,000)	(30,000)	(30,000)	(30,000)	(30,000)
SPONSORSHIPS	(2,000)	(6,782)	(8,450)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
<b>TOTAL PROGRAM EXPENSE</b>	<b>(1,331,031)</b>	<b>(1,070,927)</b>	<b>(1,455,215)</b>	<b>(3,267,571)</b>	<b>(3,096,345)</b>	<b>(1,481,330)</b>	<b>(1,481,491)</b>	<b>(1,481,655)</b>
<b>ADMINISTRATION:</b>								
BASELINE: 2023-24 budget, 2% increase in FY24-25 program admin and after through 27-28 to account for performance and step-								
Program Personnel and Program Operating Expense	(275,703)	(285,977)	(348,003)	(385,914)	(393,632)	(401,505)	(409,535)	(417,726)
Administrative Personnel and Operating Expense	(253,968)	(204,980)	(197,462)	(318,149)	(314,145)	(314,145)	(314,145)	(314,145)
Debt Service (Principle and Interest on Lease)		(44,433)	(37,437)					
<b>TOTAL ADMINISTRATION:</b>	<b>(529,671)</b>	<b>(535,390)</b>	<b>(582,902)</b>	<b>(704,063)</b>	<b>(707,777)</b>	<b>(715,650)</b>	<b>(723,680)</b>	<b>(731,871)</b>
<b>TOTAL EXPENSE</b>	<b>(1,860,702)</b>	<b>(1,606,317)</b>	<b>(2,038,117)</b>	<b>(3,971,634)</b>	<b>(3,804,122)</b>	<b>(2,196,980)</b>	<b>(2,205,171)</b>	<b>(2,213,525)</b>
<b>Remaining Fund Balance End of period</b>	<b>9,395,180</b>	<b>9,443,595</b>	<b>9,213,393</b>	<b>8,352,793</b>	<b>7,724,328</b>	<b>7,077,132</b>	<b>6,365,847</b>	<b>5,590,892</b>
Administrative %	13.65%	12.76%	9.69%	8.01%	8.26%	14.30%	14.25%	14.19%
Direct Program Investment to Total Expenses	72%	67%	71%	82%	81%	67%	67%	67%

**ATTACHMENT:  
Draft Plan UPDATE  
("FY 24-25")**



To: First 5 Commissioners of San Luis Obispo County

From: Wendy Wendt

Date: June 26, 2024

Re: ITEM 8: FY 2024-25 Proposed Administrative Budget

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**Recommended Action**

Staff is requesting Commission approval of the proposed Administrative Budget for Fiscal Year 2024-25. A draft of this budget received first review from Commissioners at its May 29, 2024 meeting.

**PROPOSED ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2024-25 (Attachment 1)**

Staff recommends a total administrative budget in the amount of \$707,777 for FY 2024-25. This amount is included in the Commission’s Long Range Financial Plan (draft pending approval, June 26, 2024).

The recommended amount represents an organizational structure that includes three full-time staff (Executive Director, Associate Director, Communications and Outreach Coordinator), and one 20 hours per week (.5 FTE) Special Projects Coordinator (New Investment Coordination, Help Me Grow, other Systems Change Projects). Note that salaries across the board are due to increase on July 1 due to a 3% merit-based salary increase\* anticipated for all staff pending conclusion of annual staff evaluations (\*policy approved by the Commission in May 2022).

The proposed budget also includes a contingency amount of \$21,000 (approximately 3%) to provide for unforeseen expenses related to future needs. Contingency items may include any other unforeseen expenses related to increased costs for various new professional service contracts.

In accordance with the proposed Financial Plan, a total of \$3,489,977 has been projected for program and evaluation expense, which includes \$393,632 in program-related personnel/operating costs. Total operating expense is projected at \$3,804,122.

The projected administrative expense of 8.26% is within the Commission’s established maximum of 15%.

Additional notes appear as “Comments” in the far right column of the attached 2024-25 Budget Draft.



**ATTACHMENT 1**

**First 5 San Luis Obispo County 2024-25 Budget (DRAFT June 26, 2024)**

Prop 10 Expenditures	2023-24 Approved Administrative Budget	2024-5 Proposed Administrative Budget	Variance	Comments
<b>Salaries</b>	353,751	357,053	3,302	Salary Schedule approved 5/25/22; 4 staff members @ total 3.5 FTE; 3% merit increase; new special project coordinator hire estimated at STEP 3
<b>Benefits</b>	156,500	157,829	1,329	computed at 40% for all; includes \$15,000 toward PERS Unfunded Accrued Liability
<i>Cell Phone Stipend</i>	1,800	1,800	-	\$30/month per employee
<b>Sub-Total Salary and Benefits</b>	<b>518,051</b>	<b>522,682</b>	<b>4,631</b>	
<b>Professional Services</b>				
Payroll Services	3,510	3,562	52	\$137 x 26 pay periods
Legal Services	20,000	20,000	-	Based on prior year
Outside Auditor	8,520	8,820	300	per auditor agreement with MLH, Commission approved 1/24/2024
Public Health MAA Fee	5,000	3,500	(1,500)	fee = 10% of MAA invoice amount as per contract with Public Health (est. \$35,000)
Cal PERS GASB 68 Valuation Fee	700	700	-	
IT Services	15,000	15,000	-	IT Upgrade scheduled for 2024-25 + regular maintenance (postponed in prior year due to pandemic)
Bookkeeping	5,000		(5,000)	Fiscal Reporting Analysis
Consultation (e.g. DEI, Strat Planning)	10,000	7,500	(2,500)	includes strat plan calibration with evaluation indicators, DEI integration, translation services
<b>Sub -Total Professional Services</b>	<b>67,730</b>	<b>59,082</b>	<b>(8,648)</b>	
<b>Services and Supplies</b>				
Computer Supplies	1,000	1,000	-	software, other accessories; Microsoft Office subscription; computer upgrades
Copy/Printing	2,000	2,000	-	
Food	1,177	2,000	823	
Insurance	5,000	5,000	-	liability/property/crime
Maintenance Contracts	150	150	-	copier maintenance; majority of expense now under Significant Value Purchase (new copier lease)
Memberships	6,000	7,000	1,000	State Association dues, Children Services Network support, Chamber Dues (SLO, PR, S County); increase based on prior year expenses
Office Expense	2,000	1,500	(500)	
County Auditing Services	9,391	9,645	254	2024-25 agreement
Postage	100	100	-	
Registration/Training	4,000	5,000	1,000	attendance at local/regional/state meetings, staff summits, professional development activities, staff tech training - increase based on prior year expenses
Rent/Utilities	38,464	39,618	1,154	3% rent increase per Walter Brothers Agreement
Significant Value Purchase	10,000	10,000	-	reserved for 7-10 year old equipment (e.g. printers; office furniture, computers, etc.) - new computers scheduled for purchase
Special Dept. Expense	9,000	12,000	3,000	Outreach and Promotion Materials; special event costs
Phone/Data/Internet Access	5,000	5,000	-	\$200/mo. (Cable and phones); zoom subscription; anticipated tech upgrade
Travel Expenses	4,000	5,000	1,000	out-of-county meetings & conferences, in-county employee mileage
Contingency	21,000	21,000	-	~3% of Administrative budget.
<b>Sub-Total Services and Supplies</b>	<b>118,282</b>	<b>126,013</b>	<b>7,731</b>	
<b>Administrative Expense</b>	<b>704,063</b>	<b>707,777</b>	<b>3,714</b>	based on 2020-28 financial plan
Less: Program Related Admin	(385,914)	(393,632)	(7,718)	based on 2020-28 financial plan
<b>Total Administrative Expense</b>	<b>318,149</b>	<b>314,145</b>	<b>(4,004)</b>	
<b>Program &amp; Evaluation Expense</b>	<b>3,317,571</b>	<b>3,096,345</b>	<b>(221,226)</b>	based on financial plan - includes IMPACT Passthrough \$
Plus: Program Related Admin	385,914	393,632	7,718	
<b>Total Program &amp; Evaluation Expense</b>	<b>3,703,485</b>	<b>3,489,977</b>	<b>(213,508)</b>	includes IMPACT Legacy Pass-through funds (contract with VCOE)
<b>Administrative Percentage</b>	<b>7.91%</b>	<b>8.26%</b>		
<b>Total Operating Expense</b>	<b>4,021,634</b>	<b>3,804,122</b>	<b>(217,512)</b>	

To: First 5 Commissioners

From: Ad Hoc Nominating Committee (Commissioners Ventura, Watt)

Date: June 26, 2024

Re: Item 9 -- Nomination for At-Large Representative Commissioner

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**Recommended Action**

The Ad Hoc Nominating Committee recommends approval of a nomination by the First 5 Commission of San Luis Obispo County to forward Leslie Mehigan as candidate to the County Board of Supervisors for formal approval to fill one of the At-Large Representative seat being vacated by Robert Watt (due to terming out), to commence a 3-year term on July 21, 2024.

**Background**

Commissioners Alison Ventura and Robert Watt formed as an Ad Hoc Nominating Committee to interview candidates for the At-Large Representative seat, currently occupied by Mr. Watt and due to conclude July 20, 2024.

Applications were due on May 24, 2024. The Ad Hoc Nominating Committee conducted phone interviews with five applicants on June 19, and reached consensus to submit Ms. Leslie Mehigan as their nominee to the full Commission at its June 26, 2024 meeting.

Leslie Mehigan is an International Board Certified Lactation Consultant. She currently works at Twin Cities Adventist Health in Labor and Delivery, and is the Coordinator of the Central Coast Breastfeeding Coalition (CCBC). She also is on the Board of Directors of the Center for Family Strengthening. Leslie is very familiar with First 5, having worked on the Family Friendly Workplace initiative. CCBC is a past recipient of the First 5 Hands on Hero Award, and has received sponsorships for many events. Leslie holds a Master of Business Administration and lives in Nipomo with her spouse and two young children.