



***March 25, 2021 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

Attachments:

ITEM 4: Consent Agenda

- a) Draft January 28, 2021 minutes
- b) Moss Levy Hartzheim Engagement Letter and Staff Cover Memo
- c) Draft Option to Renew and Amendment #2 with County Behavioral Health from MHSA 3 by 3 Innovation Project
- d) First 5 CA Annual Report FY 19-20 – Excerpts (for the full report go to https://ccfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-19-20.pdf)

ITEM 5: First 5 Association 2021 Policy Agenda and Staff Cover Memo

ITEM 9: Memo re: Executive Director Evaluation

FIRST 5 SAN LUIS OBISPO COUNTY
CHILDREN AND FAMILIES COMMISSION

COMMISSION MEETING MINUTES

January 28, 2021

Current Commissioners Present

Bruce Gibson (Chair)
Penny Borenstein, M.D. (Vice Chair)

SLO County Board of Supervisors
SLO County Public Health Department

James Brescia, Ed.D.
Devin Drake
Erica Ruvalcaba-Heredia
Alison Ventura, Ph.D.
Melinda Sokolowski
Bob Watt

SLO County Office of Education
Department of Social Services
Community at Large
Community at Large
Child Care Planning Council
Community at Large

Current Commissioners Absent

James Tedford, M.D.

Medical Representative (AAP, Ch 2)

Staff Present

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

Call to Order

Chair Gibson called the meeting to order at 11:32 AM.

ITEM 1 – Chair Comments

Chair Gibson announced that Commissioner Tedford would not be at the meeting. His wife recently passed away having contracted COVID. All Commissioners expressed deep sadness and condolences.

Chair Gibson introduced the two Cal Poly interns working at First 5 this quarter. Angela Spinelli is a senior child development major who also works at a local preschool. Andrea Uribe too is a senior child development major interested in working to help families find resources.

ITEM 2 – Commissioner Announcements and Updates

Commissioner Sokolowski commented that she has been contacted by Calaveras County First 5 because they are interested in learning from the success of SLO County's differential response model – a partnership between CAPSLO and DSS to address child abuse prevention

and intervention by providing parent education and family advocacy.

Commissioner Watt commented on the impressive work being accomplished by the Center for Family Strengthening to support local families during the pandemic. He sits on the board of CFSSLO.

Commissioner Borenstein expressed gratitude for the wisdom and cooperation of the Vaccine Task Force, which includes Commissioners Brescia and Ruvalcaba-Heredia as well as Child Care Planning Council Coordinator Raechelle Bowlay. Commissioner Brescia added that education and early childhood education/child care are in the same tier.

Chair Gibson is encouraged by the transparency and surge in mobilization around vaccine distribution. He next commented on the Dana Reserve housing development project slated for Nipomo. The design plans currently include a possible Cuesta campus, a possible high school, and a child care center.

Commissioner Ruvalcaba-Heredia announced that Day of the Child in Oceano will not be held this year in the traditional fashion, but there are plans for a drive through event, also likely in Paso Robles -- in April during the Month of the Child.

ITEM 3 - Public Comment – Items not on the agenda

Raechelle Bowlay, Child Care Planning Council Coordinator, reminded Commissioners of April – Month of the Child & Child Abuse Prevention Month. Her organization is teaming with others – including First 5 – to offer up and/or advertise daily virtual activities, drive-by events, and goodies throughout the county.

ITEM 4 (ACTION ITEM) - Consent Agenda

- a. Approval of the December 3, 2020 Minutes
- b. Approval of FY20-21 Q2 Financial Report
- c. Confirm BOS Commissioner Appointment – Bruce Gibson (one-year term Jan-Dec 2021)
- d. Approve 2019-20 Audit Corrective Action Plan Update with Target Completion Dates

Public Comment: None

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

ITEM 5 (ACTION ITEM) - Election of 2021 Officers: Chair and Vice Chair

Public Comment: None

Commissioner Watt made a motion to approve 2021 Officers Bruce Gibson as Chair and Penny Borenstein as Vice Chair. The motion was seconded by Commissioner Drake and passed unanimously.

Commissioner Watt thanked them both for their leadership and dedication to this work, even in the midst of COVID.

Both Commissioners Gibson and Borenstein responded that they are fond of and committed to First 5, and happy to continue in their leadership roles.

ITEM 6 (ACTION ITEM) – Presentation/Approval: 2020 Outcome Evaluation

Associate Director Jason Wells introduced the item. Evaluation Consultant Tom Keifer presented an overview of evaluation results over the past four years – representing the culmination of the prior strategic planning period. He commended Mr. Keifer for the monumental task of completing the annual evaluation within the context of COVID.

Mr. Keifer touched on the following points:

- Reviewed the role of the local Commission to develop a strategic plan, allocate resources and evaluate effectiveness of investments.
- Reviewed Priority Areas of the 2016-20 Strategic Plan: Perinatal Readiness, Early Learning, Health and Development, Family Strengthening
- Reviewed evaluation focus – Advocacy Activities and Funded Programs
- Highlighted Advocacy – Hands on Heroes, Talk Read Sing, Help Me Grow, We Are the Care, COVID-19 Supports, Race/Equity/Diversity/Inclusion
- Reviewed Funded Program highlights in each priority area.

Discussion:

Commissioner Watt expressed appreciation for Mr. Keifer's work, noting that the measured impacts are very reinforcing.

Commissioner Brescia commented on the importance of an evaluative look at our work.

Chair Gibson acknowledged that these are challenging times and is looking forward to a return to normalcy in our work in the future.

Public Comment:

Lisa Fraser, Executive Director at the Center for Family Strengthening, commented that families who return multiple times to access family advocacy supports are accessing stability and support. "We see that as a strength."

Commissioner Sokolowski made a motion to approve the 2020 Evaluation Report. The motion was seconded by Commissioner Ventura and passed unanimously.

ITEM 7: Commissioner Updates: COVID and Beyond

This item allowed time for Commissioners to share reflections on challenges and progress related to the COVID year.

Commissioner Watt described how proud he is of the young people weathering this year, especially by women like his daughters who are empowered to take action.

Commissioner Ventura announced that new federal dietary guidelines are coming out that include the birth-24 month population. This is historic progress, and also includes more cohesive recommendations for pregnant women. This is a great tool for our education and evaluation efforts.

Commissioner Brescia spotlighted the Ticket to Teach Apprenticeship program; there are 25 people currently enrolled.

Commissioner Gibson commented on this year's societal pressures, is skeptical of the on-the-ground reality of "We are all in this together" sentiments. Issues round racial justice/equity and COVID, child care....There are so many issues to tackle all at once. He agreed with Commissioner Watt that he takes comfort in witnessing the potential and hope embedded in the up-and-coming generation.

Commissioner Sokolowski expressed awe at the community's ability to step up in a time of crisis, and the level of volunteerism that has risen up. She hopes that this pattern continues over the long term. Much of CAPSLO became a storage/distribution locale as an emergency response center.

Commissioner Drake spoke of the need to act quickly and nimbly to protect both clients and employees. One of his employees recently passed away, and the severity of the pandemic really hit home. He commented that racial equity concerns were raised at work, and a diversity group has been established to help the agency open up conversations and positive change.

Commissioner Ruvalcaba-Heredia has witnessed community members' compassion to mobilize and make a difference. She praised the tireless efforts of the Promotores team, particularly on vaccine outreach and education. She highlighted the creation and rapid development/deployment of the SLO County UndocuSupport fund. She feels like people who had been working in silos are now working together.

Commissioner Borenstein thanked everyone for contributing to this "moment of positivity." This is not easy work. Today's conversation is helping her focus on the good. She is walking away from this meeting grateful and somewhat rejuvenated.

Chair Gibson echoed Commissioner Borenstein's sentiments.

Public Comment: None.

ITEM 8: Staff Reports

Misty Livengood, Communications and Outreach Officer, updated Commissioners on the following topics:

- COVID Federal Relief funding
- We Are the Care Kickoff Event
- Family Friendly Workplace Toolkit media road show
- Hands on Heroes 2021: CHC's Brooke Griffiths (January), CAPSLO's Maddie Torrey (February)
- Economic Vitality Corporation child care supply drive update
- First 5 Partners – variety of online parent engagement activities, distributions in February
- Messaging on COVID, CA EITC, First 5 Advocacy Day upcoming April 27, Children's Dental Health Month in February

Wendy Wendt, Executive Director added the following updates:

- Overview of Governor's budget
- Role as Central Regional Rep on the First 5 Association Policy/Advocacy Committee
- Update on UndocuSupport – donations, families served, new status as a Field of Interest Fund at the Community Foundation SLO County
- Help Me Grow (this update was shared with Sarah Reinhart) – First 5 continues to serve as the Organizing Entity, hosting quarterly steering committee meetings (next on February 18), ramping up dialogue with CenCal, updating pediatric directory (thanks to Cal Poly intern Angela for her assistance on this effort)
- 3 by 3 project – highly successful, higher than expected number of screenings between Bravo Pediatrics and CHC
- ACES Aware Initiative – First 5, Center for Family Strengthening and CenCal staff are involved in this tricity initiative (with Santa Barbara and Ventura Counties). A June convening is being planned.
- State Surgeon General Nadine Burke Harris named as incoming Chair of First 5 California.
- First 5 has been funding programs for 20 years as of 2021!

ITEM 9 -- Adjourn

1:28 p.m.



To: First 5 Commission

From: Wendy Wendt, Executive Director

Date: March 25, 2021

Re: Item 4b: Moss Levy & Hartzheim Letter of Engagement for FY 2020-21 Audit Services

Recommendation

Staff recommends the Commission approve an additional one-year engagement with Moss Levy & Hartzheim LLP for the purposes of completing the FY 2020-21 Fiscal Audit.

Background:

In June 2020, the Commission approved a Letter of Engagement with Moss Levy & Hartzheim for completion of First 5's FY2019-20 external fiscal audit. Staff is requesting Commission approval to authorize the First 5 Executive Director and Commission Chair to sign the attached Letter of Engagement for an additional year with the purpose of completing the FY2020-21 audit. The total fee is established at \$7,945.

Fiscal Considerations

None above current budget allocations. Fee structure will remain the same.

March 9, 2021

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

We are pleased to confirm our understanding of the services we are to provide Children and Families Commission of San Luis Obispo County for the fiscal year ended June 30, 2021. We will audit the financial statements of the governmental activities and the major fund including the related notes to the financial statements, which collectively comprise the basic financial statements of Children and Families Commission of San Luis Obispo County as of and for the fiscal year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Children and Families Commission of San Luis Obispo County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Children and Families Commission of San Luis Obispo County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and in the *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* issued by the State Controller's Office, and will include tests of the accounting records of Children and Families Commission of San Luis Obispo County and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Children and Families Commission of San Luis Obispo County's financial statements. Our report will be addressed to the Board of Commissioners of Children and Families Commission of San Luis Obispo County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

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

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

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

Other Services

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

Management Responsibilities

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

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

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

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the

reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

Engagement Administration, Fees, and Other

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

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

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

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 1, 2021 and to issue our reports no later than November 1, 2021. Ronald A. Levy is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$7,945. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Children and Families Commission of San Luis Obispo County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions,

please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

To: First 5 Commission

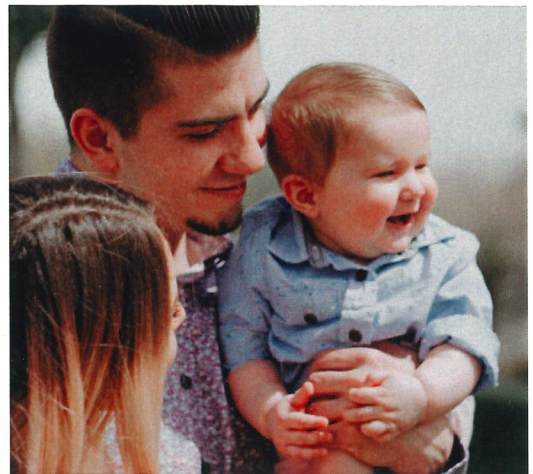
From: Wendy Wendt

Date: March 25, 2021

Re: Item 4c. Approve 2021-22 Option to Renew and Amendment #2 with County Behavioral Health for MHSA 3 by 3 Innovation Project

Recommended Action

Pulled until May 2021 meeting. Amendment still in draft form.



FIRST 5 CALIFORNIA
2019-2020
ANNUAL REPORT

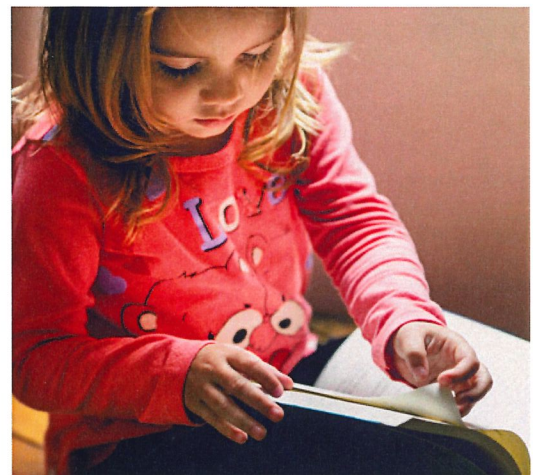


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Message from the Executive Director

What a year it has been! Like everywhere else across the country and around the globe, California has faced the ravages and unprecedented challenges brought on by the COVID-19 pandemic. While these dire circumstances have led to devastation for so many people in terms of illness, loss of loved ones, business closures, unemployment, educational logistics, and child care, Californians working together have found ways to face these daunting realities and work through them as best we can. As we continue to forge ahead through the end of the pandemic and through our state's health crisis and economic recovery, these partnerships and collaborations will continue until we are successfully on the other side of this frightening era. Toward that end, in 2020 the First 5 California Commission allocated a total of \$5 million to help address the pandemic and provide emergency support to local communities around the state. (See "[COVID-19 Pandemic Assistance](#)" for additional information.)

In addition to its efforts to address these unforeseen pandemic-related challenges of the past year, in Fiscal Year 2019–20 First 5 California continued to implement its 2019–24 Strategic Plan, which provides the agency's road map for its investments, partnerships, and advocacy efforts to fulfill its mission, vision, and goals. All of the Commission's work emanates from the firm belief that every child deserves a strong and solid start in life. This multi-faceted work is possible because of the dedication and work of our Commission, staff, the First 5 county commissions, and other stakeholders and partners.

First 5 California's 2019–20 Annual Report highlights its accomplishments and collaborations at both state and local levels, which include:

- Local consortia participating in First 5 IMPACT reported that over two-thirds (5,111 of 7,723) sites participating in Quality Counts California were supported in full or in part with First 5 IMPACT funding, reaching 310,378 children in 58 counties
- Home visiting services for California's high-need families supported by launch of the home visiting workforce study and engaging counties in home visiting coordination efforts
- The Family Engagement Toolkit launched as a free resource for early learning and care providers to build upon skills in family engagement strategies and provide techniques that can be implemented in everyday situations
- Celebrating a hard-fought and long-awaited policy win in the form of Paid Family Leave, SB 1383 (Jackson)

With another challenging and successful year behind us, there is still much work to do. With each year comes a renewal of our commitment to the principals that have always been at the core of our work in serving our youngest Californians and their families. We will continue to partner with our Governor, the Legislature, First 5 county commissions, and other groups and organizations that advocate for what is best for our kids and their future. As always, I consider it an honor to be part of this outstanding early learning and care community and its noble work dedicated to improving the lives of young children.

Camille Maben

CAMILLE MABEN
EXECUTIVE DIRECTOR, FIRST 5 CALIFORNIA

they need to ensure their families are stable and their children can thrive. During the COVID-19 health crisis, FRCs have become a critical lifeline, distributing household supplies, diapers, and food to hundreds of families every week, even delivering directly to doorsteps when necessary. They are a trusted support, and in some cases, the only outside provider to proactively call and check in on isolated families and bring them together through virtual learning and social activities. San Francisco's *Help Me Grow* team worked across all initiatives throughout the year to train over 3,500 providers in developmental screening and inclusive educational practices.

San Joaquin

First 5 San Joaquin County has risen to the overwhelming challenges presented during Fiscal Year 2019–20. Our 2-1-1 Call Center and Home Visitation Programs are shining examples of the resilience, tenacity, and work ethic that are representative of San Joaquin County. The call center has been inundated with calls and requests for assistance due to COVID-19, in addition to the usual calls coming into the center. The call volume of the call center more than doubled from March to June. Staff were reassigned from other duties to help field calls to the center. The call center conducted 2,162 screenings and referrals for services and made 443 transfers to *Help Me Grow*.

First 5 San Joaquin provides two home visiting programs, the Home Visitation Initiative, and the Family Work Opportunity and Responsibility to Kids (FamilyWORKs) program. In Fiscal Year 2019–20, over 619 families with 778 young children received home visits that focused on areas of child development, family self-sufficiency, job searching, healthy eating, and physical activity.

JourneyWORKs, First 5 San Joaquin's Substance Abuse and Mental Health Home Visitation and Care Coordination program provides home visitation and care coordination services to pregnant or parenting CalWORKs Welfare to Work participants who have challenges related to substance use or mental health issues. Due to COVID-19, in-person home visits stopped in March 2020. Home visitation services were quickly restructured, and virtual visit models were developed. Most Home Visitors began using a system of "no contact" dropping off materials to families with a subsequent follow-up virtual visit and/or phone call to review the materials and conduct activities. Home Visitors reported the follow-up virtual visits and phone calls are unusually lengthy, as parents and caregivers are seeking their assistance in finding COVID-related resources such as the Internet, food, housing, test sites, and doctors.



San Luis Obispo

First 5 San Luis Obispo County convened community stakeholder conversations with families and family-serving agencies to help shape its next strategic plan. The plan was approved in June, and aligns with statewide focus areas of Resilient Families, Early Learning, and Health & Development. San Luis Obispo *Help Me Grow* officially launched, with a new Centralized Access Point funded by First 5 and the County of San Luis Obispo. In related work, First 5 San Luis Obispo bolstered its MHS-funded *3 by 3 Project* by engaging pediatric health partners in developmental screenings/referrals. A Pediatric Town Hall is being planned, and work is underway to align efforts with the statewide *ACES Aware*. In response to critical needs arising with COVID-19, First 5 San Luis Obispo invested emergency funds in partnership with the Child Care Resource Connection, and with the Community Foundation's Disaster Response Fund to rapidly activate support for child care and other family-serving programs. Further COVID-related collaboration included facilitating local planning to build financial relief capacity for immigrant families, modeled after similar mobilizations statewide that provide basic needs assistance for vulnerable populations most impacted by the pandemic. First 5 San Luis Obispo continues to lead a collective effort to address the child care crisis through our "We Are the Care" initiative, consisting of parents, ECE professionals, employers, businesses leaders, school administrators, and government officials. The next step is a Collaborative Public Sector Child Care Study to help identify and pursue options to expand child care capacity across the county. Building on advocacy to spotlight child care as essential (during COVID-19 and beyond), First 5 San Luis Obispo redirected its monthly "Hands-on Heroes" public awareness campaign to highlight ECE professionals



and to pledge to stand with them through the recovery process. It folded in a Child Care Awareness Day social media storm to amplify the messaging and close out April: Month of the Young Child.

San Mateo

During Fiscal Year 2019–20, First 5 San Mateo County maintained its multi-faceted investments in programs supporting all aspects of a child's early years, including Early Learning; Child Health & Development; Family Engagement; and Policy, Advocacy, and Communications. Supported by \$6.3 million in community investments, its funded partners served over 9,800 children, parents, and providers, and distributed 1,494 Kits for New Parents. Highlights from this year include:

- Convening "A Culture of Care," a one-day forum and training about growing trauma-informed, healing organizations. The day featured Ken Epstein and Laura van Dernoot Lipsky, and was attended by about 180 providers who serve children and families.
- Implementing First 5 San Mateo's 2020–2025 strategic plan, which rolled out over \$10 million in total funding for projects including: a collective impact initiative focused on quality early care and education, with an emphasis on inclusion; a collective impact initiative focused on improving the system of care for children with special needs using the *Help Me Grow* framework; and critical services supporting family resilience, including home visiting, mental health services, trauma-informed child care centers, father involvement, parent advocacy, and Friday Cafes.

- Supporting the community during COVID-19. First 5 San Mateo helped secure \$2 million in CARES Act funds for child care and preschool programs; surveyed its partners to gauge the impact of COVID-19 and the public health orders on their financial situations and service delivery; and partnered in the distribution of personal protective equipment, cleaning supplies, books, diapers, and other necessities to child care programs and families. By early September, over 300 providers had received more than 4,500 items, enabling them to work safely with the children and families they serve.

Santa Barbara

In Fiscal Year 2019–20, First 5 Santa Barbara County invested \$3,311,193 in programs and services for 1,713 children, 1,513 primary caregivers, and 424 providers. Investment strategies included family strengthening, expansion and quality of early childhood spaces, communications and policy development, and systems capacity building. First 5 Santa Barbara achieved several noteworthy results that improved the lives of children and families within the county:

- Investment in Child Development: Programs that participate in the QCC continue to have Tier 4 and 5 scores as evidenced by the QRIS matrix. The child care centers and family child care homes served by Santa Barbara County Quality Counts provided high-quality child care to approximately 4,000 children 0 to 5 years of age.
- Investment in Family Functioning: The Santa Barbara Network of Family Resource Centers includes 17 agencies that provide oversight to over 50 Family Resource Centers. Families who received case-management



To: First 5 Commission

From: Wendy Wendt

Date: March 25, 2021

Re: Item 5: Endorse First 5 Association Policy Agenda 2021

Recommended Action

Staff recommends that the Commission endorse the First 5 Association of California’s 2021 Policy Agenda.

Background

Each year the First 5 Association of California establishes a Policy Agenda which informs its advocacy and legislative education activities. A Policy and Advocacy Committee, comprised of representatives from each of the First 5 regions, helps shaped these activities as informed by the Policy Agenda (First 5 SLO County Executive Director Wendy Wendt currently serves as one of two Central Region representatives on this committee).

A formal endorsement of the Association’s Policy Agenda by the First 5 SLO County Commission will accomplish two goals. First, it will help align our local advocacy activities with statewide efforts. Second, it will keep our local Commission informed of state-level priorities across the First 5 network that may inform county-level strategic decisions or directions.

In addition to recommending the above action, staff also seeks Commission direction regarding the establishment of an annual review and endorsement process for future Association Policy Agendas.



2021 Policy Agenda
02/22/21

First 5 believes that all of California's youngest children deserve to be healthy, safe, and ready to succeed in school and life. Grounded in **a whole child/whole family framework** that advances **equity, prevention** and **systems coordination**, First 5 seeks to build comprehensive and integrated early childhood systems of care, with an intentional focus on **Prenatal-3** during this critical stage of child development.

First 5 aims to advance state and federal policy frameworks that foster systems of care that *proactively* support the wellbeing of young children and families and focus on those farthest from opportunity, recognizing the disproportionate impacts that systemic racism, COVID-19, lack of economic opportunity, and natural disasters have had on communities of color and low-income communities.

I. Resilient Families

- Strengthen families through family-centered, community-based, culturally and linguistically responsive, trauma-informed approaches and buffering supports, including expanded access to home visiting and support to parents/caregivers to be their child's first teacher.
- Strengthen families by improving economic security, including expansion of the Earned Income Tax Credit, Paid Family Leave, and other policies that promote economic opportunity.
- Support community and neighborhood hubs, such as Family Resource Centers and other models, to increase immediate access to basic needs and promote integrated systems that result in more accessible and responsive services for children and families.
- Ensure access to services for all families regardless of their immigration status.

II. Comprehensive Health & Development

- Improve the health, mental health, and wellbeing of young children by advancing prevention, care coordination, screenings, and multi-generational supports through Medi-Cal, as well as continuous eligibility for preventive and postpartum care.
- Strengthen the systems of early identification and referral to appropriate intervention services for young children, including through Help Me Grow.
- Address racial inequities in maternal and infant health, particularly black maternal and infant health.
- Reduce and mitigate exposure to trauma and Adverse Childhood Experiences (ACEs) through supports that promote healthy social-emotional development and overall family wellbeing and resilience.

III. Quality Early Learning

- Increase access to early learning programs across the mixed delivery system for children 0–5.
- Support the early care and education workforce by increasing compensation, providing professional development opportunities, and valuing diversity and increasing equity across the field.
- Stabilize, strengthen and scale early learning systems that are accessible and affordable for all families, including through advancing key elements of the state’s Master Plan for Early Learning and Care.
- Promote equitable access to and participation in quality improvement systems, recognizing that quality exists in all locations where caregivers are supported and nurturing relationships between provider/caregivers and child are present.

IV. Sustainability & Scale

- Explore and advance additional revenue sources for ensuring comprehensive, integrated systems and services to children and families.
- Ensure that local First 5 commissions can continue to provide the foundational infrastructure, leadership and partnership in communities throughout California in order to realize improved opportunity and outcomes for our youngest children and their families.
- Regulate tobacco products and promote smoking cessation.
- Improve and integrate data systems to track and evaluate children’s outcomes.



To: First 5 Commissioners

From: Natalie Laacke, District Counsel

Date: March 25, 2021

Re: Item 9: Executive Director Evaluation for 2020

Summary

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

What methods of evaluation should be used – The evaluation procedure requires the Commissioners to provide an assessment and feedback to the Executive Director each year. The Commission may also choose to solicit feedback from partner agencies and/or First 5 staff (see paragraph 2 and 3 of the management performance review procedure). Feedback was not solicited from staff or partner representatives for 2019 due to the timing and resource constraints of the COVID-19 pandemic. Feedback was not solicited from staff or partner representative for 2017 or 2018. Staff would like direction as to which parties to seek feedback from.

Recommended Action

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



MANAGEMENT PERFORMANCE REVIEW

Annual Procedure for the Executive Director

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

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

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

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



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