



***May 14, 2020 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

Attachments:

ITEM 4: Consent Agenda

- a) Draft March 25, 2020 minutes
- b) Quarterly Financial Report Q3 FY 19-20
- c) Memo and MAA Contract 2020-23 (Contract Draft attached separately)
- d) Memo and Evaluation Contract Extension for Keifer Consulting

ITEM 6: Cover Memo re Draft Program Contract Extensions
(Contract Extension drafts attached separately)

Item 8: Memo and Annual Strategic Plan Review -Long Range-Financial Plan
(First Reading)
(TO BE POSTED MAY 12)

Item 9: Memo and 2020-21 Draft Administrative Budget (First Reading)
(TO BE POSTED MAY 12)

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

COMMISSION MEETING MINUTES

March 25, 2020

Current Commissioners Present

Bruce Gibson (Chair)

SLO County Board of Supervisors

James Brescia

SLO County Office of Education

Erica Ruvalcaba-Heredia

Community at Large

Melinda Sokolowski

Child Care Planning Council

James Tedford

Medical Representative (AAP, Ch 2)

Alison Ventura

Community at Large

Bob Watt

Community at Large

Current Commissioners Absent

Penny Borenstein (Vice Chair)

SLO County Public Health Department

Devin Drake

Department of Social Services

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Sarah Reinhart Kris
Roudebush

Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Gibson called the meeting to order at 3:00 PM.

ITEM 1 –Chair Comments

Chair Gibson welcomed Commissioners, staff and public to the first-ever virtual meeting of the First 5 SLO County Commission, in compliance with the Governor’s Executive Order related to health and safety during the COVID-19 pandemic. Associate Director Jason Wells provided a brief primer on “Zoom etiquette.”

ITEM 2 - Public Comment – Items not on the agenda

Becca Carsel, Contractor for the First 5 Health Access Project, inquired if there would be a First 5 update on CoVID response. Chair Gibson responded that Item 5 is dedicated to this topic.

ITEM 3 – Commissioner Announcements

Commissioner Watt thanked First 5 Executive Director Wendy Wendt for helping LINK staff member Danilda Reyes with Food Bank distribution in Cambria.

ITEM 4 (ACTION ITEM) - Consent Agenda

- a. Approval of the January 22, 2020 Minutes
- b. Approval of the February 20, 2020 Special Meeting Minutes
- c. Receipt and Approval of First 5 CA Annual Report FY 2018-19 as required by the Children and Families Act

Public Comment: None

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

ITEM 5 – Update on COVID-19 and Related First 5 Activities

Executive Director Wendy Wendt summarized the effects of COVID-19 and shelter-in-place ordinance on local demographics, local response, and office logistics:

Effects on our Demographic

- Child Care
- Domestic Violence
- Access to Basic Needs Supplies – food (WIC supplies disappearing), cleaning supplies, diapers, etc.
- Drop in Income/Job Security
- Immigrant Family Isolation
- Preventive and Non-Emergent Health Care and Early Intervention on Pause or Slow Down
- Early Development Support Organizations in Short and Long Term Crisis

What we are doing locally

- Planning for Emergency Child Care (Wendy)
- Connecting with Funded Partners on Status (Jason)
- Planning for Emergency Funding (Wendy)
- Daily Talk Read Sing Livestreams (Jason)
- Compilation/Dissemination of Resources for Families Compilation
 - Activity Kits for Families Sheltering at Home (Misty)
 - Information in Spanish (Sarah)
- Recalibrating We Are the Care – Child Care value is more evident than ever (Kris)
- Connection to State
 - Advocacy/Policy (Wendy)
 - Communications (Misty)

Office Logistics/Misc

- Remote office fully functional
- Possibility of FEMA reimbursement for COVID related work, investments

Commissioner Comments:

Commissioner Ventura pointed out the nonprofits like children's museums are also struggling, may be left out of support plan because they are not deemed "essential."

Commissioner Ruvalcaba-Heredia commented that immigrant families are struggling to pay utility bills.

Commissioner Gibson encouraged advocacy for any effort that streamlines applications for existing social services. He also voiced his perspective that regulations barring undocumented immigrant populations from supports should be waived.

Commissioner Sokolowski pointed out the CAPSLO family advocates and Head Start staff can help provide support for families to maneuver through red tape.

Public Comments:

Becca Carsel, Health Access Training Projects, pointed out the undocumented families cannot get unemployment; evictions are looming and concrete financial support is needed.

ITEM 6 (ACTION ITEM) -- Approve Emergency Response Funding Policy

Ms. Wendt introduced this item with a request for Commission approval to approve new Emergency Response Policy that would allow for a special budget allocation toward emergency response in the face of the COVID-19 pandemic. This is an unprecedented move for First 5 San Luis Obispo County, in an unprecedented time, and will allow for nimble funding decisions in this or possibly other disaster situations. Other county First 5's in regions that have suffered through wildfires have established similar funding strategies.

First 5 Attorney Natalie Frye-Laacke explained that the Commission needs two steps to activate such a fund. First, a policy must be established to articulate scope/use of funding, mechanism for uses and fund dissemination.

Ms. Wendt laid out the draft policy, that includes clear definitions of "local emergency" and "urgent needs," establishes a cap of \$75,000 for a single local emergency, and articulates a protocol for dissemination decision-making involving the Executive Director in consultation with and final approval from the Commission Chair and Vice Chair.

Commission Discussion:

Commissioner Tedford inquired how \$75,000 was determined as the maximum amount. Ms. Wendt responded that in consultation with First 5 Counsel, this seemed like a good conservative place to start with a new funding policy.

Commissioner Gibson suggested that the policy include language that relies on the county or state to declare an emergency that would then allow First 5 to activate the fund. Associate Director Jason Wells expressed concern that there may be a circumstance in which the county has not yet declared an emergency and then First 5 would be limited in its ability to act

expeditiously. Commissioner Gibson suggested building in language that allows for flexibility to address “urgent conditions.”

Commissioner Sokolowski likes the idea of maintaining local control.

Commissioner Gibson asked if First 5 SLO County has sufficient reserves. Wendt answer: yes. He also asked if we have the ability to make a budget adjustment in the middle of the year like this. Frye-Laacke answer: with a meeting and a proposal that is voted on.

Ms. Wendt proposed a three-layer approach:

- Establish a modest amount in First 5’s annual budget for emergency response
- Maintain a policy for out-of-budget decision making between meetings
- In the case of a major future emergency, a Commission meeting and vote would be required to dip into reserves.

Commissioners requested a change to the draft policy that allows for “emergency” to be defined according to a county declaration. Ms. Frye-Laacke proposed the following updated language:

A "Local Emergency" occurs when the County of San Luis Obispo has made a Proclamation of Local Emergency pursuant to California Government Code Sections 8558(c) and 8630.

Public Comment: NONE

Commissioner Watt moved to approve the Emergency Response Policy with changes per Ms. Frye-Laacke’s recommended change as identified above. Commissioner Brescia seconded the motion, which passed unanimously.

ITEM 7 (ACTION ITEM) -- First 5 SLO County COVID-19 Response – Approve Funding Level and Priority

Ms. Wendt introduced this item, explaining that now that the Emergency Response Policy is in place per Item 6, Commissioners are requested to approve an action to define the priority and mechanism for fund distribution. She introduced a proposal for First 5 to partner with the Community Foundation San Luis Obispo County, which already has activated a Disaster Support Fund and has established expertise/protocols for rapid deployment of resources.

Heidi McPherson, CEO of the Community Foundation, explained the Disaster Support Fund and introduced opportunities for First 5 to partner. The Fund opened on March 13th with \$10,000 seed funds, and rapidly raised an additional \$50,000. The Foundation also surveyed local nonprofits regarding immediate needs. Foundation staff are planning a rapid turnaround timetable that is two weeks from announcement to deployment. No administrative fees will be charged. The focus of grants will be on agencies that address urgent needs – food access, child care, domestic violence victim support, mitigating economic insecurity. Grants will be unrestricted and amounts will range from \$5k-\$20k.

Commissioner Comments:

Commissioner Gibson expressed support for the idea of teaming up with the Community Foundation in a “funder collaborator” model as a way to expeditiously and accurately direct funds to address urgent needs. He suggested directing Ms. Wendt along with the Commission Chair and Vice Chair to activate this approach.

Ms. Frye Laacke recommended assigning an alternate to Dr. Borenstein (Vice Chair) given her current and exclusive focus on her responsibilities as Chief Health Officer for the County of San Luis Obispo. Commissioner Watt offered to take this role.

Commissioners directed Ms. Wendt to proceed toward a funder-collaborator plan with the Community Foundation.

Public Comment: None

ITEM 8 – Strategic Planning 2020

Associate Director Jason Wells provided an overview on assigned program funding for the beginning of the next strategic plan. Staff seeks Commission direction/action on amounts to allocate for the as-yet unassigned balance.

Health and Development: \$90,000

Early Learning: \$295,980

Resilient Families: \$295,980

Commissioners asked for Counsel clarification on their ability to vote on strategic planning decisions that may be related to their respective agencies. Ms. Frye-Laacke recommended a conservative interpretation if voting on strategic planning decisions that may be related to funding proposals submitted by a Commissioner’s home agency in the future. Broad-based conversations and response to requests for information by other Commissioners or staff are appropriate.

After deliberation on the merits of issuing several pre-defined RFPs within each of the above funding categories, Commissioners opted to direct staff to develop more broad-based RFPs for the full amount in each category, and allow community entities to bring forward innovative proposals that address needs in that category.

Public Comment: None

Commissioner Ventura moved to approved maximum annual funding levels for new program funding of \$90,000 in Health and Development, \$295,980 in Early Learning, and \$295,980 in Resilient Families. Commissioner Watt seconded. Commissioners Ruvalcaba-Heredia and Sokolowski recused from voting. Motion passed with remaining Commissioner votes in favor.

ITEM 9 – Approve Establishment of an Ad Hoc Audit Committee

Ms. Wendt introduced this item, explaining the need to select a new external auditor and a related request to identify an ad hoc audit selection committee. Commissioners Watt, Brescia and Gibson volunteered.

Public Comment: None.

ITEM 10 --- Executive Director Evaluation – Process Introduction

Commission Counsel Natalie Frye-Laacke updated the status of performance review for the Executive Director. Last year's evaluation covered a two-year time period from January 1-7 through December 31, 2018. This year's timeframe will be January 1, 2019-December 31, 2019. She recommended a 360 evaluation this year, which would include staff and partner input, as well as a self-evaluation and goal-setting exercise completed by Ms. Wendt. Materials will be distributed to all participants following this meeting. Closed session will be held during the May 2020 Commission meeting to review Ms. Wendt's evaluation findings.

Commissioner Ventura supported the merit of a 360 evaluation.

Commissioner Brescia suggested that while valuable, a 360 evaluation during the COVID pandemic is not good timing. Other Commissioners agreed.

Commissioner Gibson proposed sticking with a Commissioner-only evaluation this year along with Ms. Wendt's self-evaluation, with plans to conduct a full 360 evaluation next year. Commissioners agreed.

Public Comment: None

ITEM 11 – Staff Reports

Misty Livengood, Communications & Outreach Officer, provided updates on various First 5 activities.

- Shift in focus of Month of the Child amid the pandemic – May Hands on Heroes ad will showcase ALL child care providers.
- Hands on Heroes prior to this meeting: Kelsey Sullivan (February), Carmen Castaneda (March), Shana Paulson (April)
- We Are the Care – there has never been a more critical time to build on advocacy efforts related to child care access.
- Ms. Livengood and Mr. Wells attended the First 5 CA summit in February.
- Early Literacy team at SLOCOE has recently helped launch the county's first-ever "Libromat."
- Talk Read Sing livestream has shifted to a daily episode with a rotating cast of characters. Commissioners are encouraged to participate!

Public Comment: None

ITEM 12 -- Adjourn

5:10 p.m.



To: First 5 Commissioners

From: Wendy Wendt

Date: May 14, 2020

Re: ITEM 4b: 2019-20 Third Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for Fiscal Year 2019-20 as of March 31, 2020.

Administrative Budget

As of March 31, 2020, 67% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$71,807 (a portion of office rent and staffing cost allocated to program activities). The cost is directly related to work performed for funded programs and can be considered program related expenses as defined by the GFOA guidelines.

Administrative Expense as Percent of Total Operating Expense

The Commission’s adopted administrative cap is set at 15%. The administrative cap amount is defined as a percentage of Total Operating Expense. The policy also states that staff will monitor the administrative percentage to ensure it remains within approved limits. If the percentage exceeds the cap amount, staff is required to alert the Commission and explain the reason for a percentage in excess of 15%.

As of March 31, 2020, the Administrative Expense as a percentage of Total Operating Expense is 16.2% (\$189,762/\$1,171,896), down from 19.1% in Quarter 2 as contracted program expenditures increase.

Operating Statement

As of March 31, 2020 net revenue is \$-315,099.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – Tax revenue *scheduled* to date for FY 2019-20 through February of Q3 is \$1,271,184. This includes \$394,457 in Proposition 56 backfill. As of this report, only January and February tax revenues had been reported for Q3.

Tax Revenue Distribution Schedule 2019-20

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

2.

Tax Revenue Distribution Schedule 2018-19

July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
144,117	121,857	162,173	132,985	123,568	140,143	42,757	111,405	108,983	107,888	127,643	112,142

3. Total revenue *received* from all sources through March 31, 2020 is \$2,265,815. This includes IMPACT and IMPACT HUB payments totaling \$233,424; two interest payments; two MAA payments; a \$5,000 mini-grant from First 5 California for Census outreach; accrued April-June payments from the 2018-19 Tax Revenue Distribution Schedule totaling \$347,672.70; accrued IMPACT/HUB program income of \$281,188 and accrued state interest totaling \$4,358.
4. Total Program and Administrative Expenditures through March 31, 2020 are \$1,171,896.

Fund Balance Detail

GASB 54	6/30/2019 (audited)	9/30/2019	12/31/2019	3/31/2020	6/30/2020 (audited)
Nonspendable	\$ 17,277	\$ 17,277	\$ 17,277	\$ 17,277	
Restricted	\$ 54,749	\$ 52,140	\$ 52,140	\$ 52,140	
Committed	\$ 2,970,105	\$ 3,287,177	\$ 4,034,949	\$ 3,315,389	
Assigned	\$ 5,808,313	\$ 5,829,302	\$ 4,206,141	\$ 5,845,096	
Unassigned	\$ -	\$ -			
TOTAL	\$ 8,850,444	\$ 9,185,896	\$ 8,310,507	\$ 9,229,902	

	A	B	C	D	E	F
		Jul19-Sep19	Oct19-Dec19	Jan20-Mar20	Apr20-Jun20	Total
1						
2	Perinatal Readiness					
3	BABES (SLO Co PHD)		43,875	44,981		88,856
4	Perinatal Mental Health Support (CFS)					-
5	Baby's First Breath (SLO Co PHD, TCP)		5,736	10,282		16,018
6	TOTAL	-	49,611	55,263	-	104,874
7	Child Health and Development					
8	Oral Health Safety Net Treatment (Contribution)					-
9	Oral Health Coordinator (SLO Co PHD)		13,288	11,751		25,039
10	Tolosa Children's Dental Clinic		6,884			6,884
11	Vision Screening	1,998	3,311	8,141		13,450
12	BEST PALS (Pediatric Physical Therapy Services)		11,973	12,293		24,266
13	Health Access Trainers (Carsel Consulting Group)	3,877	13,142	10,039		27,058
14	3 by 3 Research (Carsel Consulting Group)	986	1,182	765		2,933
15	3 by 3 Internal Program Expenses	231	4,040	1,469		5,740
16	3 by 3 Bravo			4,220		4,220
17	3 by 3 CHC			4,531		4,531
18	HMG Centralized Access Point					-
19	TOTAL	7,092	53,820	53,209	-	114,121
20	Early Learning					
21	PR First 5 ECE - Donation Equipment	2,609				2,609
22	ELFA (SLO COE)		5,814	6,311		12,125
23	First 5 Preschools		21,949	41,736		63,685
24	(OC) School Readiness, Oceano (LMUSD)		24,839	22,116		46,955
25	(GB) School Readiness, Georgia Brown Elem (PRJUSD)			54,633.00		54,633
26	TOTAL	2,609	52,602	124,796	-	180,007
27	Family Strengthening					
28	Magda Williams	10,701	16,581	18,405		45,687
29	(OC) Family Advocacy		12,543	12,232		24,775
30	(GB) Family Advocacy			13,990		13,990
31	Parents Helping Parents	7,186	10,582	9,769		27,537
32	Family Advocacy Services (CFSSLO)	2,599	34,026	14,124		50,749
33	Parent Cafes (CFSSLO)		12,739	4,063		16,802
34	Parent Cafes (CAPSLO)			11,036		11,036
35	TOTAL	20,486	86,471	83,619	-	190,576
36	IMPACT SLO					
37	Quality Counts -- FCCs (CAPSLO - CCRC)		22,189			22,189
38	Quality Counts -- Centers (CAPSLO -LPC)		50,208			50,208
39	Early Learning and Literacy Specialists (SLOCOE)		17,661	23,776		41,437
40	IMPACT Program Evaluation Expenses	1,275	2,041	1,785		5,101
41	IMPACT HUB Expense	16,166	630			16,796
42	IMPACT DATA Reimbursement					-
43	IMPACT Program "Other"		675			675
44	TOTAL	17,441	93,404	25,561	-	136,406
45	Advocacy Projects					
46	CBOR/HOH	1,550	1,400	4,650		7,600
47	New/General Advocacy	120	615	482		1,217
48	Talk Read Sing Campaign	8,992	3,500			12,492
49	Other Advocacy Projects					-
50	TOTAL	10,662	5,515	5,132	-	21,309
51	Other					
52	Evaluation - Core Allocation	4,208	9,733	8,378		22,319
53	Kits for New Parents	1,640	337	628		2,605
54	Event Sponsorships	1,000		1,500		2,500
55						-
56	TOTAL	6,848	10,070	10,506	-	27,424
57						
58	TOTAL PROGRAM AND EVALUATION EXPENSE	65,138	351,493	358,086	-	774,717
59						Quarter ending: 3/31/2020
60						

First 5 Children and Families Commission of San Luis Obispo County
Administrative Budget
FY 18-19
March 31, 2020

	Beginning Budget Bal	YTD Expensed	Ending Budget Bal	% Expensed
Regular Hours - Permanent	391,506	297,602	93,904	76%
Computer Supplies	1,000	280	720	28%
Copy/Printing	3,000	474	2,526	16%
Food	800	693	107	87%
Insurance	3,700	1,340	2,360	36%
Copier Maint Contract	1,000	679	321	68%
Memberships	5,000	290	4,710	6%
Office Expense	3,000	1,899	1,101	63%
Other Services - Auditor Dept.	8,052	8,052	-	100%
Postage - Direct	100	18	82	18%
Professional Services	72,210	31,007	41,203	43%
Registration/Training	5,000	3,449	1,551	69%
Rent	45,515	33,808	11,707	74%
Significant Value Purchase	5,000	1,117	3,883	22%
Special Dept Expense	14,180	9,700	4,480	68%
Phone, Data, Internet Access	5,000	2,016	2,984	40%
Other Travel Expenses	5,522	4,753	769	86%
Contingency	20,000		20,000	0%
Total Administrative Expense	589,585	397,177	192,408	67%
Less: Program Related Admin	(310,584)	(207,417)	(103,167)	67%
Net Administrative Expense	279,001	189,760	89,241	68%

First 5 Children and Families Commission of San Luis Obispo County
Operating Statement
FY 19-20
March 31, 2020

EXPENSES	Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
<u>Administration</u>	140,026	125,611	131,542		397,179
Less: Program Related Admin	(71,579)	(64,031)	(71,807)		(207,417)
Net Administrative Expense	68,447	61,580	59,735	-	189,762
<u>Program & Evaluation</u>					
Perinatal Readiness		49,611	55,263		104,874
Child Health and Development	7,092	53,820	53,209		114,121
Early Learning	2,609	52,602	124,796		180,007
Family Strengthening	20,486	86,471	83,619		190,576
IMPACT Program Contracts	17,441	93,404	25,561		136,406
Advocacy Projects (CBOR, P5CAN, etc)	1,670	2,015	5,132		8,817
Talk Read Sing Campaign	8,992	3,500			12,492
Event Sponsorships	1,000		1,500		2,500
Kits for New Parents	1,640	337	628		2,605
Evaluation (Core)	4,208	9,733	8,378		22,319
Plus: Program Related Admin	71,579	64,031	71,807		207,417
Total Program & Evaluation Expense	136,717	415,524	429,893	-	982,134
Total Operating Expense	205,164	477,104	489,628	-	1,171,896
REVENUE (Trust Fund: 3300000000)					
Prop 10 Tobacco Tax	347,673	107,684	1,163,500		1,618,857
IMPACT	262,246		196,051		458,297
SMIF (Prop 10 interest)	4,358				4,358
HUB Payments	22,835	33,480			56,315
Interest (Local)		45,852	43,953		89,805
MAA	9,149	23,215			32,364
Other Revenue	258	48	5,513		5,819
Total Revenue	646,518	210,279	1,409,018	-	2,265,815
Net Revenue (Expenses)	441,354	(266,825)	919,390	-	1,093,919

First 5 Children and Families Commission of San Luis Obispo County			
Balance Sheet (TRUST FUND 3300000000)			
March 31, 2020			
ASSETS			
Cash in County treasury			\$ 9,346,921
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent			\$ 7,277
Bank Deposit			\$ 10,000
	Total Assets		\$ 9,364,198
LIABILITIES			
Accounts/Salaries payable			\$ 27,466
Trust Deposits			\$ 106,830
	Total Liabilities		\$ 134,297
FUND BALANCE			
Fund Balance:			\$ 8,744,539
	Reserved for Encumbrances		\$ 1,480,774
	Total Reserved		\$ 1,480,774
	Fund Balance Available		\$ 7,749,128
	Total Fund Balance		\$ 9,229,902
	Total Liabilities and Fund Balance		\$ 9,364,198



To: First 5 Commissioners of San Luis Obispo County

From: Wendy Wendt

Date: May 14, 2020

Re: CONSENT ITEM 4c: Approval of a three-year Contract Agreement with San Luis Obispo County for administrative services related to the Medi-Cal Administrative Activities (MAA) program.

Staff Recommendation

First 5 staff recommends the Commission approve a contract with San Luis Obispo County that authorizes First 5 to receive reimbursement for administrative services related to the Medi-Cal Administrative Activities (MAA) program for three years, commencing July 1, 2020 and ending June 30, 2023.

Background

In 2009 the Commission approved a contract between First 5 San Luis Obispo County and San Luis Obispo County to provide administrative services related to the federally funded Medi-Cal Administrative Activities (MAA) program, operated through the State Department of Health Care Services (DHCS) and administered at the local level through the San Luis Obispo County Health Agency. The original contract ended on June 30, 2012, followed by three year-long extensions, a subsequent two year contract from July 1, 2015 through June 30, 2017 with a one- which concluded with a one-year extension June 30, 2018, and a subsequent contract from July 1, 2018 which is scheduled to sunset June 30, 2020. The Health Agency has drafted a new Contract Agreement, to commence July 1, 2020 and extend through June 30, 2023.

In San Luis Obispo County, First 5 uses tax revenue to pay for activities conducted by staff and/or funded partners that help link beneficiaries to appropriate Medi-Cal service, including 1) planning or improving the delivery of Medi-Cal services, 2) conducting outreach through marketing or referrals into the Medi-Cal system, or 3) assisting clients with the Medi-Cal application process. The MAA program permits First 5 SLO County to claim reimbursement for a portion of the cost of those activities, which are then reinvested in the community to expand and improve services for low-income families. Currently a portion of First 5 SLO County staffing costs generates Medi-Cal Administrative Activities (MAA) funding in the county.

The State has executed a Medi-Cal Administrative Activities Contract with the county of San Luis Obispo Public Health Department as the qualified Local Government Agency (LGA). The county has been assigned a MAA Contract number, and is authorized to enter into a written agreement with First 5 SLO County for the purpose of provision of MAA services. As the LGA, the county will provide to First 5 SLO County the following MAA related administrative services:

- A. Maintain a contract with the State during the term of this contract, allowing the County to submit MAA Claims.
- B. Provide First 5 SLO County with a standardized format for the MAA Claiming Plan, State Certified Public Expenditures (CPE) Certification process, detailed invoice and any subsequent updates as provided by the State.
- C. Invoice the Department of Health Care Services on behalf of First 5 SLO County for reimbursement of MAA allowable activities rendered by the contractor.
- D. Review claiming plan and amendments to the claiming plan.
- E. Review and verify documentation and certifications provided by First 5 SLO County to ensure funds being used to support MAA activities meet CFR 433.51 Certified Public Expenditure criteria and are in a format prescribed by the State.
- F. Designate a liaison with First 5 SLO County for issues regarding this Agreement.

Financial Considerations

The Health Agency charges First 5 SLO County a 10% administrative fee (based on the quarterly invoices) to perform the duties outlined above related to claims coordination and oversight to ensure that all State and Federal requirements are met.

County Health Agency staff estimate that First 5 will access \$50,000 or more per year in MAA reimbursements under this contract, which includes an annual “not to exceed” ceiling of \$200,000.

(Attachment - MAA Contract Agreement)

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: May 14, 2020

Re: Item 4c: Approve Contract Extension with Thomas Keifer Consulting for Evaluation Services.

Recommended Action

Approval of a sixth amendment for a six (6) months term extension with the option to extend an additional six months to independent contractor agreement with Thomas Keifer for evaluation services. The period of the contract amendment will be from July 1, 2020 to June 30, 2021.

Background

Currently First 5 San Luis Obispo County evaluation services are provided by Thomas Keifer. The current contract ends June 30, 2020.

Thomas Keifer has provided evaluation services to First 5 SLO Co. for over ten years and as such is exceedingly familiar with all aspects of First 5 SLO County's program planning and evaluation needs. Specifically, Mr. Keifer provides continuity in:

- Evaluating programs and services within current strategic plan
- Tracking and comparing longitudinal data
- Assistance with program planning and development
- Completion of annual evaluation reports in accordance with needs of the Commission, Executive Director
- Data collection support for programs and First 5 SLO Co. staff.

The Commission is being asked to approve a sixth amendment for a six month term extension with the option to extend an additional six months by mutual consent of both parties to the current independent contractor agreement with Thomas Keifer to provide evaluation services to the Commission for the period of July 1, 2020 to June 30, 2021.

The agreement continues the business relationship between Thomas Keifer and First 5 San Luis Obispo County. The hourly rate (\$85) is unchanged from that charged previously. It should be noted the maximum annual amount "shall not exceed the amount of the annual evaluation budget listed in the approved Financial Plan Update for FY 2020-21 (2% of budgeted program expenditures, including core allocation and IMPACT), or such other amount as the Commission may determine in the financial plan for that period.

**SIXTH AMENDMENT TO
CONTRACT FOR EVALUATION SERVICES**

This Sixth Amendment is entered into on May 14, 2020, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 (“the Commission”), whose address is 3220 South Higuera Suite 232, San Luis Obispo, CA 93401 and Thomas Keifer Consulting, an independent contractor with a principal place of business at P.O. Box 3404, Shell Beach, CA 93448 (“the Contractor”).

WITNESSETH:

WHEREAS, the parties to this Sixth Amendment entered into a Contract for Services on May 22, 2013 (hereinafter “Contract”) for the provision of evaluation services; and

WHEREAS, the parties previously extended the Contract through five subsequent amendments; and

WHEREAS, the parties desire to extend the term of the Contract for six (6) months, with one (1) six (6) month option to extend and further amending Section 3.01 of the Contract as specifically set forth below.

NOW THEREFORE, the parties agree as follows:

A. The term of the Contract set forth in Section 1.01 shall be extended for six (6) months and shall expire on December 31, 2020. The Commission shall have the option to extend the term of the Contract (the “Option to Extend”) for one (1) additional term of six (6) months (the “Extension Term.”) The Commission shall exercise the Option to Extend by giving written notice to Contractor at least thirty (30) days prior to the expiration of the current term. If the Commission exercises the Option to Extend, the Extension Term shall be considered part of the term of this Contract and shall be subject to all terms and conditions of the Lease.

Section 3.01. of the Contract, is hereby deleted in its entirety and replaced with the following:

3.01. “In consideration for the services to be performed by Contractor, First 5 agrees to pay to Contractor \$85.00 per hour. Total compensation shall not exceed the amount of the annual evaluation budget listed in the approved financial plan for the period (\$28,000) or such other amount as the Commission may determine in the financial plan for that period.

C. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first set forth herein.

Concurred in by the Executive Director of the Children and Families Commission of San Luis Obispo County:

_____ Wendy Wendt, Executive Director _____ Date

CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY

By: _____
Bruce Gibson, Chairperson _____ Date

Authorized by Commission Action on: _____.

APPROVED AS TO FORM AND LEGAL EFFECT BY
LEGAL COUNSEL FOR THE COMMISSION:

Natalie Frye-Laacke

By: _____
Natalie Frye-Laacke, Counsel for Commission _____ Date

CONTRACTOR:

By: _____
Thomas Keifer _____ Date

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: May 14, 2020

Re: Item 6: Approval of amendments to the original contracts with County SLO-Baby's First Breath, Paso Robles Unified School District-School Readiness, and the amended contracts with Pediatric Physical Therapy and Services, Inc. (Best Pals) and Center for Family Strengthening-Early Childhood Family Advocacy Services, to extend the duration of these contracts by six (6) months.

Recommended Action

It is recommended that the Commission approve amendments to the original contracts with County SLO-Baby's First Breath, Paso Robles Unified School District-School Readiness, and the amended contracts with Pediatric Physical Therapy and Services, Inc. (Best Pals) and Center for Family Strengthening-Early Childhood Family Advocacy Services, to extend the duration of these contracts by six months. Amended contracts to end December 31, 2020.

Background

As part of its FY 2020-24 Strategic Planning Process the Commission agreed to extend by six months the terms of the following contracts:

County of San Luis Obispo: Baby's First Breath
Paso Robles Unified School District: School Readiness
Pediatric Physical Therapy and Services, Inc.: Best Pals
Center for Family Strengthening: Early Childhood Family Advocacy Services.

These contracts are currently scheduled to conclude on June 30, 2020. The extensions give these programs time to wind down their services or find new funding when First 5 funding is discontinued. The Amended contracts will end December 31, 2020.

Amendment Components

- A. The amended contracts terms will be July 1, 2020 and continue through December 31, 2020.
- B. The total payable under the terms of these amendments shall not exceed:
 - County of San Luis Obispo: Baby's First Breath-\$27,500
 - Paso Robles Unified School District:School Readiness-\$74,805
 - Pediatric Physical Therapy and Services, Inc.: Best Pals-\$22,500
 - Center for Family Strengthening-Early Childhood Family Advocacy Services-\$44,000
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- C. The scopes of work will mirror that of the original contract.
- D. All other terms and conditions of the original contracts shall remain in full force and effect.