



***March 22, 2023 COMMISSION MEETING
AGENDA PACKET ATTACHMENTS***

ITEM 3: Consent Agenda

- a) January 25, 2023 Minutes
- b) Engagement Letter with Moss, Levy and Hartzheim for 2022-23 External Audit Services
- c) Memo re: Early Care and Education Planning Council Commissioner Designee: Patty Clarkson
- d) First 5 CA Annual Report FY 2021-22 (Excerpt). For full report, go to:
https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-21-22.pdf

ITEM 4: Contract Amendment – Pregnancy and Parenting Support of SLO County

ITEM 7: Memo re: Teleconference Location Flexibility Bill (AB2449)

FIRST 5 SAN LUIS OBISPO COUNTY
CHILDREN AND FAMILIES COMMISSION

COMMISSION MEETING MINUTES

January 25, 2023

Current Commissioners Present

James Brescia, Ed.D. (Chair)
Penny Borenstein, M.D. (Vice Chair)

SLO County Office of Education
SLO County Public Health Department

Linda Belch
Dawn Ortiz-Legg (incoming)
James Tedford, M.D.
Alison Ventura, Ph.D.
Bob Watt

Department of Social Services
SLO County Board of Supervisors
Medical Representative (AAP, Ch 2)
Community at Large
Community at Large

Current Commissioners Absent

Bruce Gibson (outgoing)
Melinda Sokolowski
Erica Ruvalcaba-Heredia

SLO County Board of Supervisors
Child Care Planning Council
Community at Large

Staff Present

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood, Kris Roudebush
Commission Counsel: Natalie Frye-Laacke

Call to Order

Chair Brescia called the meeting to order at 3:05 PM.

ITEM 1 – Commissioner Announcements and Updates

Dawn Ortiz-Legg expressed that she is happy to be joining the Commission and looks forward to the work ahead.

Commissioner Belch gave an update from Department of Social Services on the Families First Comprehensive Prevention Plan, which will include a focus on motivational interviewing. She also described her department's efforts to connect undocumented families with resiliency supports.

Commissioner Borenstein announced that Nancy Sutton is officially established as the Home Visiting Coordinator at Public Health. She also reminded everyone that Covid is still a serious concern; there have been recent outbreaks at the Prado Homeless Services Center and the

County Psych Unit. She announced that County Behavioral Health Director Anne Robin is retiring at the end of July 2023.

Commissioner Ventura announced an upcoming Annual Meeting of a Health Research group on January 31 that will include a talk by CA Surgeon General Dr. Diana Ramos on the topic of Health of Pregnant Individuals and Babies.

Commissioner Gibson commented on how much he has enjoyed serving on the First 5 Commission – “What a happy place to do the work of First 5.” He is confident in the transition to Dawn Ortiz-Legg as the fourth County Supervisor to serve on the First 5 Commission. Commissioner Gibson promised that he is “not going far,” and will be taking his dedication to First 5 to a new arena as part of the leadership team at the California State Association of Counties (CSAC). Several other members of CSAC leadership are also strong First 5 advocates.

ITEM 2 - Public Comment – Items not on the agenda

None

ITEM 3 (ACTION ITEM) - Consent Agenda

- a. Approval of the December 7, 2022 Minutes
- b. Approval of FY22-23 Q2 Financial Report
- c. Confirm BOS Commissioner Appointment – Dawn Ortiz -Legg (one-year term Jan-Dec 2023)

Public Comment: None

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

ITEM 4 (ACTION ITEM) - Election of 2023 Officers: Chair and Vice Chair

Commissioners Brescia and Borenstein have served the past year as Chair and Vice Chair respectively. They expressed willingness to continue in these roles for another year if there are no other interested parties. The other Commissioners present expressed support for this plan.

Public Comment: None

Commissioner Watt made a motion to approve 2023 Officers James Brescia as Chair and Penny Borenstein as Vice Chair. The motion was seconded by Commissioner Tedford and passed unanimously.

ITEM 5 (ACTION ITEM) - Commissioner Terms

First 5 Executive Director Wendy Wendt and First 5 Legal Counsel Natalie Frye-Laacke introduced this item. At its December 2022 meeting, the Commission discussed options for updating protocols related to Commissioner terms – selection, length-of-term, term limits. An

ad hoc committee was established to build recommendations for a formal update to the existing County Ordinance and Commission Bylaws. Key factors to consider included the opportunity to build evolving and new voices and leadership on the Commission, and increasing efficiencies where appropriate to the selection process for at-large and medical rep Commissioners. The following recommendations were presented for Commissioner approval:

- At-large, Medical Rep, and LCCPC-designee Commissioners shift from 4-year to 3-year terms
- Limit of up to 2 consecutive terms for the above-listed Commissioner categories
- At-large, Medical Rep, and LCCPC Commissioners seeking a second term will meet with Commission Chair and ED 6 months prior to the end of their first term to discuss performance, participation, attendance, and expectations in the second term.
- First term Commissioners in the above listed categories will continue to second term if no objections, performance, or attendance issues surface in the meeting.
- There will be no new recruitment of Commissioners in the above-listed categories when a first term is ending, and the seated Commissioner is requesting to continue a second term.
- At-large Commissioner Watt will have an additional year (June 2023-June 2024) added to his term to support a staggered exiting and new commissioner pattern.
- LCCPC representatives will be chosen by the LCCPC for up to 2 three-year terms.
- New term for LCCPC representative (current or new rep) beginning July 2023 will be a four-year term (1x only), followed by a three-year term. This helps support a staggered exiting and new commissioner pattern.
- Meeting attendance will be emphasized as a critical part of Commission duty and performance.

Several Commissioners asked questions related to clarification only; in general there was consensus that the recommendations have merit.

Public Comment: None

Commissioner Ventura moved to approve the recommended changes to the County Ordinance and Commission Bylaws as indicated above. The motion was seconded by Commissioner Ortiz-Legg and passed unanimously. Note: These changes will go into effect pending County Board of Supervisors approval at an upcoming meeting in February 2023.

Commissioner Brescia reminded Commissioners of the importance of regular attendance and urged early calendaring at the beginning of each year. He also updated Commissioners on a new California law – AB2449 – which allows for remote attendance by elected officials under special circumstances. Ms. Frye-Laacke and Ms. Wendt will send out information regarding this change, and will agendize it at the March 2023 Commission meeting for information/discussion.

ITEM 6 – Staff Reports

Wendy Wendt provided updates on the following:

- 2023 First 5 Association Priorities – 1) Resilient Families; 2) Comprehensive Health and Development; 3) Quality Early Learning; and 4) Sustainability and Scale. At the state level there is ongoing discussion re: effects of Proposition 31 on tobacco tax revenues to support First 5's.
- Role of First 5 CA – “mothership” administrative arm, special grant initiatives; some public awareness campaigns. They are increasingly focused on regional grant-making,

which poses some logistical/administrative challenges at the local level (e.g. Impact Legacy, Home Visiting).

- The MHSA 3x3 Initiative is officially concluded; Evaluation Consultant Becca Carsel did a thorough job with the final report, which was included in a large summary document submitted to the state by County Behavioral Health.
- As a follow up to 3x3, First 5 is hosting its second Pediatric Town Hall on March 21st, on the theme of “Mental Health in the Context of Early Childhood.” Keynote speaker will be Dr. Moira Szilagyi, outgoing President of the American Academy of Pediatrics.
- Ms. Wendt introduced First 5’s new Cal Poly Intern – Kristina Fortuna – and her infant son “Rocket” who together are a welcome addition to the team.
- Ms. Wendt and Special Projects Administrator Kris Roudebush recently attended the annual retreat of the Early Care and Education Planning Council (formerly Child Care Planning Council), entitled Igniting Innovation.
- UndocuSupport is granting out \$25,000 in Emergency assistance to existing grantees in the wake of recent storms.

Communications and Outreach Coordinator Misty Livengood presented the following updates:

- First 5 has contributed from its Emergency Response fund to the recently reactivated Community Foundation Disaster Support program. Ms. Livengood has served on the review committee. The following organizations received funds: Center for Family Strengthening, Los Osos Cares, South County Youth Coalition.
- 2023 marks the 10th anniversary since the formation of the Children’s Bill of Rights. This evergreen document can help shape some of the work around strategic planning during the coming year.
- Atascadero and Paso Robles Chambers of Commerce are teaming up with the SLO Chamber’s Family Friendly Workplaces Program to host a workshop on March 30, modeled after the SLO Chamber’s Insight Studio event.
- Hands on Heroes is transitioning to a new type of presence in the Central Coast Journal and other media outlets. Over the coming year, every other month First 5 will feature a topical theme, starting with February – Children’s Dental Health Month, followed by April – Month of the Child & Child Abuse Prevention Month. Thereafter, every other month will showcase various of First 5’s funded partner programs throughout FY 2023-24.
- First 5 Event Sponsorships are on the rise; recent of these mini-investments of up to \$500 include Paso Robles Housing Authority “Little Ducklings” soccer league, Trauma-informed Training series through the Health Access Training Project, and the upcoming season of Blues Baseball.
- Update on the Kits Program, including what materials are typically included, what organizations receive them. First 5 CA is conducting a survey on the county-level experience with Kits.
- Spring Outlook – Month of the Child & Child Abuse Prevention Month events are already being calendared and promoted through First 5 and other partner organizations. April 1 is Nipomo Kids Day; April 8 is Children’s Day in the Plaza; April 19 is First 5 Association Advocacy Day.

PUBLIC COMMENT. None.

ITEM 7 – Annual Evaluation Report

Becca Carsel, Carsel Consulting Group, introduced this item, focusing on a summary of the Annual Evaluation Report submitted by the First 5 Evaluation team. The team hopes that this evaluation can help guide strategic planning over the next year.

Laura Keene, member of the First 5 Evaluation Team, presented a high-level summary of the Annual Evaluation Report. The primary audience is staff and Commissioners. Major themes center around partnership development and advocacy, with the Theory of Change framework as an organizing scaffold. She also referenced the central influence of Covid over the past several years, both as a deep challenge and an opportunity to imagine and pursue new ways of engaging in the work of helping children and families thrive.

Ms. Carsel pointed out an evaluation team observation that more and more First 5 strategies are overlapping among 1) direct investments, 2) network building and 3) advocacy.

Discussion ensued:

Commissioner Belch expressed appreciation for the layout, and that the content is easy to digest.

Commissioner Ventura inquired about quantitative data that can help inform the Commission regarding outcomes. Ms. Carsel pointed out that this evaluation is showcasing the value of strategies on systems-level change and may in fact be more impactful work coming out of First 5 than only looking at numbers of children/families impacted. In addition, output and outcome data are in fact collected through two other mechanisms – 1) local submission to the First 5 CA annual report, and 2) data included in funded partner grantee reports submitted to staff for the purposes of contract monitoring.

PUBLIC COMMENT

Raechelle Bowlay, Coordinator of the Early Care and Education Planning Council, expressed gratitude for the Evaluation report, and felt that it did an excellent job of capturing the value and range of partnerships that First 5 fosters.

ITEM 8 – Strategic Planning Discussion

Ms. Wendt introduced this item. An ad hoc Strategic Planning design committee met in early January – Commissioners Belch, Ruvalcaba-Heredia and Watt. They helped staff to develop timelines and core activities for the strategic planning process over the coming year. Equity, clear definitions of First 5's roles, and methods to engage community were opened up for discussion.

EQUITY

Commissioner Belch introduced this topic. How do we contribute to eliminating systemic and historic barriers to supports and opportunity for vulnerable populations of young children and their families? How do we take concepts related to equity and convert them to action as part of our work and our strategic planning?

Commissioner Watt emphasized that equity is a political issue and we may get push back.

Commissioner Borenstein referenced equity work at the Public Health department. One big example is disparities in insurance coverage. Without parity in insurance and without sufficient numbers of providers, how can we meaningfully pursue equity in health care access?

Commissioner Tedford called out the value of public/private partnerships such as Tolosa Children's Dental Center.

Commissioner Ventura spoke to the challenges at Cal Poly recruiting a diverse student population, and diverse faculty/staff. Also the building out of culturally competent programs, which requires training/expertise.

Commissioner Brescia highlighted the importance of equitable access to education regardless of socioeconomic status. There is work being done to build direct pathways from community college to 4-year institutions.

Mr. Wells commented that contracts can include new language and expectations around equity.

Commission Belch posited that we could consider flexibility around "knowledge/skills/ability," not only education/credentials in hiring practices.

FIRST 5 ROLES

Mr. Wells introduced this topic. Historically, First 5 has been most known for – and has built strategic plans around – its "direct investment role." As we embark on this next strategic planning process, we need to recognize the equal weight of our other two roles – place-based networking and policy/advocacy/systems change. We also have opportunities to interweave these roles.

Challenges to recognize – network and policy strategies take time, and the "results" do not present themselves immediately.

COMMUNITY PERSPECTIVES

Ms. Wendt introduced this topic. The questions to address are: how do we ensure that we are hearing multiple and diverse voices in shaping our strategic plan?

Commissioner Belch expressed the challenge *and* the importance of engaging historically marginalized voices.

Commissioner Ventura added – how do we reach families/communities we don't currently reach?

Commissioner Borenstein reminded the group that other organizations are also reaching out for information; First 5 can build off of other community input (e.g. SLO Health Counts Community Health Assessment, CAPSLO Community Needs Assessment).

Ms. Wendt also pointed to external data, such as the Strong Start Index, which can inform the process.

PUBLIC COMMENT

Ms. Bowlay pointed out that “equity is expensive.” She expressed gratitude that the Commission is imbedding this focus in their work.

ITEM 9: Executive Director Evaluation: Process Introduction

First 5 Legal Counsel representative Natalie Frye-Laacke introduced this item, is seeking direction from the Commission regarding the annual evaluation for the Executive Director, specifically whether the Commission would like a 360 process, or just input from Commissioners plus self-evaluation documents submitted by the Executive Director.

Commissioner Borenstein expressed the value of external and comprehensive input every several years, but not every year. As such, she proposed a simple board+ED Self Evaluation approach this year. Overall consensus ensued.

Legal Counsel will proceed with the Executive Director evaluation process, to be concluded at the March 22, 2023 Commission meeting.

ITEM 10 -- Adjournment

Meeting adjourned at 5:32 p.m.



To: First 5 Commission

From: Wendy Wendt, Executive Director

Date: March 22, 2023

Re: Item 3b: Moss Levy & Hartzheim Letter of Engagement for FY 2022-23 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 2022-23 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. At its March 25, 2021 meeting The Commission approved a second year for completion of the FY2020-21 external audit. At its March 23, 2022 meeting the Commission approved a third year for completion of the FY2021-22 external audit.

Staff is requesting Commission approval to authorize the First 5 Executive Director and Commission Chair to sign the attached Letter of Engagement for a fourth year with the purpose of completing the FY2022-23 audit. The total fee is established at \$8,520. This represents a modest increase from last year's fee of \$8,225.

March 7, 2023

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, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, 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, 2023. Accounting standards generally accepted in the United States of America (GAAP) 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 (GAAS). 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 appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and 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. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS, 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 your 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. As part of an audit in

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accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. 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 or 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, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS 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 any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. 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 accounting principles generally accepted in the United States of America 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.

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.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility 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 accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). 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, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (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. 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 GAAS and *Government Auditing Standards*.

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 accounting principles generally accepted in the United States of America (GAAP). 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 Scope and 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.

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 its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the 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 seven years after the report release date. 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.

Alexander C. Hom is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately August 1, 2023 and to issue our reports no later than November 1, 2023.

Our fee for 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 \$8,520. 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.

Reporting

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 Board of Commissioners of Children and Families Commission of San Luis Obispo County. Circumstances may arise in which our report may differ from its expected

form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. 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 we 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 state (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 report 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.

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 attached 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 22, 2023

Re: Agenda Item 3c: Confirm Commissioner Appointment – Patty Clarkson
(Designee; Early Care and Education Planning Council)

Recommended Action

Staff is recommending the Commission confirm the Early Care and Education Planning Council designation of Patty Clarkson to a four-year term on the First 5 Commission, to commence July 2023 and conclude July 2027.

Background

Per First 5 San Luis Obispo County Bylaws (updated February 2023), the Early Care and Education Planning Council (“the Council”) is responsible for designating a representative to serve on the First 5 Commission for a maximum of two terms: an initial four-year term through 2023-2027, potentially followed by a three-year term 2027-30 (pending continued designation by the Council). At its March 7, 2023 meeting, the Council selected Patty Clarkson to serve the next four year term. Following Commission approval of this selection, final approval then rests with the San Luis Obispo County Board of Supervisors.

Attached is a copy of the Designation Letter from the Council, and a copy of Ms. Clarkson’s curriculum vitae.



SAN LUIS OBISPO COUNTY EARLY CARE & EDUCATION PLANNING COUNCIL

3350 Education Drive, San Luis Obispo, CA 93405

www.sanluischildcare.org • info@sanluischildcare.org • 805.782.7370

March 15, 2023

First 5 San Luis Obispo County
Attn: Wendy Wendt, Executive Director
3220 S. Higuera Street Suite #232
San Luis Obispo, CA 93401

Ms. Wendt,

At the March 7, 2023 Early Care and Education Planning Council meeting, the Council confirmed the appointment of Patty Clarkson as the designated representative serving on the First 5 Children and Families Commission for a four-year term, commencing July 2023.

We are pleased to continue this great partnership and look forward to supporting our community's children as our highest priority.

In partnership,

A handwritten signature in cursive script that reads "Raechelle Bowlay".

Raechelle Bowlay

San Luis Obispo County Early Care & Education Planning Council Coordinator

San Luis Obispo County Quality Counts Administrator

Patty Clarkson
(805) 459-4157
pattykclarkson@gmail.com
pkclarks@calpoly.edu

Education

Ed., D.	Educational Leadership (<i>Emphasis in Early Childhood Education</i>) Gevirtz Graduate School of Education, University of California, Santa Barbara	2010
M.A.	Educational Administration (<i>with Distinction</i>) California Polytechnic State University, San Luis Obispo	2000
B.S.	Human Development California Polytechnic State University, San Luis Obispo	1989

Professional Experience

Director	Early Care & Education Strategic Initiatives California Polytechnic State University, San Luis Obispo	2022-present
Director	Cal Poly Preschool Learning Lab California Polytechnic State University, San Luis Obispo	2011-present
Lecturer	California Polytechnic State University, San Luis Obispo	2011-present
Part-Time Instructor	Cuesta Community College, San Luis Obispo, CA	2019-present
Adjunct Instructor	UMass Global, Irvine, CA	2007-present
Early Education Consultant	Diocese of Monterey Catholic Schools, CA	2016-2018
Early Education Consultant	MINDBODY, San Luis Obispo, CA	2014
Early Education Consultant	Trust Automation, San Luis Obispo, CA	2011
Adjunct Instructor	University of Laverne, Laverne, CA	2005-2013
Director of Operations	Gary Gilchrist Golf Academy, Arroyo Grande, CA	2009-2010
Administrator/Principal	Little Oaks Preschool/Royal Oaks Elementary School, Arroyo Grande, CA	1990-2009

Service

<u>Service to University</u>	California Polytechnic State University, San Luis Obispo	
Child Care Study Partnership Liaison		2019-present
Campus Child Care Oversight Committee		2017-present
Preschool Learning Lab Advisory Committee		2012-present
Assistant Teacher Search Committee (chair)		2013, 2018, 2021
Master Teacher Search Committee		2012

Service to Community

	San Luis Obispo, CA	
We Are The Care: Power-to-the-Profession Task Force		
We Are The Care: Cross-Sector Collaboration Task Force		2020-present
We Are The Care: Local Government Engagement Task Force		2019-present
Quality Counts (QRIS) Consortium Member		2016-present
San Luis Obispo Child Care Planning Council Member		2010-2013, 2022-present

Service to State

Partnership for Education, Articulation, and Collaborations through Higher Education (PEACH) State-Wide Steering Committee		2019-present
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Professional Affiliations

National Association for the Education of Young Children (NAEYC)
 Early Childhood Higher Education Collaborative (PEACH)
 San Luis Obispo Child Care Planning Council (current member)

Research Interests

Teacher constructivist beliefs and the impact on early education preparation programs.

Certifications/Awards

Cal Poly College of Liberal Arts Staff Excellence Award	2022
Program Director Permit (California Commission on Teacher Credentialing)	2005-present
Certified Classroom Assessment Scoring System (CLASS) Observer	2019-2021

University Teaching Experience (Courses)

California Polytechnic State University, San Luis Obispo

CD 131	Observing and Interacting with Children
CD 230	Preschool Laboratory
CD 305	Early and Middle Childhood Development
CD 350	Developmental Issues in Education
CD/PSY 256	Developmental Psychology

Cuesta Community College, San Luis Obispo, CA

ECE 206 Observation, Recording Techniques, and Assessment
ECE 246 Administration I: Administration & Supervision of Early Education Schools
ECE 248 Administration II: Personnel & Leadership in Early Education

UMass Global (formally Brandman University), Santa Maria, CA Campus, & Online

Develop syllabi and course materials for a variety of undergraduate and graduate Child Development Courses including: Observation, Assessment & Intervention; Developing Children's Cognitive Readiness in Literacy; Research & Practice in Early Childhood Development, Science & Math for Preschool, Leadership in ECE, Multicultural Perspectives in ECE, Fiscal Planning & Advocacy, Observation Methods in ECE, Program Development, Professionalism & Ethics, Pedagogical Leadership.

University of Laverne, Central Coast Campus, CA

Developed syllabi and course materials for a variety of Child Development Courses including: Child Psychology (Birth to Adolescence); Life Span Development (Birth to Late Adulthood).

Related Experience

2022 **Child Care Study Partnership Liaison**

An active member of a four-agency committee designed to address the childcare crisis in San Luis Obispo County, study feasible options, develop action plans, and execute strategic opportunities.

2017 **Contributor**

More Than A Motto ([MTAM](#)), California Polytechnic State University, San Luis Obispo
Co-authored chapter featuring the Cal Poly Preschool Learning Lab as a case study for the implementation of Cal Poly's "Learn By Doing" philosophy.

2017 **Conference Presenter**

ECSTEM Conference, Cal Tech, Pasadena, CA
Presented a workshop on STEM education incorporating music and movement. Based upon the Cal Poly Preschool Learning Lab's unique approaches and strategies to STEM education.

2015 **Contributor**

Cal Poly/Fisher-Price Playful Learning Project (7 days total)
Overarching Goals/Deliverables: 1) Established a scholarly foundation to guide the development of toys that will support school readiness and lifelong learning through play, 2) Defined/developed a *Preschool Learning Framework* unique to this project, 3) Developed communication tools to guide parent's scaffolding approaches to their child's learning experiences, 4) Developed communication tools between parents and the *Preschool Learning Framework* ([Final Report](#), [Framework Diagram](#)).

- 2015 **Conference Presenter**
More Than A Motto Conference, California Polytechnic State University, San Luis Obispo
Presented the topic of the Cal Poly Preschool Learning Lab as a teaching, research, and design Lab for students, faculty and professional staff.
- 2010 **Co-Author**
Daniels, D. & Clarkson, P. (2010). *A Developmental Approach to Educating Young Children: Classroom Insights from Educational Psychology*. APA Educational Psychology Division and Corwin Press ([Excerpt](#)).
- 1996 –
2003 **Seminar Leader:** A.C.S.I. Southern CA
Regional Teacher's Convention & Early Education Conferences
Developed and instructed seminars for P-12 administrators, teachers, assistants, and school board members in areas of staff development, communication, curriculum and preschool operations.

FIRST 5 CALIFORNIA

2021-22 Annual Report





Our Mission

Convene, partner in, support, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California's children prenatal through 5 and their families. Promote, support, and optimize early childhood development.

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FIRST 5 CALIFORNIA COMMISSION MEMBERS

Giannina Perez, Chair

Appointed by the Governor

Shana Hazan, Vice Chair

Appointed by the Senate Rules Committee

Mayra Alvarez

Appointed by the Governor

Elsa Mendoza Jimenez

Appointed by the Governor

Jackie Majors

Appointed by the Speaker of the Assembly

Lori Risso

Appointed by the Senate Rules committee

EX-OFFICIO MEMBER:

Mark Ghaly

Secretary of the California Health and Human Services Agency

Marko Mijic, Designee

Undersecretary of the California Health and Human Services Agency

MEMBERS WHOSE TERMS ENDED IN FISCAL YEAR 2021-22:

Dr. Nadine Burke Harris, Chair (Member until May 2022)

Appointed by the Governor

Monica Fitzgerald (Member until December 2021)

Appointed by the Senate Rules Committee

Kris Perry (Member until May 2022)

MEMBER WHOSE TERM ENDED IN FISCAL YEAR 2022-23:

Molly Munger (Member until October 2022)

Appointed by the Speaker of the Assembly



Message from First 5 California

As we continue to move through the challenges of the past few years, we're deeply inspired by the progress made to create meaningful impact in the lives of our state's youngest children and their families. This progress came to fruition through the hard work of California's communities, children and their families, as well as the unwavering commitment and support of the Governor, the Legislature, local First 5 county commissions, and partners.

In addition to support from key stakeholders, strong collaboration, especially between state agencies is an essential aspect of our work. Working with agency partners we have deepened our resolve and commitment to implementing our 2019-24 Strategic Plan and are reinvigorated by the clarity of the newly adopted North Star Statement and Audacious Goal. This clarity and cross agency collaborations will help us create the conditions for more trauma-informed, healing-centered, and culturally responsive systems to support the needs of our diverse children, families, and communities.

First 5 California's 2021-22 Annual Report highlights some of these collaborations and our accomplishments at both the state and local levels to help us continue to lay foundational investments that help children thrive.

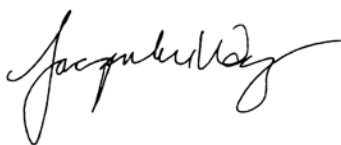
New investments include:

- \$3 million to support refugee families with young children ages 0 to 5 resettling in counties across the state
- \$4.5 million to support the F5CA's Strategic Plan, North Star, and Children's Policy Agenda in the areas of advocacy and policymaker education capacity, strategic partnerships and coalitions, policy development, and public policy research and education
- \$18 million to launch an early literacy program to provide ongoing support for book distribution and literacy programs for California's youngest children, their families and communities

In addition to new investments approved in FY 2021-22, several investments approved in FY 2020-21 continued to be implemented this year:

- IMPACT 2020 continued expanding innovative approaches to quality improvement and professional development systems for early learning and care providers. Funding supported access to Quality Counts California services and supports for a record 9,139 sites across the state
- F5CA's Dual Language Learner Pilot (DLL), a historic \$20 million investment to identify effective, scalable, and sustainable DLL practices in diverse early learning and care settings, sunset at the end of this fiscal year. The pilot uplifted bright spots and exemplary strategies to support DLLs and their families
- Two efforts to promote effective home visiting expansion and coordination continued with the conclusion of the Home Visiting Workforce Study and subsequent findings and policy recommendations, as well as continued county coordination and technical assistance to 50 counties to achieve coordination goals
- Two additional rounds of emergency supplies distribution across the state to children and families who have been negatively and financially impacted by COVID-19, including adult face masks, disposable gloves, disinfectant cleaner, diapers, and baby wipes
- F5CA kicked off its new media campaign. Building on the success of *Talk. Read. Sing.*®, our public education campaign will be focused on Adverse Childhood Experiences and ways to mitigate its impact on early childhood development

Finally, it is with deep pride and appreciation that we honor the work of former Chair Nadine Burke Harris M.D., outgoing First 5 California Executive Director Camille Maben, and long-time Commissioner Molly Munger, all phenomenal leaders who dedicated their entire careers to improving the lives of others. Their unrelenting fight for children over the last several decades continues to lay the foundation for our future. It is in this spirit that First 5 California will continue to ensure that the voices of our youngest children are top of mind and that we hold space to address systemic inequity with a deepened commitment to Race, Equity, Diversity and Inclusion in all that we do.



JACKIE THU-HUONG WONG
EXECUTIVE DIRECTOR, FIRST 5 CALIFORNIA



GIANNINA PEREZ
CHAIR, CALIFORNIA CHILDREN AND FAMILIES COMMISSION

To: First 5 Commission of San Luis Obispo County

From: First 5 Staff

Date: March 22, 2023

Re: Item 4: Contract Amendment #2: Pregnancy and Parenting Support of SLO County

Recommended Action

It is recommended that the Commission approve a second amendment to the contract with Pregnancy and Parenting Support of SLO County (PPSSLO) to continue providing perinatal mental health support counseling to pregnant women and new parents with children ages 0-5.

Background

At its December 3, 2020 meeting, the Commission approved funding for PPSSLO to provide perinatal mental health warmline services, support counseling to pregnant women and new parents with children ages 0-5, as well as training for clinicians and staff to receive Postpartum Support International Training and Certification. The support counseling services are delivered through a subcontract with the Community Counseling Center (CCC).

The original contract was for December 2020-June 30, 2022. At its March 23, 2022 meeting, the Commission amended the contract to continue services through June 30, 2023.

Since January 2021 through December 2022, the program has successfully provided counseling to approximately 94 clients. Additionally, the program has facilitated Postpartum Support International Training and Certification for 11 clinicians. PPSSLO has increased community partnerships that have helped contribute to the increase in the volume of referrals and counseling hours needed. PPS has developed strong partnerships with the PMAD SLO Public Health Initiative, Nurse Family Partners, Dignity Health and OBGYN Offices. The PMAD SLO Public Health Initiative now lists PPSSLO and CCC at the top of the resources page on their website.

The success of the program, along with increases in salary to retain PPSSLO staff and increased stipend amounts for Spanish speaking CCC clinicians has resulted in the PPSSLO spending down the entirety of its FY 22-23 contracted funding by December 31, 2022. PPSSLO would like to continue delivering this unique suite of services, but can only do so with additional First 5 support.

Recommendation

Staff is recommending an amendment (#2) to the contract which would:

1. Add additional funding (\$31,490) retroactively from January to June 2023. This will bring the total for FY 22-23 to \$54,458.
2. Extend an additional year of funding for FY 2023-24 in the amount of \$62,980.

Fiscal Impact

This amendment would not have a significant impact on First 5's FY 2022-23 and FY 2023-24 budgets. Underspending by PPSSLO in the first year of the original contract, as well as underspending across numerous other contracts in the past 3 years, leaves sufficient funding to cover this amendment.

Second Amendment to Contract for Pregnancy and Parenting Support

This Second AMENDMENT to Contract is entered into on March 22, 2023, 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 San Luis Obispo A L P H A Inc., dba Pregnancy and Parenting Support of SLO County, a California corporation, (“the Contractor”), providing perinatal mental health support counseling to pregnant women and new parents with children ages 0-5.

WHEREAS, the parties to this second Amendment originally entered into a Contract for Services on December 3, 2020 (hereinafter “Original Contract”) for providing perinatal mental health support counseling to pregnant women and new parents with children ages 0-5; and

WHEREAS, the Original Contract was first amended (hereinafter “Amended Contract”) March 22, 2022 to continue providing perinatal mental health support counseling to pregnant women and new parents with children ages 0-5 in FY 2022-23; and

WHEREAS, the amended contract is scheduled to end June 30, 2023; and

WHEREAS, upon mutual agreement of the Commission and Contractor, the parties wish to extend the term of the Amended Contract by one year to end June 30, 2024; and

WHEREAS, upon mutual agreement of the Commission and Contractor, the parties wish to increase the amount payable in FY 22-23 from \$22,968 to \$54,458; and

WHEREAS, upon mutual agreement of the Commission and Contractor, the parties wish to add the amount payable in FY 23-24 to \$62,980; and

WHEREAS, this amendment is subject to the same terms, services deliverables and conditions made under the original Contract;

NOW THEREFORE, the parties agree as follows:

- A. The total amount payable to Contractor shall not exceed \$146,635 for fiscal years 2020-2024, in accordance with Exhibit B-A2 and Exhibit B-1-A2 attached hereto and incorporated herein by this reference.
- B. Exhibit B-A1 of the Amended Contract is hereby deleted and replaced, in its entirety, with Exhibit B-A2 (Attached).
- C. Exhibit B-1-A1 of the Amended Contract is hereby deleted and replaced, in its entirety, with Exhibit B-1-A2 (Attached).
- D. All other terms and conditions of the Original Contract shall remain in full force and effect.

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

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

By: _____
Wendy Wendt, Executive Director Date _____

CHILDREN AND FAMILIES COMISSION OF SAN LUIS OBISPO COUNTY

By: _____
James Brescia, 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: _____
Cami Statler, Executive Director Date _____

EXHIBIT B-A2

COMPENSATION AND BILLING

1. **Compensation.** Commission shall pay to Contractor as compensation for all services performed by Contractor pursuant to this Contract, the following sums in the following manner:
 - a. The total payable under the terms of this agreement shall not exceed \$146,635 (One hundred forty-six thousand six hundred thirty-five dollars) pursuant to the project budget and budget narrative in Exhibit B-1-A2, which is incorporated herein by reference.
 - b. Contractor shall be reimbursed for all costs necessary and reasonable for performance of the obligations of the contract as established by the budget and budget narrative in Exhibit B-1-A2. Any costs incurred by the Contractor over and above the sums set out in the budget shall be at the sole risk and expense of the Contractor.
 - c. Contractor shall submit a request for payment of costs and actual expenses at least quarterly using a First 5 Program Invoice form, which Commission shall provide to Contractor, and must provide documentation verifying actual expenses incurred for which reimbursement is sought.
 - d. The compensation shall be paid within thirty (30) days after the receipt of the properly completed First 5 Program Invoice and all documentation verifying expenses from Contractor. First 5 reserves the right to withhold compensation for Contractor's failure to timely submit the quarterly program/services report for the quarter for which compensation is sought.
2. **Budget Adjustments.**
 - a. First 5 Executive Director (Director) must approve and execute amendments for budget adjustments to reallocate funds among budget categories contained in Exhibit B-1-A2. Requests for budget adjustments must be in writing with a showing of good cause that advances the overall purpose of the contract.
 - b. The Commission expressly grants to the Director the authority to approve said budget adjustments provided the change does not increase the maximum compensation of this contract or create any other obligation on the Commission under this contract.
 - c. Contractor must promptly give prior written notice to Director of proposed budget adjustments to reallocate funds among line items within budget categories contained in Exhibit B-1-A2.

Contract for Services Between First 5 San Luis Obispo County and Pregnancy and Parenting
Support of SLO County-PMH Support Counseling.
Fiscal Period Dec, 2020-June 30, 2024

EXHIBIT B-1-A2

BUDGET

Item	Dec, 2020-June 30, 2021	July 1, 2021-June 30, 2022	July 1, 2022-June 30, 2023	July 1, 2023-June 30, 2024	Total
I. PERSONNEL					
Executive Director	\$1,806	\$3,500	\$7,000	\$7,000	\$19,306
Bilingual Spanish Family Doula	\$2,288	\$4,580	\$8,220	\$7,280	\$22,368
Subtotal	\$4,094	\$8,080	\$15,220	\$14,280	\$41,674
II. OPERATING					
Postpartum Support International Training	\$1,725	\$0	\$6,000	\$6,000	\$13,725
Subtotal	\$1,725	\$0	\$6,000	\$6,000	\$13,725
III. INDIRECT					
@0% of Personnel	0				
Subtotal	0				
IV. OTHER (Subcontracts)					
.10 FTE CCC Admin	\$1,760	\$2,288	\$3,588	\$2,600	\$10,236
.10 FTE CCC Bilingual Spanish Admin		\$1,300	\$1,300	\$2,600	\$5,200
Postpartum Support International Trained CCC Clinician	\$1,650	\$4,800	\$12,300	\$15,000	\$33,750
Postpartum Support International Trained CCC Bilingual Clinician		\$4,800	\$16,050	\$22,500	\$43,350
	\$3,410	\$11,888	\$33,238	\$42,700	\$91,236
GRAND TOTAL	\$9,229	\$19,968	\$54,458	\$62,980	\$146,635

EXHIBIT B-1-A2

Budget Narrative

I. PERSONNEL

1) Executive Director (Approx. \$33 x 4hrs/week) Responsibilities include project implementation and coordination with CCC and First 5, monitors program quality and budget. Additionally, responsible for program promotion.

2) .125 FTE PPS Bilingual Spanish Family Doula (\$28/hr x 5hrs/wk) Fields warmline calls and refers clients to CCC. Provides warm hand off and follow-up support.

II. OPERATING

Postpartum Support International Training and Certification for Clinicians and Staff
(Up to 9 Staff x ~\$1,000)

III. INDIRECT: \$0

IV. OTHER (Community Counseling Center Subcontracts)

.10 FTE CCC Admin (\$25/hr x 2hrs/wk x 52wks)

Coordinate with PPS and clinicians. Schedule client intakes and appointments, invoice PPS.

.10 FTE CCC Bilingual Spanish Admin Admin (\$25/hr x 2hrs/wk x 52wks)

Coordinate with PPS and clinicians. Schedule client intakes and appointments with monolingual Spanish clients.

Postpartum Support International Certified CCC Clinician
(\$60/hr x 5hr/wk x 50wks/yr)

Postpartum Support International Certified Bilingual Spanish CCC Clinician
(\$90/hr x 5hr/wk x 50 wks/yr)

To: First 5 Commissioners

From: Natalie Laacke, District Counsel

Date: March 22, 2023

Re: Item 7: Discussion Re: the Teleconference Location Flexibility Bill/ AB 2449

Summary of the New Law

AB 2449 provides a complex alternative teleconference procedures to allow members of a legislative body to participate remotely, the application of the law turns on individual facts and circumstances. AB 2449 sets rules for a Commission member's remote participation, but agencies may continue to hold zoom meetings at which the public participates remotely.

General Prerequisites Allowing Remote Attendance at Public Meetings

AB 2449 allows the legislative body of a local agency to use teleconferencing without complying with the traditional Brown Act teleconferencing rules or the modified AB 361 (COVID-19/ pandemic era rules) in certain circumstances. To do so, however, the following prerequisites must be met:

- At least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda, which location will be open to the public and within the boundaries of the local agency.
- The legislative body must also provide either a two-way audiovisual platform or two-way telephonic service and a live webcasting of the meeting to allow the public to remotely hear and visually observe the meeting, and remotely address the legislative body.
- The agenda must identify and include an opportunity for all persons to attend via a call-in option, internet-based service option, and at the in-person location of the meeting.

Specific Requirements for the Members of the Legislative Body to Attend Remotely

In addition to the requirements above, a member of the legislative body may participate remotely, if one of the following conditions are met:

- The member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for "just cause", including a general description of the circumstances relating to their need to appear remotely at the given meeting; or

- The member requests the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances" and the legislative body takes action to approve the request. The legislative body must request a general description (generally not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.

Important Definitions

AB 2449 defines "just cause" as one of the following:

- a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
- a contagious illness that prevents a member from attending in person;
- a need related to a physical or mental disability as defined by statute; or
- travel while on official business of the legislative body or another state or local agency.

AB 2449 defines "emergency circumstances" as physical or family medical emergency that prevents a member from attending in person.

Additional Requirements for Members of the Legislative Body

Remote attendance by any one member of the legislative body may not be used for a period of more than three (3) consecutive months or 20% of the regular meetings within a calendar year, or more than two (2) meetings if the legislative body meets fewer than 10 times per calendar year. (For First 5 San Luis Obispo, the maximum would be two (2) meetings per year.)

Members participating remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

New Requirements for Legislative Bodies

AB 2449 adds other new requirements for legislative bodies when members of the legislative body need to attend remotely, as follows:

- Legislative bodies must implement procedures for receiving and swiftly resolving requests for reasonable accommodations for individuals with disabilities, consistent with applicable civil rights and nondiscrimination laws.
- No action can be taken if a disruption event prevents the legislative body from broadcasting the meeting.
- A legislative body may take action on items of business not appearing on the posted agenda if the request to consider action was for a member to participate in a meeting remotely due to emergency circumstances and the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made. The legislative body may approve such a request by a majority vote.



Important Dates

AB 2449's rules became effective on January 1, 2023 and remain in effect through December 31, 2025. After January 1, 2026, unless further legislation is adopted, only the pre-pandemic, traditional Brown Act rules will remain in effect.

Recommended Action

1. Staff would like to have a general discussion regarding the new law to ensure Commissioners understand the circumstances under which they may attend a Commission meeting remotely and the procedure to notify staff of the need to attend remotely.