

FIRST 5 COMMISSION OF SAN DIEGO

The Commission's vision is that all the children ages 0 through 5 are healthy,
are loved and nurtured, and enter school as active learners.

April 2, 2018
2:00 p.m. – 4:00 p.m.
County Administration Center
1600 Pacific Highway, Rooms 302 / 303
San Diego, CA 92101

AGENDA

ITEM	SUBJECT	
A	Roll Call and Introductions	Executive Director Alguilez
B Action	Approval of the Minutes for the First 5 Commission of San Diego meeting – January 29, 2018. Supporting Documents	Chairwoman Jacob
C	Opportunity for Public Comments Items not on the Agenda – Limit two minutes per speaker. (<i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to the meeting being called to order.)	Chairwoman Jacob
D	Commissioner Recusal Reminder All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.	Chairwoman Jacob
E Action	Consent Calendar The Commission will vote on any action items not pulled for discussion by Commissioners or members of the public. Items Available for the Consent Calendar are: Item 3: Approval of the FY 2018-19 Operating Budget, Sustainability Fund Budget, Financial Spending Plan, and Contract Amendments Item 4: Budget Adjustment for Contract #545596 with The Children's Initiative for the Childhood Injury Prevention Program Item 5: Budget Adjustment for Memorandum of Understanding (MOU) F5CSD-00020 with the Health and Human Services Agency for the Breastfeeding Friendly Environment Initiative Item 6: Sunset Review of Commission Policies *** OPEN PUBLIC HEARING ***	Chairwoman Jacob
1 Public Hearing Action	Acceptance of the FY 2016-17 First 5 California Annual Report Supporting Document The Commission is asked to accept the FY 2016-17 First 5 California Annual Report.	Executive Director Arguilez

<p>2 Public Hearing Action</p>	<p>First 5 San Diego Strategic Plan 2015-2020 Annual Review Supporting Document</p> <p>The Commission is asked to review the 2015-2020 Strategic Plan in a public hearing as required annually by Sections 130140 (C)(iii) and (E) of the California Health and Safety Code.</p> <p style="text-align: center;">*** CLOSE PUBLIC HEARING ***</p>	<p>Executive Director Arguilez</p>
<p>3 Action</p>	<p>Approval of the FY 2018-19 Operating Budget, Sustainability Fund Budget, Financial Spending Plan, and Budget Amendments Supporting Documents</p> <p>The Commission is asked to approve the FY 2018-19 Operating Budget, Sustainability Fund Budget, Financial Spending Plan and specific contract funding.</p>	<p>Executive Director Arguilez</p>
<p>4 Action</p>	<p>Budget Adjustment for Contract #545596 with The Children’s Initiative for the Childhood Injury Prevention Program</p> <p>The Commission is asked to approve a budget adjustment to the FY 2018-19 Operating Budget to add funding for the Childhood Injury Prevention Program.</p>	<p>Executive Director Arguilez</p>
<p>5 Action</p>	<p>Budget Adjustment for Memorandum of Understanding (MOU) F5CSD-00020 with the Health and Human Services Agency for the Breastfeeding Friendly Environment Initiative</p> <p>The Commission is asked to approve a budget adjustment to the FY 2018-19 Operating Budget to add funding for the Memorandum of Understanding (MOU) F5CSD-00020 with the Health and Human Services Agency for the Breastfeeding Friendly Environment Initiative.</p>	<p>Executive Director Arguilez</p>
<p>6 Action</p>	<p>Sunset Review of Commission Policies Supporting Documents</p> <p>The Commission is asked to approve the revision of Commission policies at their sunset review date.</p>	<p>Executive Director Arguilez</p>
<p>7 Presentation</p>	<p>The Urgency to Act: Cannabis and Impacts on Children 0 - 5 (Proposition 64)</p> <p>The Commission will be given a presentation on the policy landscape of Proposition 64.</p>	<p>Moira Kenney First 5 Association</p>
<p>8 Information</p>	<p>First 5 San Diego Strategic Plan 2020-2025 Update</p> <p>The Commission will be provided with an update on the status of the Strategic Plan 2020-2025 planning process.</p>	<p>Executive Director Arguilez</p>

9 Information	Finance Committee Report Supporting Document This is a standing agenda item report from the Finance Committee. The Balance Sheet as of February 28, 2018 will be presented.	Fred Baranowski Chair of the Finance Committee
10 Information	Executive Director Report Supporting Documents This is a standing agenda item report from the Executive Director.	Executive Director Arguilez
11	Future Agenda Items <ul style="list-style-type: none"> • Approval of the First 5 San Diego Annual Report for FY 2017-18 • Approval of the Annual CPA Audit for FY 2017-18 	Chairwoman Jacob

If you are planning to attend and need special accommodations, please call Martin Cherry at (619) 523-7712 at least three days in advance of the meeting.

Pursuant to Government Code section 54957.5, written materials distributed to the Commission in connection with this agenda less than 72 hours before the meeting will be made available to the public at 1600 Pacific Hwy, Suite 302, San Diego, CA

The schedule for future Commission meetings is posted on the Commission's website.

The next Commission meeting will be on October 1, 2018

Copies of the Commission meeting agenda are provided at all meetings. Support and background documents for the agenda items are available on the Commission's website.
www.first5sandiego.org

<p style="text-align: center;">1</p> <p>Public Hearing</p> <p>Action</p>	<p>Public Hearing Acceptance of the FY 2016-17 First 5 California Annual Report</p> <p>Supporting Document. One copy will be available for public review. The report can be accessed online at www.cafc.ca.gov. Comments limited to two minutes per speaker.</p> <p>Overview: The Commission will be presented with the Annual Report of First 5 California for Fiscal Year 2016-17. The report is submitted in compliance with the Health and Safety Code Section 130140 (d) that requires local commissions to hold a Public Hearing to allow for public comment on the State Commission's Annual Report. The data from First 5 San Diego programs were compiled by staff and accepted by the Commission in a public hearing on October 2, 2017 (Item 1) before submitting the data to the State First 5 Commission. These data are included in the aggregate numbers in this report.</p> <p>Key State Annual Report findings are listed below:</p> <ul style="list-style-type: none"> • First 5 programs are reaching the most vulnerable and needy children and families in California. • First 5 programs are providing children and families with services that are shown to promote school readiness, and thus are making wise investments in the future of California and its children and families. • First 5 programs are improving children's health, development, and learning. • First 5 programs' efforts to change systems of care are improving the accessibility, coordination, cultural competence, and quality of services for young children and their families. <p>The full document can be found on First 5 California's website at www.cafc.ca.gov. A copy is also available for review at today's meeting and at the Commission's office.</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none"> 1) Open Public Hearing. 2) Receive public comment. 3) Accept the Annual Report of First 5 California for Fiscal Year 2016-17. 4) Close Public Hearing. 5) Authorize the Executive Director to submit public comment, if any, to the State Commission. <p>Fiscal Impact: The Health and Safety Code grants First 5 California the authority to withhold funding from any county commission failing to review and accept the State Annual Report.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
---	---	---

<p>2 Public Hearing</p> <p>Action</p>	<p>Public Hearing First 5 San Diego Strategic Plan 2015-2020 Annual Review Supporting Document</p> <p>One copy will be available for public review. The report can be accessed online at www.first5sandiego.org Comments limited to two minutes per speaker.</p> <p>Overview: Sections 130140 (C)(iii) and (E) of the California Health and Safety Code require that each county First 5 Commission annually review its Strategic Plan in a public hearing. This year there are no recommended changes to the Strategic Plan (attached) which is in its third year of implementation.</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none">1) Open Public Hearing.2) Receive public comment.3) Review and accept the current First 5 San Diego Strategic Plan 2015-2020 with no changes.4) Close Public Hearing. <p>Fiscal Impact: The Health and Safety Code grants First 5 California authority to withhold funding from any county commission failing to annually review its Strategic Plan.</p>	<p>Executive Director Arguilez</p>
---	--	---

<p style="text-align: center;">3 Action</p>	<p>Approval of the FY 2018-19 Operating Budget, Sustainability Fund Budget, Financial Spending Plan, and Budget Amendments Supporting Documents</p> <p>Overview: The draft FY 2018-19 Operating Budget, Sustainability Fund Budget, and revised Financial Spending Plan were reviewed by the Finance Committee on March 13, 2018 and were approved for presentation and approval by the Commission at this meeting.</p> <p>The FY 2018-19 Operating Budget and funding for contracts that will continue per the Financial Spending Plan are included as separate recommendations.</p> <p>Staff Recommendations:</p> <ol style="list-style-type: none"> 1) Find that the proposed First 5 San Diego Funding allocations are consistent with the Commission’s Strategic plan, furthers the support and improvement of early childhood development within the County, and provides a public benefit. 2) Approve the FY 2018-19 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan. 3) Approve funding for the contracts listed in item 3-1 for up to the amounts and fiscal years shown. 4) Authorize the Executive Director, or her designee, to negotiate a project length budget and execute an amendment with each contractor approved in recommendation number 3 above. <p>Fiscal Impact:</p> <ol style="list-style-type: none"> 1) Up to \$41,884,134 will be approved for operations and programs for the 2018-19 fiscal year. 2) Approval of the Financial Spending Plan for funding through FY 2021-22. 3) Up to \$13,417,900 will be approved for the Sustainability Fund Budget for FY 2018-19. 	<p style="text-align: center;">Executive Director Arguilez</p>
--	---	---

**4
Action**

Budget Adjustment for Contract #545596 with The Children's Initiative for the Childhood Injury Prevention Program

Overview:

The Childhood Injury Prevention Program has expanded and strengthened efforts in the County of San Diego to educate parents, caregivers and early care and education /childcare staff about childhood injury prevention strategies and arm them with the knowledge, resources and tools they need to make their homes, automobiles and communities safer for children 0 through 5. Funding will be used to provide education to parents, caregivers, and Early Care and Education (ECE) staff about childhood injury prevention strategies to improve childhood safety for children. The services support the Commission's Strategic Plan Goals to: Promote each child's healthy physical, social and emotional development and; Strengthen each family's ability to provide nurturing, safe and stable environments. Since 2013 the program has, on average, provided injury prevention training to 925 parents and 170 providers at 50 ECE sites each fiscal year.

Staff Recommendations:

- 1) Find that the proposed First 5 San Diego Funding for the Childhood Injury Prevention Program is consistent with the Commission's Strategic plan, furthers the support and improvement of early childhood development within the County, and provides a public benefit.
- 2) Approve funding for contract # 545596 with the Children's Initiative for up to \$233,529 for FY 2018-19.
- 3) Authorize the Executive Director, or her designee, to negotiate a project length budget and execute an amendment with the Children's Initiative for FY 2018-19.

Fiscal Impact:

The FY 2018-19 Operating Budget will increase by \$233,529.

**Executive
Director
Arguilez**

**5
Action**

Budget Adjustment for Memorandum of Understanding (MOU) F5CSD-00020 with the Health and Human Services Agency for the Breastfeeding Friendly Environment Initiative

Overview:

First 5 San Diego proposes to extend the Memorandum of Understanding (MOU) with the Health and Human Services Agency's Public Health Services department to increase the number of infant and toddler childcare facilities that implement breastfeeding-friendly policies and provide lactation accommodation. Public Health Services has implemented similar workplace lactation accommodation support since Fiscal Year 2012-13. They have developed educational materials, sample policies, and training programs for businesses, including childcare providers through a MOU with First 5 San Diego and a Community Transformation Grant. Continuing to contract with Public Health Services for this work will provide continuity of services that have been in place for over three years, enhance efficiency by tapping into existing expertise, materials, and training programs rather than building them from scratch, and take advantage of the critical knowledge that Public Health Services has developed through experience and research in the area of increasing breastfeeding in workplaces and childcare facilities.

Staff Recommendations:

- 1) Find that the proposed First 5 San Diego Funding allocation for the Breastfeeding Friendly Environment Initiative is consistent with the Commission's Strategic plan, furthers the support and improvement of early childhood development within the County, and provides a public benefit.
- 2) Approve funding for Memorandum of Understanding F5CSD-00020 with the San Diego County Health and Human Services Agency (HHS) for up to \$300,000 for FY 2018-19.
- 3) Authorize the Executive Director, or her designee, to negotiate a project length budget and execute a Memorandum of Understanding with HHS for FY 2018-19.

Fiscal Impact:

The FY 2018-19 Operating Budget will increase by \$300,000.

**Executive
Director
Arguilez**

<p style="text-align: center;">6 Action</p>	<p>Sunset Review of Commission Policies Supporting Documents</p> <p>Overview: In accordance with the sunset review date, Commission staff has reviewed 10 policies and are recommending the following changes.</p> <p>Commission Funding Process F5C-003: No change</p> <p>Media Procedures F5C-007: No change</p> <p>Executive Director Signatory Authority F5C-008: Minor language changes</p> <p>Administrative Rate Policy F5C-012: No change</p> <p>Contracting and Procurement Policy F5C-013: Minor language changes</p> <p>Salary and Benefits Policy F5C-014: No changes</p> <p>Finance Committee Membership Policy F5C-017: Minor language changes</p> <p>Guidelines for Authorizing Research Using Commission Resources F5C-019: Minor language changes to update staff titles and office names</p> <p>Guidelines for Human Subjects Protection and Data Security for Research and Evaluation Activities F5C-020: Minor language changes</p> <p>Contract Extensions F5C-021: Minor language changes</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none"> 1) Adopt the Commission Policies on: <ul style="list-style-type: none"> ○ Commission Funding Process F5C-003 ○ Media Procedures F5C-007 ○ Executive Director Signatory Authority F5C-008 ○ Administrative Rate Policy F5C-012 ○ Contracting and Procurement Policy F5C-013 ○ Salaries and Benefits Policy F5C-014 ○ Finance Committee Membership Policy F5C-017 ○ Guidelines for Authorizing Research Using Commission Resources F5C-019 ○ Guidelines for Human Subject Protection and Data Security for Research and Evaluation Activities F5C-020 	<p style="text-align: center;">Executive Director Arguilez</p>
--	--	---

- Contract Extensions F5C-021
- 2) Set the sunset review date of April 2021 for each policy approved in recommendation number one.

Fiscal Impact:
None

<p>7 Presentation</p>	<p>The Urgency to Act: Cannabis and Impacts on Children 0 - 5 (Proposition 64)</p> <p>Overview: Proposition 64 approved the recreational use of marijuana in the State of California. This changing landscape requires careful attention to the regulatory, public health, and education landscape to ensure young children are protected.</p> <p>Today's presentation will focus on the First 5 Commission's (State and local) current and future role with respect to the approved Prop 64 proposition.</p> <p>Staff Recommendation: None. For information only.</p> <p>Fiscal Impact: None</p>	<p>Moira Kenney First 5 Association</p>
---------------------------	---	--

<p>8 Information</p>	<p>First 5 San Diego Strategic Plan 2020-2025 Update</p> <p>Overview: The Commission will be provided with an update on the status of the Strategic Plan 2020-2025 including the convening of an Ad Hoc Committee that will advise the planning process.</p> <p>The First 5 San Diego Strategic Plan serves as a roadmap to focus the Commission’s investments over a five year period toward achieving key results that best promote early childhood development in San Diego County.</p> <p>Per the Commission’s By-Laws, section 9(A)(2) the Ad Hoc Committee will be assigned by the Executive Director for the purpose of advising and supporting the development of the 2020-2025 Strategic Plan.</p> <p>Staff Recommendations: None. For information only.</p> <p>Fiscal Impact: None.</p>	<p>Executive Director Arguilez</p> <p>Commissioner Skiljan</p>
--------------------------	---	--

<p>9 Information</p>	<p>Finance Committee Report Supporting Document</p> <p>This is a standing agenda item report from the Finance Committee.</p> <p>Overview: The Finance Committee met March 13, 2018. The FY 2018-19 Operating Budget, Sustainability Fund Budget, and a revised Financial Spending Plan were reviewed in addition to the Balance Sheet as of February 28, 2018. The budgets and Financial Spending Plan were approved to go forward to the Commission for final approval (presented in agenda item 3).</p> <p>The Balance Sheet as of February 28, 2018 will be presented.</p> <p>Staff Recommendation: None. For information only.</p> <p>Fiscal Impact: None</p>	<p>Fred Baranowski Chair of the Finance Committee</p>
--------------------------	---	--

<p>10 Information</p>	<p>Executive Director Report Supporting Documents</p> <p>Overview: This is a standing agenda item report from the Executive Director.</p> <p>A written status report of Commission activities is in the agenda packet for this meeting as item 10-1. Additionally, the Second Quarter FY 2017-18 Dashboard is included as item 10-2.</p> <p>Staff Recommendation: None. For information only.</p> <p>Fiscal Impact: None</p>	<p>Executive Director Arguilez</p>
---------------------------	--	---

11	Future Agenda Items <ul style="list-style-type: none">• Approval of the First 5 San Diego Annual Report for FY 2017-18• Approval of the Annual CPA Audit for FY 2017-18	Chairwoman Jacob
----	---	-----------------------------