

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 20, 2022
2:00 p.m. – 4:00 p.m.

This meeting will be a virtual meeting held via Teleconference.
Details are posted on the First 5 Web Site.

AGENDA

| ITEM | SUBJECT | |
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| A | Roll Call and Introductions | Executive Director Arguilez |
| B Action | Approval of the Minutes for the First 5 Commission of San Diego meeting – February 1, 2022 Supporting Documents | Chair Fletcher |
| 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.) | Chair Fletcher |
| 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. | Chair Fletcher |
| 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 1: Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e) Item 4: Approval of the FY 202-23 Operating Budget, Sustainability Fund Budget, Financial Spending Plan and Contract Amendments Item 5: Review of Commission Policies Item 6: Finance Committee Chair Appointment Item 7: Contract Amendment for the Parent and Public Education Contract with MIG, Inc. | Chair Fletcher |
| 1 Action | Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e) The Commission will ratify and reconsider the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e). | Executive Director Arguilez |

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| <p>2 Public Hearing</p> <p>Action</p> | <p style="text-align: center;">*** OPEN PUBLIC HEARING ***</p> <p>Acceptance of the FY 2020-21 First 5 California Annual Report Supporting Document</p> <p>The Commission is asked to accept the FY 2020-21 First 5 California Annual Report.</p> | <p>Executive Director Arguilez</p> |
| <p>3 Public Hearing</p> <p>Action</p> | <p>First 5 San Diego Strategic Plan 2020-2025 Annual Review Supporting Document</p> <p>The Commission will receive a presentation on the Roadmap for Systems Change and updates related to the 2020-2025 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>Carolyn Vereheyen, & Andy Pendoley, MIG Inc.</p> |
| <p>4 Action</p> | <p>Approval of the FY 2022-23 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan</p> <p>The Commission is asked to approve the FY 2022-23 Operating Budget, Sustainability Fund Budget, Financial Spending Plan and Contract Amendments for the Home Visiting Program.</p> | <p>Executive Director Arguilez</p> <p>Chair of the Finance Committee Fred Baranowski</p> |
| <p>5 Action</p> | <p>Review of Commission Policies Supporting Documents</p> <p>The Commission is asked to approve the revision of Commission policies.</p> | <p>Executive Director Arguilez</p> |
| <p>6 Action</p> | <p>Finance Committee Chair Appointment Supporting Document</p> <p>The current Chair of the Finance Committee, Fred Baranowski, is retiring from his position as the Chair and an incumbent is to be appointed.</p> | <p>Executive Director Arguilez</p> |
| <p>7 Action</p> | <p>Contract Amendment for the Parent and Public Education contract with MIG, Inc.</p> <p>The Commission is asked to approve a contract amendment to receive additional funding for the First 5 Parent and Public Education contract with MIG, Inc.</p> | <p>Executive Director Arguilez</p> |
| <p>8 Action</p> | <p>San Diego County Working Families Initiative</p> <p>This proposal is for consideration of promoting a new initiative to create awareness and incentives for San Diego County businesses to increase support to working families (i.e. family friendly workplace policies, childcare supports, flexible work schedules).</p> | <p>Commissioner Rick Richardson</p> |

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| <p>9 Information</p> | <p>Finance Committee Report Supporting Document</p> <p>This is a standing agenda item report from the Finance Committee. The Balance Sheet as of February 28, 2022 will be presented.</p> | <p>Chair of the Finance Committee Fred Baranowski</p> |
| <p>10 Information</p> | <p>Executive Director Report Supporting Documents</p> <p>This is a standing agenda item report from the Executive Director.</p> | <p>Executive Director Arguilez</p> |
| <p>11 Information</p> | <p>Honoring Fred Baranowski, Chair of the Finance Committee</p> <p>Mr. Baranowski has been the Chair of the Finance Committee for over 15 years.</p> | <p>Executive Director Arguilez</p> |
| <p>12</p> | <p>Future Agenda Items</p> <ul style="list-style-type: none"> • Approval of the First 5 San Diego Annual Report for FY 2021-22 • Approval of the Annual Financial Audit for FY 2021-22 | <p>Chair Fletcher</p> |

If you are planning to attend and need special accommodations, please call Karen Hays at (858) 285-7720 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 9655 Granite Ridge Drive, Suite 120, San Diego, CA 92123

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

The next Commission meeting will be on October 13, 2022

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

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| <p>1 Action</p> | <p>Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)</p> <p>Overview: The COVID-19 Pandemic is continuing to be a very real health threat to the general public. Meetings of public legislative bodies that are governed under the Brown Act if held in person are a health risk to the general public from the possible transmission of the virus to all those that are in attendance.</p> <p>Ratify and reconsider the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).</p> <ol style="list-style-type: none">1) Find that the Commission has reconsidered the circumstances of the State of Emergency.2) Find that state or local officials continue to recommend measures to promote social distancing.3) Ratify previous determinations made by the Executive Director included as items 1-1 and 1-2.4) If the Commission does not hold a meeting within the next 30 days, the Executive Director is directed to review the status of the state of emergency and whether state or local officials continue to impose or recommend measures to promote social distancing. If both conditions exist, the Executive Director is directed to memorialize such determination in writing and such writing will be presented for ratification at the next meeting of the Commission. <p>Fiscal Impact: None.</p> | <p>Executive Director Arguilez</p> |
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| <p>2 Public Hearing</p> <p>Action</p> | <p>Public Hearing Acceptance of the FY 2020-21 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.cfc.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 2020-21 (Item 2-1). 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 8, 2021 (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.cfc.ca.gov. A copy is also available for review at today's meeting and at the Commission's office.</p> <p>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 2020-21. 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>Executive Director Arguilez</p> |
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| <p>3 Public Hearing</p> <p>Presentation</p> <p>Action</p> | <p>Public Hearing First 5 San Diego Strategic Plan 2020-2025 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.</p> <p>As part of this annual review, the Roadmap for Systems Change has been completed and will be presented to the Commission.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1) Open Public Hearing. 2) Receive public comment. 3) Review and approve the Roadmap for Systems Change. 4) Review and accept the existing First 5 San Diego Strategic Plan 2020-2025 with no changes. 5) 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> |
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| <p style="text-align: center;">4</p> <p>Action</p> | <p>Approval of the FY 2022-23 Operating Budget, Sustainability Fund Budget and Financial Spending Plan</p> <p>Supporting Documents</p> <p>Overview: The draft FY 2022-23 Operating Budget, Sustainability Fund Budget, and revised Financial Spending Plan were reviewed by the Finance Committee on March 17, 2022 and were approved for presentation and approval by the Commission at this meeting.</p> <p>The FY 2022-23 Operating Budget and funding for continuing contracts that need funding approval 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 care and education throughout the County and provides a public benefit. 2) Approve the FY 2022-23 Operating Budget (Item 4-2), Sustainability Fund Budget (Item 4-3), and Financial Spending Plan (Item 4-4). 3) Approve funding for the contracts listed in item 4-1 for up to the amounts and fiscal years identified. 4) Authorize the Executive Director, or 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 \$34,656,747 will be approved for operations and programs for the 2022-23 fiscal year. 2) Approval of the Financial Spending Plan for funding through FY 2026-27. 3) Up to \$4,042,372 will be approved as an operating transfer out to the Operating Fund from the Sustainability Fund for FY 2022-23. | <p style="text-align: center;">Executive Director Arguilez</p> <p style="text-align: center;">Chair of the Finance Committee Fred Baranowski</p> |
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| <p>5</p> <p>Action</p> | <p>Review of Commission Policies Supporting Documents</p> <p>Overview: In accordance with the sunset review date, Commission staff has reviewed five policies; additionally one policy is in need of updating; and are recommending the following changes:</p> <p>Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs F5C-001: No material changes.</p> <p>Legislative Advocacy F5C-002: No material changes.</p> <p>Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015: No material changes.</p> <p>Finance Committee Membership Policy F5C-017: Broadening of At–Large member composition.</p> <p>Communication of Financial Condition Policy F5C-018: No material changes</p> <p>Reimbursement of Expenses F5C-023: No material changes.</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none"> 1) Adopt the revised Commission Policies on: <ul style="list-style-type: none"> • Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs F5C-001 • Legislative Advocacy F5C-002 • Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015 • Finance Committee Membership Policy F5C-017 • Communication of Financial Condition Policy F5C-018 • Reimbursement of Expenses F5C-023 <p>Fiscal Impact: None</p> | <p>Executive Director Arguilez</p> |
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Action**Finance Committee Chair Appointment**

Supporting Document

Overview:

The current chair of the Finance Committee, Fred Baranowski, has been on the Committee for over 15 years and will be retiring. Mr. Baranowski will continue his engagement as a voting member of the committee.

Current community member, Ricardo Macedo, was appointed to the Finance Committee in February 2021. Mr. Macedo has expressed a wish to take over the Chair position, and at the Finance Committee meeting on March 17, 2022 the other members of the Committee were in favor of his nomination for the Chair position.

The Commission is asked to consider this nomination for the following member:

- Appoint the following member as the Finance Committee Chair:

| Name | Title | Affiliation | Expertise | Position |
|----------------|---|--------------------|---------------------------------|--|
| Ricardo Macedo | Senior Vice President & Senior Relationship Manager | Bank of America | Business and Banking Management | Member familiar with Private, Nonprofit and Government finances and accounting |

Staff Recommendation:

- 1) Appoint Ricardo Macedo to the Chair of the Finance Committee for calendar year 2022.

Fiscal Impact:

None

**Executive
Director
Arguilez**

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| <p style="text-align: center;">7</p> <p>Action</p> | <p>Contract Amendment for the Parent and Public Education contract with MIG, Inc.</p> <p>Overview: On April 20, 2021 (Item 3), the Commission approved the FY 2021-22 Operating Budget.</p> <p>Given the continued effort to increase parents' and primary caregivers' knowledge and capacity to promote the healthy development of children, additional funding from Public Health will be used to expand First 5 San Diego's existing campaign in order to promote positive childhood experiences and parent/child bonding throughout San Diego County. In addition, funding from <i>Live Well San Diego</i> will be an increase to promote child water safety and drowning prevention techniques throughout the county.</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) Authorize the Executive Director, or her designee, to execute a project length contract amendment with MIG, Inc., contract #557977 for up to \$500,000. 3) Increase the FY 2021-22 Operating Budget up to \$500,000 for the current fiscal year. <p>Fiscal Impact: A total of up to \$500,000 will be added as an increase to the approved FY 2021– 22 Operating Budget. Revenue of up to \$250,000 will be received from HHS Public Health, and up to \$250,000 from <i>Live Well San Diego</i> resulting in no net increase of costs to the First 5 Operating Fund.</p> | <p style="text-align: center;">Executive Director Arguilez</p> |
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| <p style="text-align: center;">8</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Presentation</p> | <p>San Diego County Working Families Initiative Supporting Document</p> <p>Overview: This proposal is for consideration of promoting a new initiative to create awareness and incentives for San Diego County businesses to increase support to working families in the following recommended 6 critical support areas:</p> <ul style="list-style-type: none"> • Company Support for working parents • Flexible & Predictable Work Schedules • Dependent Care Flexible Spending Accounts (FSA) • Lactation Supports • Paid Parental Leave • Child Care assistance: On-site or Financial Assistance <p>Doing so creates a dual benefit for children and working parents, but also for business to have productive, reliable employees.</p> <p>First 5 San Diego (F5SD), in terms of systems change, can be a catalyst and organizer for increased critical supports for working families. The U.S. Chamber of Commerce research establishes the business case for supporting high-quality childcare, citing research that shows when companies provide child care supports, employee absences decrease, job satisfaction increases, and job turnover declines by as much as 60 percent.</p> <p>Staff Recommendations:</p> <ol style="list-style-type: none"> 1) Find the proposal is aligned with First 5’s strategic plan direction of Integrated Leadership, to engage cross-sector partners and build community capacity. 2) Authorize the Executive Director, to prioritize in strategic planning efforts and develop the new SD County Families Initiative that will include engagement of business, development of a First 5 SD recognition for those that are adopters of the initiative. <p>Fiscal Impact: None</p> | <p style="text-align: center;">Commissioner, Rick Richardson</p> |
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| <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 17, 2022. The FY 2022-23 Operating Budget, Sustainability Fund Budget, and a revised Financial Spending Plan were reviewed in addition to the Balance Sheet as of February 28, 2022.</p> <p>The Budgets and Financial Spending Plan were approved to go forward to the Commission for final approval (presented in agenda item 4).</p> <p>The Balance Sheet as of February 28, 2022 (Item 9-1) will be presented.</p> <p>Recommendation: None</p> <p>Fiscal Impact: None</p> | <p>Chair of the Finance Committee Fred Baranowski</p> |
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| <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 the Commission's activities is in the agenda packet for this meeting as item 10-1. Also included is the Dash Board for FY 2021 – 22 Quarter 2 as item 10-2.</p> <p>Recommendation: None</p> <p>Fiscal Impact: None</p> | <p>Executive Director Arguilez</p> |
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| <p>11 Information</p> | <p>Honoring Fred Baranowski, Chair of the Finance Committee</p> <p>Overview: Fred Baranowski has been on the Finance Committee for First 5 San Diego since February 2007 (15 years). He advanced to Vice-Chair in October 2007 and became the Chair of the Finance Committee in July 2009, a position he has held ever since.</p> <p>In 2018 Fred was honored as a Volunteer of the Month by the Board of Supervisors. This was a prestigious and well deserved honor, however, Fred is an exceptional leader and Chair of the Committee and deserves to be honored for his selfless devotion to the First 5 Commission Finance Committee for so many years.</p> <p>Recommendation: None</p> <p>Fiscal Impact: None</p> | <p>Executive Director Arguilez</p> |
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Future Agenda Items

- Approval of the First 5 San Diego Annual Report for FY 2021-22
- Approval of the Annual Financial Audit for FY 2021-22

Chair Fletcher