

First 5 Commission of San Diego

Vision: All the children ages 0 through 5 are healthy, are loved and nurtured and enter school as active learners.

Commission Meeting

October 13, 2022

2:00pm – 4:00pm

*This meeting is being held virtually via Zoom.
Details are posted on the First 5 Web Site.*

AGENDA

<u>Item</u>	<u>Subject</u>	<u>Presenter</u>
A	Roll Call and Introductions	Chair Fletcher
B Action	Approval of the Minutes of the Meeting of the First 5 Commission of San Diego – April 20, 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 <u>Available for the Consent Calendar</u> are: Item 1: Brown Act Teleconferencing Motion Item 4: Authorize Award of Contract/Corresponding Amendments for the Doula Program Item 5: Budget Adjustment for First 5 First Steps Program Item 6: Sunset review of Two Commission policies	Chair Fletcher

<u>Item</u>	<u>Subject</u>	<u>Presenter</u>
<p style="text-align: center;">1 Motion Action</p>	<p>Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)</p> <p>The Commission will ratify and reconsider the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">2 Public Hearing Action</p>	<p>Annual Report to First 5 California for FY 2021 - 22 Supporting Documents</p> <p>The Commission is asked to approve the submission of the Annual Report to First 5 California for FY 2021 - 22.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">3 Public Hearing Action</p>	<p>Annual Financial Report audit for FY 2021-22 Supporting Document</p> <p>The Commission is asked to approve the audited annual financial report for FY 2021-22.</p>	<p style="text-align: center;">Executive Director Arguilez</p> <p style="text-align: center;">Chair of the Finance Committee Ricardo Macedo</p>
<p style="text-align: center;">4 Action</p>	<p>Authorize Contract Award and Contract Amendments for the Doula Pilot Program</p> <p>The Commission will authorize a contract for the Doula Pilot Program and amendments for two corresponding contracts that require additional funding to support the Doula Pilot Program.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">5 Action</p>	<p>Budget Adjustment and Contract Amendments for the First 5 First Steps Home Visiting Program</p> <p>The Commission is asked to approve a budget adjustment to the FY 2022-23 Operating Budget to add funding for the First 5 First Steps Home Visiting CalWORKs allocations and approve amendments for the F5FS contractors.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">6 Action</p>	<p>Sunset Review of Two Commission Policies Supporting Documents</p> <p>The Commission is asked to review and approve two Commission policies at their sunset review date.</p>	<p style="text-align: center;">Executive Director Arguilez</p>

<p style="text-align: center;">7 Presentation</p>	<p>LiveWell @ Work</p> <p>The Commission will receive a presentation on the Healthy Workplace Initiative from the Live Well San Diego Team.</p>	<p>Amelia Barile Simon, MPH, Community Health Program Specialist</p> <p>Spencer Stein, MPH, Health Equity Specialist</p>
<p style="text-align: center;">8 Information</p>	<p>San Diego County Working Families Initiative Update</p> <p>The Commission is asked to discuss the next steps for the Working Families Initiative.</p>	<p>Executive Director Arguilez</p> <p>Commissioner Richardson</p>
<p style="text-align: center;">9 Presentation</p>	<p>Healthy Development Services</p> <p>The Commission will receive an update on the Healthy Development Services program.</p>	<p>Dr. Pradeep Gidwani Medical Director</p> <p>Lily Valmidiano, MPH, CHES Project Director American Academy of Pediatrics</p>
<p style="text-align: center;">10 Information</p>	<p>Finance Committee Report Supporting Document</p> <p>This is a standing agenda item report of the Finance Committee's activities.</p>	<p>Chair of the Finance Committee Ricardo Macedo</p>
<p style="text-align: center;">11 Information</p>	<p>Executive Director Report Supporting Document</p> <p>This is a standing agenda item report from the Executive Director.</p>	<p>Executive Director Arguilez</p>

12	Future Agenda Items <ul style="list-style-type: none">• Annual Report to the Community for FY 2021 – 22	Chair Fletcher
-----------	--	---------------------------

If you are planning to attend and need special accommodations, please call Karen Hays at (858) 285-7710 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, #120, San Diego, CA

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

The next Commission meeting will be on November 17, 2022

The Commission meeting agenda is available on the Commission's website: www.first5sandiego.org

<p>1 Motion 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>Action: 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 through 1-5. 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>
---------------------------------------	---	---

<p>2 Public Hearing</p> <p>Action</p>	<p>Annual Report to First 5 California for FY 2021 - 22 Comments limited to two minutes per speaker Supporting Documents</p> <p>Overview: The Commission will receive the Annual Report to First 5 California for Fiscal Year 2021-22.</p> <p>The Health and Safety Code requires local commissions to prepare an Annual Report to the First 5 California State Commission. This report contains information on the expenditures, the number of clients served in core areas, as well as demographic information. This information is aggregated across all counties to provide the legislature and the public with a state-level picture of First 5 activities. In addition, the report requires brief descriptions of the Commission’s evaluation activities, key results, and policy direction. The Health and Safety Code also requires local commissions to hold a public hearing for this report.</p> <p>Action:</p> <ol style="list-style-type: none"> 1) Open Public Hearing. 2) Staff Review. 3) Receive public comment. 4) Approve the First 5 Commission of San Diego Annual Report for Fiscal Year 2021-22. 5) Authorize the Executive Director to submit the Annual Report to First 5 California. 6) Close the Public Hearing. <p>Fiscal Impact: The Health and Safety Code grants First 5 California the authority to withhold funding from any county commission that fails to submit an annual report.</p>	<p>Executive Director Arguilez</p>
---	--	---

<p style="text-align: center;">3 Public Hearing</p> <p style="text-align: center;">Action</p>	<p>Annual Financial Report audit for FY 2021 - 22 Comments limited to two minutes per speaker Supporting Document</p> <p>Overview: The Health and Safety Code requires local commissions to conduct an annual, independent financial audit to provide the State and public with a detailed financial picture of the Commission’s fiscal activities.</p> <p>The Health and Safety Code requires local commissions to hold a public hearing on the audit. The FY 2021-22 audit for First 5 San Diego was performed by the firm of Moss, Levy & Hartzheim. The audit report concluded that there were no instances of non-compliance or other matters that are required to be reported, and they did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses. The Finance Committee reviewed the draft audit report at its September 21, 2022 meeting and approved the staff recommendation to forward the audit to the Commission for acceptance.</p> <p>Action:</p> <ol style="list-style-type: none"> 1) Open Public Hearing. 2) Report from the Finance Committee. 3) Receive public comment. 4) Approve the First 5 Commission of San Diego Audit for FY 2021 - 22. 5) Authorize the Executive Director to submit the Audited Annual Financial Report to First 5 California and the California State Controller. 6) Close Public Hearing. <p>Fiscal Impact: The Health and Safety Code grants First 5 California the authority to withhold funding from any county commission that fails to conduct and submit an annual fiscal audit.</p>	<p style="text-align: center;">Executive Director Arguilez</p> <p style="text-align: center;">Chair of the Finance Committee Ricardo Macedo</p>
---	--	---

**4
Action**

**Authorize Contract Award and Contract Amendments
for the Doula Pilot Program**

Supporting Document

Overview:

On March 1, 2022, the County Board of Supervisors approved the implementation of a Doula Pilot Program (DPP) that will aim to address birth disparities in the BIPOC community. Presently, the DPP RFP is open and will close on October 17, 2022. In order to support the data collection and evaluation efforts for the DPP, additional funds from Public Health Services are required for the contracts outlined below.

Staff Recommendations:

- 1) Find that the proposed Doula project allocation 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) Authorize the receipt of funding from the County of San Diego Public Health Services Department for up to \$445,000 as a project length budget for two fiscal years (July 1, 2022 to June 30, 2024).
- 3) Authorize the Executive Director, or her designee, to negotiate and execute a contract for the Doula Pilot Program for up to \$400,000 over the two fiscal years 2022-23 and 2023-24 from among the recommendations of the Source Selection Committee assigned to evaluate the proposals currently being submitted for the on-gong RFP.
- 4) Authorize the Executive Director, or her designee, to amend the two contracts for data & evaluation as listed below for FY 2022 – 23 and FY 2023 - 24:
 - Add up to \$30,000 to the contract with Harder+Company Community Research, contract # 551749
 - Add up to \$15,000 to the contract with Persimmony International Inc., contract # 524597

Fiscal Impact:

Up to \$445,000 will be authorized as an addition to the FY 22-23 Operating Budget. Up to \$445,000 will be added as Revenue from HHS Department of Public Health Services.

**Executive
Director
Arguilez**

**5
Action**

Budget Adjustment and Contract Amendments for the First 5 First Steps Home Visiting Program

Overview:

First 5 San Diego was notified that the CA Dept. of Social Services has approved an increase in funding for the existing CalWORKs HV program for the Fiscal Year 2022-2023, retroactive to July 1, 2022.

This funding supports our ongoing home-visiting services for CalWORKs recipients to help promote positive parent-child interactions and build family self-sufficiency and resiliency.

Recommendations:

- 1) Find that the proposed First 5 San Diego funding allocation for the First 5 First Steps Home Visiting Initiative is 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 funding with the San Diego County Health and Human Services Agency (HHS) for up to \$4,065,131 for FY 2022-23.
- 3) Authorize a contract amendment to add funding for this project to the 4 contracts listed as follows:

Contract Number	Organization	Amount
565193	SBCS	\$ 111,731
545581	SAY San Diego, Inc.	\$ 147,231
545594	Home Start, Inc.	\$ 175,001
545639	Palomar Health Development, Inc.	\$ 102,231
	Total	\$ 536,194

Fiscal Impact:

The FY 2022-23 Operating Budget will increase by \$536,194 for the First 5 First Steps Home Visiting Program. This funding will come from HHS Self Sufficiency.

**Executive
Director
Arguilez**

<p>6 Action</p>	<p>Sunset Review of two Commission Policies Supporting Documents</p> <p>Overview: In accordance with the sunset review date, Commission staff have reviewed the policies and are recommending the following changes:</p> <p>Protest Procedures for Award of Solicitations F5C-006</p> <ul style="list-style-type: none"> • No material changes. General wording changes and link updates. <p>Notification of Use of Client Information F5C-024:</p> <ul style="list-style-type: none"> • No material changes. <p>Staff Recommendation:</p> <p>1) Adopt the revised Commission Policies on:</p> <ul style="list-style-type: none"> • Protest Procedures for Award of Solicitations F5C-006 • Notification of Use of Client Information F5C-024 <p>Fiscal Impact: None</p>	<p>Executive Director Arguilez</p>
---------------------	--	---

<p>7 Presentation</p>	<p>LiveWell@WORK</p> <p>Overview: LiveWell@WORK (LW@W), an HHS-led initiative that helps advance <i>Live Well San Diego</i>, supports businesses and organizations throughout San Diego County in establishing or enhancing worksite wellness programs that improve employee health. This is being accomplished by creating healthier workplace policies, systems, and environments through evidence-based health promotion interventions in their worksites. LW@W offers valuable resources for San Diegans to build better health at work, all of which are free to participating organizations and their employees.</p> <p>The <i>Healthy Workplace Accelerator Program</i> is one way organizations can engage with LW@W. This program is evidence-based and uses an interactive, online tool to help guide the development of a tailored employee wellness action plan. Examples of areas an employer might focus on for their action plan include tobacco cessation, physical activity, maternal health and lactation support, nutrition and healthy food and beverage access, occupational health and safety, stress management, alcohol & substance abuse, and organizational support. LW@W staff provide support to organizations in establishing an action plan, implementing strategies, assessing progress, and continuing to improve their program. Employers enrolled in the Healthy Workplace Accelerator Program initially establish a 6-12 month action plan, receive a badge of recognition, and re-asses their progress and action plan annually.</p> <p>Since the launch of the LW@W online <i>Healthy Workplace Accelerator Program</i> platform in 2021, twenty-three (23) organizations have enrolled in the program. Improved awareness and knowledge about effective worksite wellness strategies coupled with critical support for strategy adoption and implementation are helping more employers build and sustain an organizational “Culture of Health”. These efforts are helping to expand a much-needed ground swelling of support for a healthier workforce throughout San Diego County.</p> <p>Staff Recommendation: To pursue possible integration of the SD County Working Families Proposal within the LiveWell @Work.</p> <p>Fiscal Impact: None at this time.</p>	<p>Amelia Barile Simon, MPH, Community Health Program Specialist</p> <p>Spencer Stein, MPH, Health Equity Specialist</p>
---------------------------	--	--

<p>8 Information</p>	<p>San Diego County Working Families Initiative Update</p> <p>Overview: On April 20, 2022, Commissioner Richardson presented the SD County Working Families Initiative for the Commission’s consideration. The proposal included six critical support areas for working families and how employers can support their employees that have young children. Therefore, nurturing a workforce that is productive and reliable.</p> <p>On April 20,2022, the Commissioner’s directed Executive Director Arguilez to follow up on this proposal and also inquire about the LiveWell@Work efforts for possibly alignment and/or integration.</p> <p>ED Arguilez, met with the LiveWell@Work team over several occasions to determine how and if the SD County Working Families Initiative could be integrated. Commissioner Richardson was also included in learning more about the LiveWell@Work and the Healthy Workplace Accelerator Program.</p> <p>Staff Recommendation: To pursue possible integration of the SD County Working Families Proposal within the LiveWell @Work.</p> <p>Fiscal Impact: None</p>	<p>Executive Director Arguilez</p> <p>Commissioner Richardson</p>
--------------------------	---	---

<p>9 Presentation</p>	<p>Healthy Development Services</p> <p>Overview: Healthy Development Services (HDS) was created in 2005, and over the last 17 years of services HDS has served thousands of children ages birth to 5 years throughout the County of San Diego.</p> <p>Over the years, HDS has become the safety net program for all children referred with mild to moderate developmental and/or behavioral concerns. Presently, there are no other programs in our region that serve children with mild to moderate concerns.</p> <p>Additionally, HDS is coordinated countywide by the American Academy of Pediatrics and delivered in all regions by our contracted partners: Rady Children’s Hospital, Family Health Centers of San Diego, SBCS, and Palomar Health.</p> <p>Today’s presentation will provide a brief overview of the program, lessons learned and the future of HDS.</p> <p>Staff Recommendation: Due to the extreme impact to the system of care that HDS represents, consider additional funding to be added to the program for this current fiscal cycle through June 30, 2025.</p> <p>Fiscal Impact: None at this time, depending on Commission direction fiscal impact to be determined.</p>	<p>Dr. Pradeep Gidwani, Medical Director</p> <p>&</p> <p>Lily Valmidiano Project Director American Academy of Pediatrics</p>
---------------------------	--	---

<p>10 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 on September 21, 2022. They reviewed the draft audited Annual Financial Report (AFR) for FY 2021 – 22 and approved it to be presented to the Commission. (The AFR was presented in item 3)</p> <p>The current year Balance Sheet as of August 31, 2022 is item 10-1 and will be presented.</p> <p>Staff Recommendation: None</p> <p>Fiscal Impact: None</p>	<p>Chair of the Finance Committee Ricardo Macedo</p>
---------------------------	---	---

<p>11 Information</p>	<p>Executive Director Report Supporting Document</p> <p>Overview: The Commission will be given an update on activities and the State's current economic impacts and the effects on Prop 10 funds.</p> <p>A written status report of Commission activities is presented as Item 11-1 in the agenda packet for this meeting.</p> <p>Staff Recommendation: None</p> <p>Fiscal Impact: None</p>	<p>Executive Director Arguilez</p>
---------------------------	---	---

12

Future Agenda Items

- Annual Report to the Community for FY 2021 – 22

**Chair
Fletcher**