

we are born learning
let's begin



FIRST 5 COMMISSION OF SAN DIEGO
9655 Granite Ridge Drive, Suite 120, MS A-211
San Diego, CA 92123
(858) 285-7710

Members Present:

Supervisor Nathan Fletcher, Chair
Sandra McBrayer, Vice-Chair
Rick Richardson, Secretary
Dr. Wilma Wooten, Commissioner

Members Absent:

Nick Macchione, Commissioner

Staff Present:

Alethea Arguilez, Executive Director
Martin Cherry, Operations Manager
Lenette Javier, Program & Evaluations Administrator
Hunter Watson, Program Manager
Katherine Hart, Sr. Deputy County Counsel
Karen Hays, Executive Secretary

COMMISSION MEETING MINUTES

October 13, 2022

Call to Order

Chair Fletcher called the meeting of the First 5 Commission of San Diego to order at 2:07pm.

Approval of Commission Meeting Minutes from April 20, 2022

ON MOTION OF Vice-Chair McBrayer, seconded by Chair Fletcher, the Commission approved the minutes for the April 20, 2022 meeting.

AYES: Fletcher, McBrayer, Richardson
ABSENT: Macchione, Wooten
ABSTAIN: None
NOES: None

Opportunity for Public Comments

None

Commissioner Recusal Reminder

Chair Fletcher reminded all Commissioners to recuse themselves from voting on any agenda item(s) that have a real or perceived conflict of interest.

Consent Calendar

ON MOTION OF Commissioner Richardson, seconded by Vice-Chair McBrayer, the Commission approved the formation of the consent calendar with Items 1, 4, 5 and 6 approved on consent.

Item 1: Brown Act Teleconferencing Motion

Item 4: Authorize Award of Contract/Corresponding Amendments for the Doula Program

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

October 13, 2022

Page 2 of 6

Item 5: Budget Adjustment for First 5 First Steps Program

Item 6: Sunset review of Two Commission policies

Items 1, 4, 5 and 6

AYES: Fletcher, McBrayer, Richardson

ABSENT: Macchione, Wooten

ABSTAIN: None

NOES: None

1. Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)

Ratified and reconsidered the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).

ON MOTION OF Commissioner Richardson, seconded by Vice-Chair McBrayer, the Commission approved the formation of the consent calendar with Item 1 approved on consent. The Commission:

- 1) Found that the Commission has reconsidered the circumstances of the State of Emergency.
- 2) Found that state or local officials continue to recommend measures to promote social distancing.
- 3) Ratified 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.

AYES: Fletcher, McBrayer, Richardson

ABSENT: Macchione, Wooten

ABSTAIN: None

NOES: None

2. PUBLIC HEARING: Annual Report to First 5 California for FY 2021 - 22

The Commission was asked to approve the submission of the Annual Report to First 5 California for FY 2021 - 22.

ON MOTION OF Chair Fletcher, seconded by Vice-Chair McBrayer, the Commission approved the submission of the Annual Report to First 5 California for FY 2021-22. The Commission:

- 1) Opened public hearing
- 2) Received public comments
 - Sarina Lynn of Educational Enrichment Systems thanked the Commission and Chair Fletcher for the Childcare Conference on Oct. 12th, 2022 and the work being done on behalf of the region's childcare providers and recipients.
- 3) Approved the submission of the Annual Report to First 5 California for Fiscal Year 2021-22.
- 4) Closed Public Hearing.
- 5) Authorized the Executive Director to submit public comment, if any, to the State Commission.

AYES: Fletcher, McBrayer, Richardson

ABSENT: Macchione, Wooten

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

October 13, 2022

Page 3 of 6

ABSTAIN: None

NOES: None

**** Commissioner Wooten joined the meeting at 2:17pm****

3. Annual Financial Report Audit for FY 2021-22

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.

The Health and Safety Code requires local commissions to hold a public hearing on the audit. The FY 2020-21 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 approval.

ON MOTION OF Chair Fletcher, seconded by Secretary Richardson, the Commission approved the First 5 San Diego Annual Audit for FY 20-21. The Commission:

- 1) Opened Public Hearing.
- 2) Received report from the Finance Committee Chair, Ricardo Macedo.
- 3) Approved the First 5 Commission of San Diego Audit for FY 2021 - 22.
- 4) Authorized the Executive Director to submit the Audit to First 5 California and the California State Controller.
- 5) Closed Public Hearing.

AYES: Fletcher, McBrayer, Richardson, Wooten

ABSENT: Macchione

ABSTAIN: None

NOES: None

4. Authorize Contract Award and Contract Amendments for the Doula Pilot Program

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.

ON MOTION OF Commissioner Richardson, seconded by Vice-Chair McBrayer, the Commission approved the formation of the consent calendar with Item 4 approved on consent. The Commission:

- 1) Found 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) Authorized 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) Authorized 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-going RFP.
- 4) Authorized 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:

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

October 13, 2022

Page 4 of 6

- 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

AYES: Fletcher, McBrayer, Richardson
ABSENT: Macchione, Wooten
ABSTAIN: None
NOES: None

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

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

ON MOTION OF Commissioner Richardson, seconded by Vice-Chair McBrayer, the Commission approved the formation of the consent calendar with Item 5 approved on consent. The Commission:

- 1) Found 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) Approved funding with the San Diego County Health and Human Services Agency (HHSA) for up to \$4,065,131 for FY 2022-23.
- 3) Authorized the contract amendments 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

AYES: Fletcher, McBrayer, Richardson
ABSENT: Macchione, Wooten
ABSTAIN: None
NOES: None

6. Sunset Review of Two Commission Policies

In accordance with the sunset review date, Commission staff have reviewed the following policies and are recommending the following changes:

- Protest Procedures for Award of Solicitations F5C-006
 - No material changes. General wording changes and link updates.
- Notification of Use of Client Information F5C-024:
 - No material changes.

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

October 13, 2022

Page 5 of 6

ON MOTION OF Commissioner Richardson, seconded by Vice-Chair McBrayer, the Commission approved the formation of the consent calendar with Item 6 approved on consent. The Commission:

Adopted the revised Commission Policies on:

- Protest Procedures for Award of Solicitations F5C-006
- Notification of Use of Client Information F5C-024

AYES: Fletcher, McBrayer, Richardson

ABSENT: Macchione, Wooten

ABSTAIN: None

NOES: None

7. LiveWell@Work Presentation

The Commission received a presentation on the Healthy Workplace Initiative from Amelia Barile Simon, MPH, and Spencer Stein, Health Equity Specialist, with the Live Well San Diego Team.

8. San Diego County Working Families Initiative Update

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.

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 possible alignment and/or integration.

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.

Sarina Lynn, Educational Enrichment Systems, shared public comments in favor of the program.

The Commission briefly discuss how to pursue possible integration of the SD County Working Families Proposal within the LiveWell @Work. It was agreed to revisit this discussion at the next meeting when Commissioner Macchione is in attendance.

9. Healthy Development Services Presentation

Lily Vilmidiano, MPH, CHES, and Pradeep Gidwani, MD, MPH with the American Academy of Pediatrics, San Diego & Imperial Valley Chapter provided the presentation and lead the discussion on this program.

Chair Fletcher directed Executive Director Arguilez to follow up with a funding recommendation for the HDS program to be presented to the Commission at the November 17, 2022 Commission meeting.

10. Finance Committee Report

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)

The current year Balance Sheet as of August 31, 2022 was presented.

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

October 13, 2022

Page 6 of 6

11. Executive Director Report

Executive Director Arguilez provided an update on new staff that joined the First 5 team, as well as the ongoing activities supporting the Commission's work and the State's current efforts and economic impacts and the effects on Prop 10 funds.

A written status report of Commission activities was presented as Item 11-1 in the agenda packet.

12. Future Agenda Items

- 1) Annual Report to the Community for FY 2021 – 22
- 2) SD Working Families Initiative Follow Up
- 3) HDS Funding Recommendations

Chair Fletcher adjourned the meeting at 3:27pm to reconvene on November 17, 2022.

Respectfully submitted for your review and approval:

Rick Richardson

November 17, 2022

Date