

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.

February 9, 2023
2:00pm – 4:00pm

**This meeting will be an *in-person meeting* at the
County Administration Center
1600 Pacific Hwy, Room 302**

Teleconference Location: 3625 Ruffin Road, Suite 100, San Diego, CA 92123

Details are posted on the First 5 San Diego website

AGENDA

ITEM	SUBJECT	PRESENTER(S)
A	Roll Call and Introductions	Executive Director Arguilez
B Action	Approval of the Minutes for the First 5 Commission of San Diego meeting – November 17, 2022 Supporting Document	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: Annual Appointment of Commission Officers Item 2: First 5 Commission Staffing Request Item 3: Regional Technical Assistance for Home Visiting Coordination and Integration Grant Item 4: Appointment of Finance Committee Members and Alternates	Chair Fletcher
1 Action	Annual Appointment of Commission Officers Supporting Document The Commission is asked to approve nominations for Vice-Chair and Secretary.	Executive Director Arguilez

2 Action	First 5 Commission Staffing Request The Commission is asked to approve 1 new Admin Analyst II position and Dual Fill of the Fiscal Manager for 4 months.	Executive Director Arguilez
3 Action	First 5 CA Regional Technical Assistance for Home Visiting (HV) Coordination and Integration Grant The Commission is asked to approve the First 5 CA HV Coordination Grant that F5SD will be applying for due March 31, 2023.	Executive Director Arguilez
4 Action	Appointment of Finance Committee Members and Alternates Supporting Document The Commission is asked to approve appointments and alternates to the Finance Committee for the 2023 and 2024 calendar years.	Executive Director Arguilez
5 Information	Finance Committee Report Supporting Documents The Balance Sheet as of December 31, 2022 will be presented as well as the 2 nd Quarter Budget Projection for FY 2022 – 23.	Finance Committee Chair Ricardo Macedo
6 Information	Proposed HHSA Child and Family Well-Being Department Supporting Document The Commission will receive an update on the proposed new HHSA department Child and Family Well-Being Department.	Executive Director Arguilez
7 Information	Child Care Blueprint and Strategic Planning Update The Commission will receive an update on recent activities and continued engagement related to the child care blueprint and strategic planning efforts and the child care BL.	Executive Director Arguilez
8 Information	Executive Director Report Supporting Documents This is a standing agenda item report from the Executive Director.	Executive Director Arguilez
9	Future Agenda Items <ul style="list-style-type: none"> •LiveWell@Work and SD County Working Families Initiative •Child Care Blueprint •Budget Approval for FY 2023 – 2024 •Strategic Plan 2020 – 2025 Annual Review •First 5 California FY 2021 – 2022 Annual Report Acceptance •Sunset review of a Commission policy 	Chair Fletcher

If you are planning to attend and need special accommodations, please contact 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 1600 Pacific Hwy, Suite 401, San Diego, CA

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

The next Commission meeting will be on April 13, 2023

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 Action</p>	<p>Annual Appointments of Commission Officers Supporting Document</p> <p>Overview: Each year the Board of Supervisors appoints the new Commission member-at-large who serves a 2-year term. This year Supervisor Nathan Fletcher is appointing Sandra McBrayer to the First 5 Commission for calendar years 2023 and 2024.</p> <p>In Section 7 of the Commission By-Laws, it states that the member of the Board of Supervisors serving on the Commission shall also serve as the Chair of the Commission. In 2023, Supervisor Nathan Fletcher will chair the First 5 Commission of San Diego.</p> <p>Section 7 also requires the Commission to elect a Vice-Chair and Secretary from its membership. The By-Laws state that the officers shall be nominated by the Commission Chair and shall be selected at the first meeting of the calendar year. A copy of the Commission's By-Laws is provided in the supporting materials for this item (Item 1-1).</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none">1) Accept Chair Fletcher's nomination of Sandra McBrayer to serve as the Vice-Chair of the Commission for the 2023 calendar year.2) Accept Chair Fletcher's nomination of Rick Richardson to serve as the Secretary of the Commission for the 2023 calendar year. <p>Fiscal Impact: None.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
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Action

First 5 Commission Staffing Request

Overview:

The Commission presently has the following staffing needs to support operational needs:

- 1) The current staffing of program staff is not sufficient to handle the current level of contracts, plus the additional contracts that will begin in the coming months, totally over \$12.5M. Each of the Contracting Officer Representatives (COR) that is at the Commission is assigned a number of contracts to monitor. With the addition of new contracts that will need to be managed in the near future, an additional full time AAll is needed to manage the current workload. This position will support the new ARPA contracts, of which ARPA funds will be leveraged.
- 2) Additionally, the Fiscal Manager, an Admin Analyst III (AAlll) has notified Executive management of their anticipated retirement in July 2023. This is a critical position at the Commission and manages all of the payments and fiscal matters. This is a unique position at the County of San Diego (County). While the County has many AAllls, there are none that do the Budgeting and Report preparation not to mention the annual financial report that gets audited by an independent CPA firm annually. Because of the unique nature of the Commission's fiscal responsibility a dual fill of this position is needed for a 4-month period to ensure that the new incumbent will have enough time to learn the F5SD Budgeting and Reporting requirements to ensure a smooth transition in this critical position.

Staff Recommendation:

- 1) Authorize adding 1 FT Admin Analyst II position to the F5SD staffing beginning in the FY22/23 budget.
- 2) Authorize a dual fill of the Fiscal Manager AAlll position for a 4-month period (plus or minus up to 3-weeks) from March thru July 2023.

Fiscal Impact:

The costs associated with the requests above would be:

- 1) To add an AAll position for 5 months (February thru June 2023) for this fiscal year would be \$68,065, and it would be an on-going cost of \$163,356 annually (including all benefits).
- 2) To dual fill the Fiscal Manager AAlll position for 4 months will cost \$58,174.

**Executive
Director
Arguilez**

**3
Action**

First 5 CA Regional Technical Assistance for Home Visiting Coordination and Integration Grant

Overview:

The purpose of this Grant is to enable San Diego to continue the work creating a sustainable, unified system that provides home visiting services to support family well-being and maximize available funding to serve more families.

Researchers agree that the quality of inter-and cross-agency collaboration and coordination is critical to achieving home visiting goals of implementation with fidelity, scale up, and sustainability. Additionally, this Grant is intended to help San Diego continue working on effective collaboration, coordination, and integration of home visiting and family support activities through a regional technical assistance model.

First 5 California (F5CA) is pending the completion of a contract with a technical assistance provider to support regions in developing their Grant applications and assist with activities in the first year of the grant. F5CA anticipates the contractor to be awarded in February 2023, at which point the awarded contractor's information will be provided to counties.

Staff Recommendations:

- 1) Approve the acceptance of up to \$950,000 as revenue from F5CA.

Fiscal Impact:

Anticipated receipt of \$941,258 from F5CA.

**Executive
Director
Arguilez**

<p>4 Action</p>	<p>Appointment of Finance Committee Members and Alternates Supporting Document</p> <p>Overview: On November 6, 2006 (Item 9) the Commission approved the Finance Committee Membership Policy F5C-017. According to the Policy, each year (as needed) the Commission appoints the new membership of the Finance Committee to take effect in January for a 2-year term.</p> <p>In addition, the Policy states that the Commission will appoint the Chairperson and Vice-Chairperson of the Finance Committee for a two-year term commencing in odd-numbered years.</p> <p>Staff Recommendation:</p> <ol style="list-style-type: none">1) Appoint members and alternates to the Finance Committee per the table in issue paper 4-1 for calendar years 2023 and 2024.2) Appoint Ricardo Macedo as the Chairperson, and Ardee Apostol as the Vice-Chairperson of the Finance Committee for the 2023 and 2024 calendar years. <p>Fiscal Impact: None.</p>	<p>Executive Director Arguilez</p>
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<p>5 Information</p>	<p>Finance Committee Report Supporting Documents</p> <p>This is a standing agenda item report from the Finance Committee.</p> <p>Overview: The Finance Committee met on January 19, 2023. This item updates the Commission on its financial status as of December 31, 2022 (Item 5-1). The 2nd Quarter Fund Balance Projection for Fiscal Year 2022 – 23 will also be reported (Item 5-2).</p> <p>Staff Recommendation: None.</p> <p>Fiscal Impact: None.</p>	<p>Ricardo Macedo Chair of the Finance Committee</p>
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**6
Information**

HHSA Child and Family Well-Being Department
Supporting Documents

Overview:

The proposed Child and Family Well-Being (CFWB) Department represents a transformation for the County of San Diego Health and Human Services Agency (HHSA), fundamentally shifting the ways we serve children, youth, and families.

The **goal** is to provide upstream, family strengthening support to families to enhance child well-being and prevent children and youth from entering the child welfare system, while recognizing that some will still require foster care as an intervention to keep them safe. By integrating programs and resources to serve children, youth, and families in a more holistic way, families can remain together, receive the right supports at the right time and hold the expertise in keeping their children and youth safe. As a result, families can access the help they need sooner and reduce unnecessary child protective actions that have historically harmed and separated them.

The **vision** is to grow child and family well-being through strengths-based, family-centered, trauma-informed, and culturally responsive services.

By improving coordination, communication and partnership between families and the communities and organizations that support them in San Diego, we will work to ensure all families have an equitable opportunity to build better health, live safely, and thrive.

The new CFWB dept. would bring First 5 San Diego under the new office of Child and Family Strengthening focusing on prevention and early intervention services. The Child and Family Strengthening Office would oversee First 5 San Diego, the FFPSA scope of work, the Prevention HUB, and Child care system level work.

Staff Recommendation:

None.

Fiscal Impact:

None.

**Executive
Director
Arguilez**

**Commissioner
Nick
Macchione**

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Information

Child Care Blueprint and Strategic Planning Update

Overview:

In October 2022, Chair Fletcher led a Childcare Board Conference that directed the CAO to develop a child care blueprint for San Diego County within the next 6 months.

The Child care blueprint scope of work was aligned with the Commission's Strategic plan focusing on systems change within the broader early care and education / child care system.

The COVID pandemic not only exacerbated the inequities that exist within the early care and education / child care industry, but also highlighted the critical needs for those that provide care and families seeking care for their young children.

With the facilitation and coordination support from MIG, Inc., First 5 SD leadership along with key cross sector community stakeholders and representatives of the Child Care Development Planning Council are supporting the development of the child care blue print which is to be completed within the 6 month timeline identified.

The draft blueprint framework captures a Countywide Vision, an overarching goal, and 4 actionable goals. There is also a recommendation to develop two-year, measurable objectives for each goal as identified.

DRAFT Goals are as follows:

1. *Early Learning and Care Workforce (providers)*
2. *Safe and Quality Facilities*
3. *Coordinated Countywide System of Care (prevention and early identification)*
4. *Access to high quality ELC/Child care*

It is the hope that these goals will not only be prioritized by the County of San Diego, but municipalities and businesses throughout the county as well.

Staff Recommendation:

The final draft that is to be presented to the BoS in April 2023 will be concurrently presented to the Commission by MIG, Inc. and ED Arguilez.

Fiscal Impact:

None at this time.

**Executive
Director
Arguilez**

<p>8 Information</p>	<p>Executive Director Report Supporting Documents</p> <p>Overview: The Commission will receive an update on the activities of the Commission.</p> <p>A written status report of Commission activities is included in the agenda packet for this meeting as item 8-1.</p> <p>Staff Recommendation: None.</p> <p>Fiscal Impact: None.</p>	<p>Executive Director Arguilez</p>
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9	Future Agenda Items <ul style="list-style-type: none">• LiveWell@Work and SD County Working Families Initiative• Child Care Blueprint• Budget Approval for FY 2023 – 2024• Strategic Plan 2020 – 2025 Annual Review and Update• First 5 California FY 2021 – 2022 Annual Report Acceptance• Sunset review of a Commission Policy	Chair Fletcher
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