

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 8, 2024
2:30pm – 4:30pm

County Administration Center
1600 Pacific Hwy, Room 310 – Board Chambers

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 9, 2023 Supporting Document	Chair Montgomery Steppe
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 Montgomery Steppe
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 Montgomery Steppe
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: Budget Adjustment and Contract Amendment for Strategic Planning Contract with MIG Inc. Item 3: First 5 San Diego Investment Policy Review	Chair Montgomery Steppe
1 Action	Annual Appointment of Commission Officers Supporting Document The Commission is asked to approve nominations for Vice-Chair and Secretary for calendar year 2024.	Executive Director Arguilez

<p style="text-align: center;">2 Action</p>	<p>Budget Adjustment and Contract Amendment for Strategic Planning Contract with MIG Inc.</p> <p>The Commission is asked to approve a budget adjustment to the FY 2023-24 Operating Budget to add \$20,000 in funding to accommodate the needs of the revised Strategic Plan activities/timeline and approve an amendment to contract #557201 with MIG, Inc.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">3 Action</p>	<p>First 5 San Diego Investment Policy Review</p> <p>The Commission is asked to approve revisions to the Investment Policy F5C-011 at the sunset review.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">4 Presentation</p>	<p>First 5 CA Home Visiting Technical Assistance and Coordination Grant</p> <p>The Commission will receive a presentation on the latest activities related to the First 5 CA Home Visiting Coordination Grant.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">5 Information</p>	<p>First 5 San Diego Strategic Plan 2025-2030 Update</p> <p>The Commission will be provided with an update on the status of the Strategic Plan 2025-2030 efforts.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">6 Information</p>	<p>Finance Committee Report Supporting Documents</p> <p>The Balance Sheet as of December 31, 2023 will be presented as well as the 2nd Quarter Budget Projection for FY 2023 – 24.</p>	<p style="text-align: center;">Finance Committee Chair Macedo</p>
<p style="text-align: center;">7 Information</p>	<p>Executive Director Report Supporting Documents</p> <p>This is a standing agenda item report from the Executive Director.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
<p style="text-align: center;">8</p>	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Budget Approval for FY 2024 – 2025 • Strategic Plan 2020 – 2025 Annual Review • First 5 California FY 2022 – 2023 Annual Report Acceptance • Sunset review of 6 Commission policies 	<p style="text-align: center;">Chair Montgomery Steppe</p>

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 18, 2024

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 Nora Vargas is appointing Rick Richardson to the First 5 Commission for calendar years 2024 and 2025.</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 2024, Supervisor Monica Montgomery Steppe 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 Montgomery Steppe's nomination of Sandra McBryer to serve as the Vice-Chair of the Commission for the 2024 calendar year. 2) Accept Chair Montgomery Steppe's nomination of Rick Richardson to serve as the Secretary of the Commission for the 2024 calendar year. <p>Fiscal Impact: None.</p>	<p style="text-align: center;">Executive Director Arguilez</p>
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**2
Action**

Budget Adjustment and Contract Amendment for Strategic Planning Contract with MIG Inc.

Overview:

Based on conversations with First 5 leadership and the First 5 Commission, MIG has developed a revised approach to the Strategic Planning activities. Due to an increase in community engagement activities, additional funds are required for Fiscal Year 2023-2024.

The funding supports the ongoing project management for the Strategic Planning process and emphasizes additional community engagement during phase 1 (FY 2023-24) and shifts certain planning activities, including the draft and final strategic plan document, into phase 2 (FY 2024-25).

Recommendations:

- 1) Find that the proposed First 5 San Diego funding allocation for the MIG Inc. Strategic Planning Consultant Services is consistent with the Commission's Strategic Goal areas which represent key funding priorities to address the complexity and breadth of local needs.
- 2) Approve a budget increase of \$20,000 for the MIG Inc. Strategic Planning Consultant Services FY 2023 – 24.
- 3) Authorize a contract amendment to add \$20,000 to contract #557201 with MIG Inc. for Strategic Planning Consultant Services for FY 2023 – 24.

Fiscal Impact:

The FY 2023-24 Operating Budget will increase by \$20,000 for MIG Strategic Planning Consultant Services. This funding will come from First 5 Prop 10 funds.

**Executive
Director
Arguilez**

**3
Action**

First 5 San Diego Investment Policy Review
Supporting Documents

Overview:

In accordance with the sunset review date, Commission staff has reviewed the Investment Policy. The policy was also reviewed by the Finance Committee at their January 18, 2024 meeting and are recommending the following changes:

Investment Policy F5C-011:

No material changes.

Staff Recommendation:

- 1) Adopt the revised Commission Policy on:
 - Investment Policy F5C-011

Fiscal Impact:

None.

**Executive
Director
Arguilez**

4
Presentation

First 5 CA Home Visiting Technical Assistance and Coordination Grant

Overview:

Led by the American Academy of Pediatrics CA-3 (AAP), the Home Visiting Technical Assistance and Coordination Grant will 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. 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.

Intended objectives of the grant include building a centralized intake system for all in home family support services throughout San Diego County and conduct system mapping that will include fiscal, cost modeling of direct services, data stratification of community / family need, and system cost modeling to sustain and expand services in the region.

AAP will also conduct an analysis to include supports needed to delivery high quality services, staff compensation, reflective supervision, mental health supports, among others as identified.

Staff Recommendation:

None.

Fiscal Impact:

None.

**American
Academy of
Pediatrics,
Chapter 3**

**Dr. Pradeep
Gidwani
Medical
Director**

<p>5 Information</p>	<p>First 5 San Diego Strategic Plan 2025-2030 Update</p> <p>Overview: The Commission will be provided with an update on the status of the Strategic Plan 2025-2030, including an updated timeline of activities and information about the Ad Hoc Committee that will be advising 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 2025-2030 Strategic Plan.</p> <p>Staff Recommendations: None.</p> <p>Fiscal Impact: None.</p>	<p>Executive Director Arguilez</p>
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<p>6 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 18, 2024. This item updates the Commission on its financial status as of December 31, 2023 (Item 6-1). The 2nd Quarter Fund Balance Projection for Fiscal Year 2023 – 24 will also be reported (Item 6-2).</p> <p>Staff Recommendation: None.</p> <p>Fiscal Impact: None.</p>	<p>Macedo Chair of the Finance Committee</p>
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<p>7 Information</p>	<p>Executive Director Report Supporting Document</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 7-1.</p> <p>Staff Recommendation: None.</p> <p>Fiscal Impact: None.</p>	<p>Executive Director Arguilez</p>
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8	Future Agenda Items <ul style="list-style-type: none">• Budget Approval for FY 2024 – 2025• Annual Review of the Strategic Plan 2020 – 2025• Acceptance of First 5 California FY 2022 – 2023 Annual Report• Sunset review of Identified Commission Policies	Chair Montgomery Steppe
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