

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
November 14, 2024
2:30pm – 4:30pm
CAC Board Chambers Room 310

AGENDA

<u>Item</u>	<u>Subject</u>	<u>Presenter</u>
A	Roll Call and Introductions	Chair Montgomery Steppe
B Action	Approval of the Minutes of the Meeting of the First 5 Commission of San Diego on April 18, 2024. 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 <u>Available for the Consent Calendar</u> are: Item 3: Single Sign On (SSO) Funding Request	Chair Montgomery Steppe

<u>Item</u>	<u>Subject</u>	<u>Presenter</u>
<p>1 Public Hearing Action</p>	<p>Annual Report to First 5 California for FY 2023 - 24 Supporting Documents</p> <p>The Commission is asked to approve the submission of the Annual Report to First 5 California for FY 2023 - 24.</p>	<p>Executive Director Arguilez</p>
<p>2 Public Hearing Action</p>	<p>Annual Financial Report Audit for FY 2023 - 24 Supporting Document</p> <p>The Commission is asked to approve the audited annual financial report for FY 2023 - 24.</p>	<p>Executive Director Arguilez</p> <p>Chair of the Finance Committee Ricardo Macedo</p>
<p>3 Action</p>	<p>Single Sign On (SSO) Funding Request</p> <p>The Commission is asked to approve a budget adjustment to the FY 2024 - 25 Operating Budget to add \$60,000 in funding to accommodate the SSO costs and approve an amendment to contract #524597 with Persimmony International.</p>	<p>Executive Director Arguilez</p>
<p>4 Discussion</p>	<p>Strategic Plan 2025 – 2030 Update</p> <p>The Commission will receive an update on the ongoing activities and plannings efforts related to the strategic plan for 2025 – 2030.</p>	<p>Executive Director Arguilez</p>
<p>5 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>6 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>

7	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Annual Report to the Community for FY 2023 – 24 • NEW Strategic Plan 2025-30 • Home Visiting Coordination and TA Grant Presentation • Sunset Review of 4 Commission Policies 	<p>Chair Montgomery Steppe</p>
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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 December 17, 2024

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

<p>1 Public Hearing</p> <p>Action</p>	<p>Annual Report to First 5 California for FY 2023 - 24 Comments limited to two minutes per speaker Supporting Documents</p> <p>Overview: The Commission will receive / approve the Annual Report to First 5 California for Fiscal Year 2023-24.</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 2023-24. 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>
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<p>2 Public Hearing</p> <p>Action</p>	<p>Annual Financial Report Audit for FY 2023 - 24 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 2023-24 audit for First 5 San Diego was performed by the CPA 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 19, 2024 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 2023 - 24. 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>Executive Director Arguilez</p> <p>Chair of the Finance Committee Ricardo Macedo</p>
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Action**

Single Sign On (SSO) Funding Request

Overview:

The request before the Commission is to approve funding to implement Single Sign On (SSO) into the Contract Management Evaluation and Data System (CMEDS) program. The County of San Diego requires SSO for all IT applications. Funding is for the one-time cost to put all Information Technology (IT) systems in place to allow activation of SSO for the First 5 data and evaluation program (CMEDS) users.

The funding request is for a total of \$60,000. This amount will be split into two parts. Allocation of \$10,000 will go to the current CMEDS contractor to create SSO functionality and implement SSO for all users. And, up to \$50,000 will be allocated to Peraton, the County's IT provider, to set-up necessary technical elements for CMEDS to function with SSO in the County's system.

Background:

SSO is a single user and authentication method that increases the security of accessing cloud-based platforms and/or websites. SSO in the enterprise refers to the ability for employees to log in with one set of active directory credentials to get access to all county apps, websites, and data for which they have permission. The County began using SSO internally and now requires it for all COSD web-based programs. This request is to support implementing SSO for the First 5 data and evaluation CMEDS program.

Staff Recommendations:

- 1) Find that the proposed First 5 San Diego funding allocation of \$60,000 is consistent with the Commission's Strategic Plan and is a necessary cost.
- 2) Approve a budget increase of \$60,000 for the SSO costs for FY 2024 – 25.
- 3) Authorize a contract amendment to add \$10,000 to contract #524597 with Persimmony International for the SSO costs for FY 2024 – 25.

Fiscal Impact:

The FY 2024 - 25 Operating Budget will increase by \$60,000 for costs associated with adding SSO functionality. This funding will come from First 5 Prop 10 funds.

**Executive
Director
Arguilez**

<p>4 Discussion</p>	<p>First 5 San Diego Strategic Plan 2025-2030 Update</p> <p>Overview: The Commission will receive an update on the status of the Strategic Plan 2025-2030 planning efforts to date. This includes an update on stakeholder interviews and community engagement efforts.</p> <p>The First 5 San Diego Strategic Plan serves as a roadmap to focus the Commission’s investments 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>5 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 19, 2024. They reviewed the draft audited Annual Financial Report (AFR) for FY 2023 – 24 and approved it to be presented to the Commission. (The AFR was presented in item 2)</p> <p>The current year Balance Sheet as of August 31, 2024 is item 5-1 and will be presented.</p> <p>Staff Recommendation: None</p> <p>Fiscal Impact: None</p>	<p>Chair of the Finance Committee Ricardo Macedo</p>
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<p>6 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 6-1 in the agenda packet for this meeting.</p> <p>Staff Recommendation: None</p> <p>Fiscal Impact: None</p>	<p>Executive Director Arguilez</p>
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7	Future Agenda Items <ul style="list-style-type: none">• Annual Report to the Community for FY 2023 – 24• NEW Strategic Plan 2025-30• Home Visiting Coordination and TA Grant Presentation• Sunset Review of 4 Commission Policies	Chair Montgomery Steppe
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