

**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 18, 2025**  
**10:00am – 12:00p.m.**

**County Administration Center, 1600 Pacific Highway, San Diego, CA 92101**  
**Board Chambers Room 310**

**AGENDA**

ITEM	SUBJECT	PRESENTER(S)
A	Roll Call and Introductions	Executive Director Arguilez
B Action	<b>Approval of the Minutes of the Meeting of the First 5 Commission of San Diego – December 17, 2024</b> Supporting Document	Chair Montgomery Steppe
C	<b>Opportunity for Public Comments</b> Items not on the Agenda – Limit three minutes per speaker. ( <i>Request to Speak</i> slips for Public Comment 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	<b>Commissioner Recusal Reminder</b> 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	<b>Consent Calendar</b> 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: <b>Item 2:</b> Sole Source Request for Persimmony International CMEDS Data System <b>Item 3:</b> Sole Source Request for SDCOE Learn Well Initiative	Chair Montgomery Steppe

<p><b>1 Action</b></p>	<p><b>Annual Appointment of Commission Officers</b> Supporting Document</p> <p>The Commission is asked to approve nominations for Vice-Chair and Secretary for calendar year 2025.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>2 Action</b></p>	<p><b>Approval of a Sole Source Contract with Persimmony International for the CMEDS Data System</b> Supporting Document</p> <p>The Commission is asked to approve the continued sole source contract with Persimmony International for the CMEDS data system.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>3 Action</b></p>	<p><b>Approval of a Sole Source for SDCOE Learn Well Initiative</b> Supporting Documents</p> <p>The Commission is asked to approve the continued sole source contract with SDCOE for the Learn Well Initiative.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>4 Information</b></p>	<p><b>Finance Committee Report</b> Supporting Documents</p> <p>The Balance Sheet as of December 31, 2024 will be presented as well as the 2<sup>nd</sup> Quarter Budget Projection for FY 2024-2025</p>	<p><b>Finance Committee Chair Macedo</b></p>
<p><b>5 Discussion</b></p>	<p><b>Funding Reductions FY 2025-2030</b> Supporting Documents</p> <p>The Commission will continue discussions about the proposed funding reductions by strategic area for FY 2025-2030.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>6 Presentation</b></p>	<p><b>Presentation on the SDSU STEPS Family Child Care program</b> Supporting Document</p> <p>The Commission will be given a presentation that highlights the accomplishments of the SDSU STEPS program that improves economic self-sufficiency and the quality of care to Family Child Care providers from refugee and immigrant communities.</p>	<p><b>Dr. Sarah Garrity SDSU College of Education &amp; Dr. Saralyn Miller SDSU Research Foundation</b></p>

<p><b>7 Information</b></p>	<p><b>Healthy Development Services (HDS) Lessons Learned Report</b> Supporting Documents</p> <p>The Commission will be provided with the <i>Lessons Learned from Building the HDS System of Care</i>. This report was developed by the American Academy of Pediatrics in collaboration with the Regional Service Network Lead Organizations and Harder + Co.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>8 Information</b></p>	<p><b>Executive Director Report</b> Supporting Documents</p> <p>This is a standing agenda item report from the Executive Director.</p>	<p><b>Executive Director Arguilez</b></p>
<p><b>9</b></p>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Approval of the Annual Operating Budget for FY 25-26</li> <li>• 5-year Financial Spending Plan FY 25-30</li> <li>• Contract Extension Approvals for FY 25-26</li> <li>• Strategic Plan FY 20-25 Review and Closeout</li> <li>• Presentation from 2-1-1 San Diego on the First 5 Warm Line</li> <li>• Sunset review of Commission policies</li> </ul>	<p><b>Chair Montgomery Steppe</b></p>

*If you are planning to attend and need special accommodations, please call 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 9655 Granite Ridge Drive, Suite 120, San Diego, CA 92123**

**The next Commission meeting will be on April 16, 2025**

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](http://www.first5sandiego.org)

<p><b>1 Action</b></p>	<p><b>Annual Appointment of Commission Officers</b> Supporting Document</p> <p><b>Overview:</b> The Commission is asked to approve nominations for Vice-Chair and Secretary for calendar year 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.</p> <p>A copy of the Commission's By-Laws is provided in the supporting materials for this item.</p> <p><b>Staff Recommendations:</b></p> <ol style="list-style-type: none"><li>1) Accept Chair Montgomery Steppe's nomination for the Vice-Chair of the Commission for the 2025 calendar year.</li><li>2) Accept Chair Montgomery Steppe's nomination for the Secretary of the Commission for the 2025 calendar year.</li></ol> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachment:</b></p> <ol style="list-style-type: none"><li>1) Item 1-1 Commission By-Laws</li></ol>	<p><b>Executive Director Arguilez</b></p>
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<p style="text-align: center;"><b>2 Action</b></p>	<p><b>Approval of a Sole Source Contract with Persimmony International for the CMEDS Data System</b> Supporting Document</p> <p><b>Overview:</b> On April 16, 2020, a sole source amendment with Persimmony International for the Contract Management and Evaluation Data System (CMEDS) was approved by the Commission to continue providing the database that maintains all data that is collected and reported on for all funded programs. This contract amendment was approved for 5 years through June 30, 2025.</p> <p>CMEDS has been customized for each of the Commission's programs and supports the tracking of program participants served, demographic data, outcome data and the specific indicators and targets contained in the Commission's Strategic Plan.</p> <p>The data system supports both contract monitoring and evaluation and allows First 5 San Diego to meet First 5 California's reporting requirements and provides access to meaningful data for program evaluation to the community and stakeholders.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Find that the proposed Sole Source contract with Persimmony International is consistent with the Commission's data and evaluation requirements to support the reporting of its activities and corresponding Strategic Plan in maintaining all the required data collection records on behalf of the Commission.</li> <li>2) Approve a five-year sole source contract with one option year with Persimmony International for FY 2025-30.</li> <li>3) Authorize the Executive Director or designee to negotiate and execute a sole source contract with Persimmony International.</li> </ol> <p><b>Fiscal Impact:</b> The contract amount to be determined at the April 16, 2025 Commission meeting as part of the annual operating budget and 5 year financial spending plan.</p> <p><b>Attachment:</b></p> <ol style="list-style-type: none"> <li>1) Item 2-1 Background Memorandum</li> </ol>	<p style="text-align: center;"><b>Executive Director Arguilez</b></p>
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<p style="text-align: center;"><b>3 Action</b></p>	<p><b>Approval of a Sole Source Contract with the San Diego County Office of Education (SDCOE) for the Learn Well Initiative</b> Supporting Documents</p> <p><b>Overview:</b> In 2020, a sole source contract with SDCOE was approved by the Commission to lead the Learn Well Initiative. This contract was approved for 5 years through June 30, 2025.</p> <p>The Learning goal outlined in the new strategic plan focused on strengthening the system to improve the quality of early care and education is aligned with the Learn Well Initiative. Learn Well continues to build on the foundational work that began in 2006 and supports the greater San Diego Quality Preschool Initiative quality early learning system.</p> <p>As the lead agency for the local implementation of Quality Counts California (QCC)—a statewide initiative aimed at strengthening California’s early learning and care system—SDCOE has made significant strides in prioritizing communities with the greatest needs providing access to essential tools and resources for ELC administrators and teachers, advancing their commitment to delivering high-quality early learning and care.</p> <p>As the local consortia lead, SDCOE also leverages funding from the CA Department of Education (CDE) and First 5 CA Commission to support the local First 5 San Diego quality early care and education early education system.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Find that the proposed First 5 San Diego Learn Well Initiative is consistent with the Commission’s Strategic Plan, furthers the quality enhancement of early education within the County and provides a public benefit.</li> <li>2) Approve a five-year sole source contract with SDCOE for FY 2025-30.</li> <li>3) Authorize the Executive Director or designee to negotiate and execute a sole source contract with SDCOE.</li> </ol> <p><b>Fiscal Impact:</b> The contract amount to be determined at the April 16, 2025 Commission meeting as part of the annual operating budget and 5 year financial spending plan.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1) Item 3-1 Background Memorandum</li> <li>2) Item 3-2 QCC Funding Graphic</li> <li>3) Item 3-3 SDQPI Annual Report 2023-24</li> </ol>	<p style="text-align: center;"><b>Executive Director Arguilez</b></p>
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<p>4 Information</p>	<p><b>Finance Committee Report</b> Supporting Documents</p> <p>This is a standing agenda item report from the Finance Committee.</p> <p><b>Overview:</b> The Finance Committee met on January 16, 2025. This item updates the Commission on its financial status as of December 31, 2024. The 2<sup>nd</sup> Quarter Fund Balance Projection for Fiscal Year 2024 – 25 will also be reported.</p> <p><b>Staff Recommendation:</b> None.</p> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachments:</b> 1) Item 4-1 Balance Sheet as of December 31,2024 2) Item 4-2 Quarter 2 Fund Balance Projection FY 24/25</p>	<p><b>Finance Committee Chair Macedo</b></p>
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<p>5 Discussion</p>	<p><b>Funding Reductions FY 2025-2030</b> Supporting Documents</p> <p><b>Overview:</b> The Commission will discuss the proposed funding reductions by strategic area for FY 25-30.</p> <p>In FY 2025, the Commissions revenue will be reduced by approximately \$13M and the available program funding will be at \$20.5M each year.</p> <p>The current funding structure is aligned within each strategic goal area of Health, Learning, Family and Community.</p> <p>The supporting documentation provided demonstrates the current funding level in FY 24-25 and the proposed FY 25-30 annual funding allocations by strategic goal areas.</p> <p><b>Staff Recommendation:</b> To provide input regarding the funding allocations by strategic plan area which will guide the future program allocations for FY 25-30.</p> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1) Item 5-1 Funding Reduction PowerPoint</li> <li>2) Item 5-2 5-year Financial Spending Plan Funding Chart DRAFT</li> <li>3) Item 5-3 Approved FY 20-25 Financial Spending Plan</li> <li>4) Item 5-4 Communication re: The Children’s Initiative Contract #545596</li> <li>5) Item 5-5 Communication from Commissioner Giardina</li> </ol>	<p><b>Executive Director Arguilez</b></p>
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<p>6 Presentation</p>	<p><b>Presentation on the SDSU STEPS Family Child Care Program</b> Supporting Document</p> <p><b>Overview:</b> The Commission will be given a presentation that highlights the accomplishments of the SDSU STEPS program that improves economic self-sufficiency and the quality of care for Family Child Care providers from refugee and immigrant communities.</p> <p><b>Staff Recommendation:</b> None.</p> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachment:</b> 1) Item 6-1 STEPS Presentation PowerPoint</p>	<p><b>Dr. Sarah Garrity SDSU College of Education &amp; Dr. Saralyn Miller SDSU Research Foundation</b></p>
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<p>7 Information</p>	<p><b>Healthy Development Services Lessons Learned</b> Supporting Documents</p> <p><b>Overview:</b> The Commission will be provided with the HDS Lessons Learned document developed by AAP in collaboration with the Regional Service Network Lead Organizations and Harder + Co.</p> <p><b>Staff Recommendation:</b> None.</p> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachments:</b> 1) Item 7-1 HDS Lesson Learned Report 2) Item 7-2 HDS Ripple Effect Map</p>	<p><b>Executive Director Arguilez</b></p>
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<p>8 Information</p>	<p><b>Executive Director Report</b> Supporting Documents</p> <p><b>Overview:</b></p> <p>The Commission will be given an update on the activities of the First 5 Commission.</p> <p>A written status report of Commission activities is provided.</p> <p><b>Staff Recommendation:</b> None.</p> <p><b>Fiscal Impact:</b> None.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"><li>1) Item 8-1 Executive Director Report</li><li>2) Item 8-2 MCCYN Plus Program Brochure</li><li>3) Item 8-3 F5CA Sustainability, Diversification &amp; Capacity Building Playbook</li><li>4) Item 8-4 F5CA Potential Sources for F5 Services and Capacity Building</li><li>5) Item 8-5 SD County Doula Pilot Project Report</li><li>6) Item 8-6 Communication Received</li></ol>	<p><b>Executive Director Arguilez</b></p>
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9	<b>Future Agenda Items</b> <ul style="list-style-type: none"><li>• Approval of Annual Budget for FY 25-26</li><li>• 5-year Financial Spending Plan FY 25-30</li><li>• Contract Approvals for FY 25-26</li><li>• Strategic Plan FY 20-25 Close Out</li><li>• Presentation from 2-1-1</li><li>• Sunset review of policies</li></ul>	<b>Chair Montgomery Steppe</b>
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