

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments None

Agenda Item- Commission Meeting Minutes
<i>Background</i>
Final minutes from the First 5 Yolo Children & Families Commission meeting.
<i>Executive Director Overview</i>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on January 13, 2010 from 2:00 – 5:00 pm at 403 Court Street, Woodland, CA 95695
<i>Additional Information</i>
The next regular Commission meeting will be held April 14, 2010
<i>Action Requested</i>
Approve minutes as submitted.

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Attachments

None

Agenda Item - Commission Calendar for May 2010

Background

Commission Calendar of Meetings and Events during the month of April and May 2010

Executive Director Overview

Commission Calendar includes dates for upcoming CHI Sub-committee meetings, Commission and committee meetings, and other First 5 Yolo trainings and events.

Additional Information

Action Requested

Adopt calendar as presented.

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Attachments None

Committee - Program and Policy Committee Meeting Minutes
<i>Committee Members Present</i>
Commissioners- Rick Baker, Sue Heitman, Chair Staff- Julie Gallelo, LaTina Price
<i>Meeting Dates</i>
April 5, 2010
<i>Report Synopsis</i>
Committee discussed the following items: <ul style="list-style-type: none">• First 5 Yolo Current Strategic Plan for FY10-11• PoP Bridge Funding for FY10-11 (UP4WS)• Update on First 5 Yolo Public Policy Platform Priority Areas• Updated Contracting Policies• Quarterly Contractor Status Report
<i>Next Meeting Scheduled</i>
May 3, 2010
<i>Action(s) Requested</i>
Accept Program & Policy Committee meeting minutes as presented.

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Attachments None

Committee- Finance Committee Meeting Minutes
<i>Committee Members Present</i>
January 08, 2010: Commissioners-Sue Heitman, Suzanne Anderson, Rick Baker Staff- Julie Gallelo, Margaret Bacot February 26, 2010: Commissioners- Jorge Ayala, Sue Heitman, Suzanne Anderson, Rick Baker Staff- Julie Gallelo, Margaret Bacot
<i>Meeting Dates</i>
January 08, 2010 and February 26, 2010
<i>Report Synopsis</i>
Committee discussed the following items: January 08, 2010: <ul style="list-style-type: none">• 2nd Quarter FY09-10 financial statements• Mid-Year FY09-10 Budget revision• Set Calendar for Committee meetings and budget process February 26, 2010: <ul style="list-style-type: none">• Current Strategic Plan goals• Current Sustainability Plan• Priorities for the upcoming fiscal year• Future budget meetings
<i>Next Meeting Scheduled</i>
TBD
<i>Action(s) Requested</i>
Accept Finance Committee meeting minutes as presented.

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Attachments

None

Revised Budget Amendment Policy

Background

Each year, staff thoroughly review the First 5 Yolo Policies and Procedures Manual to ensure that policies are still relevant and are being followed. It has come to staff's attention that the Budget Revision policy requires an update to provide more specification to contractors. Staff have added language to increase clarity on budget revision requests and processes.

Executive Director Overview

Below is the original and recommended new language outlining the budget revision policy and procedure:

Budget Revision

OLD

A budget revision is required if the contractor wishes to move funds between categories in an amount greater than 10% of any category. The request for a budget revision must be prepared on the "Budget Revision Form" provided by First 5 Yolo and submitted to the Commission before June 30 of the contract year.

NEW

Changes to the contract budget are sometimes needed if the program's expenses originally projected are not meeting the needs of the program as intended by the Scope of Work. A budget revision is required if the contractor wishes to move funds between major categories in an amount greater than 10% of any category. The major categories of the budget are Personnel, Operating Expenses, Program Expenses, Capital Purchases, and/or Subcontracts. A budget revision may be made to move funds between categories if it does not affect the original intention or focus of the funding. Moving funds from program expense and capital purchases that are a significant cost of the program may not be allowed. Any and all budget revisions are not taken lightly.

A budget revision may be submitted any time before March 25th of the contract year, however, it should be requested as soon as the contractor is aware of the need. The request for a budget revision must be prepared on the "Budget Revision Form" provided by First 5 Yolo on the Collaboration Central site at <https://first5yolo.spcentral.net>. Retroactive adjustments to previously reported expenditures are not allowed. Budget revisions can only affect expenditures made after the revision is approved. Therefore, a budget revision cannot be submitted with a quarterly report. A budget revision narrative is also required to explain the changes being requested.

First 5 Yolo staff have the authorization to grant or deny any revision. Contractor will receive notification

within 10 day of the approval or denial of a budget revision.

Criteria for Approval of Budget Revision:

1. A budget revision is required if expenditure greater than 10% of the budget are to be reported in a major budget category.
2. A budget revision does not affect the original intention or focus of the funding.
3. First 5 Yolo staff approve of the changes.

Additional Information

Action Requested

Approve updated First 5 Yolo Budget Revision Policy as recommended by Program and Policy Committee.

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Attachments None

Committee- Public Awareness Committee Meeting Minutes
<i>Committee Members Present</i>
Commissioners- Karen Ziebron, Donita Stromgren, Laura Bibelheimer for Helen Thomson Staff- Julie Gallelo, LaTina Price
<i>Meeting Dates</i>
February 19, 2010
<i>Report Synopsis</i>
Committee discussed the following items: <ul style="list-style-type: none">• Annual Report Distribution List• Collaboration Central (website)• Protecting Prop 10 Funding• Press Releases• Set up Editorial Board Meeting• Update on newspaper columns by Drs. Baker and Chang• First 5 Yolo Media Kit Updates
<i>Next Meeting Scheduled</i>
TBD
<i>Action(s) Requested</i>
Accept Public Awareness Committee meeting minutes as presented.

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Attachments None

Committee- Personnel Committee Meeting Minutes
<i>Committee Members Present</i>
Commissioners- D. Stromgren, S. Anderson, K. Suderman Staff- J. Gallelo
<i>Meeting Dates</i>
March 26, 2010
<i>Report Synopsis</i>
Committee discussed the following items: <ul style="list-style-type: none">• Executive Director's Performance Evaluation for FY09/10• Development of Performance Goals for FY10/11
<i>Next Meeting Scheduled</i>
TBD
<i>Action(s) Requested</i>
Accept Personnel Committee meeting minutes as presented.

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Mini-grant Application Review

Attachments None

Event/Project Name – Traveling Science Program/Dedicated Area in the Explorit Science Center Museum
Applicant Name – Peter Wilson, Explorit Science Center
Amount Requested - \$2,500.00
<i>Event/Project Summary</i>
<p>Project will provide a traveling science program that would allow schools with limited funding for transportation an equal opportunity to have an engaging hands-on science lesson in class. Explorit is equipped with vans, an established traveling outreach program and curriculum for pre-K students. Funding from this grant would allow Explorit to partner with Knights Landing Co-Op Preschool to pilot this new program.</p> <p>In addition Explorit will set an area dedicated to children under the age of five at Explorit’s hands-on museum located in Davis, CA. Funds will be used to re-allocate current resources that Explorit has as well as to purchase age-appropriate and developmentally-appropriate tools for children and parents to interact with each other and share the experience of learning about the science that surrounds them.</p>
<i>Review Panel Findings/Application Review</i>
<p>The review panel found that the application addresses an identified need in the community. The project addresses the Commissions priority area of Ready to Learn providing a hands-on Science experience. The application met all of the review criteria and received an average score of 32/37.</p> <p>The review panel recommends funding this Community Mini-grant in the amount of \$2,500.00</p>
<i>Staff Recommendation</i>
Recommendation to fund project at \$2,500.00.

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Mini-grant Application Review

Attachments

None

Event/Project Name – Parent Training Program
Applicant Name – Lew Oleson, Yolo Family Service Agency
Amount Requested - \$3,385.00
<i>Event/Project Summary</i>
The Yolo Family Service Agency plans to provide workshops for parents in effective parenting throughout the community using The Incredible Years parenting program: Baby and Toddler Parent Training program (ages 0-3) and the Preschool Basic Parent Training Programs (ages 3-6). YFSA will schedule bi-lingual workshops and longer-term parenting series in order to enhance the parenting experiences in Yolo County.
<i>Review Panel Findings/Application Review</i>
The review panel found that the application addresses an identified need in the community. The project addresses the Commissions priority areas of Social/Emotional Health and Parent/Family Support with the objectives of enhancing the parenting experiences in Yolo County. The application met all of the review criteria and received an average score of 32/37. The review panel recommends funding this Community Mini-grant in the amount of \$3,385.00
<i>Staff Recommendation</i>
Recommendation to fund project at \$3,385.00.

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Mini-grant Application Review

Attachments

None

Event/Project Name – Kinder Transition Readiness Project
Applicant Name – Clare Purtill, Knights Landing Children Center Co-Op
Amount Requested – \$4,000
<i>Event/Project Summary</i>
The Knights Landing Children Center plans to provide books and other educational and material resources to children and their families through a Kinder Readiness Project. The project will provide each of their pre-K students with a set of books focused on kindergarten readiness. In addition backpacks will be distributed with the materials needed to start the school year ready to learn. The project may also provide one classroom computer and printer for use by student and teachers in enhancing ESL, vocabulary building, and word/image recognition skills.
<i>Review Panel Findings/Application Review</i>
<p>The review panel found that the application addresses an identified need in their community. The project addresses the Commissions priority area of Ready to Learn. The application met all of the review criteria and received an average score of 28/37.</p> <p>The review panel recommends funding this Community Mini-grant in the amount of \$1,600 with the following revisions:</p> <ol style="list-style-type: none">1. Submit a revised Budget to reflect the new amount of \$1,600.
<i>Staff Recommendation</i>
Recommendation to fund project at \$1,600 with the incorporation of the review panel's suggestions.

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Mini-grant Application Review

Attachments

None

Event/Project Name – Pediatric Dentistry
Applicant Name – Ellen Mark, D.D.S.
Amount Requested – \$4,000
<i>Event/Project Summary</i>
Ellen Mark, D.D.S will open a Pediatric Dental Practice in Woodland this Spring with goals of raising the level of oral health in Yolo County’s children of low socioeconomic status. She will serve primarily children with Denti-Cal insurance in her office and under general anesthesia in an operating room. Funds will be used to refurbish equipment needed to run the Pediatric Dental Practice to provide preventive and restorative oral health care to children.
<i>Review Panel Findings/Application Review</i>
The review panel found that the application clearly addresses an identified need in their community. The project addresses the Commissions priority areas of Physical Health with the objectives of preventing oral disease in children through education of parents and children as well as treating existing oral disease in children with low socioeconomic status. The application met all of the review criteria and received an average score of 33.5/37. The review panel recommends funding this Community Mini-grant in the amount of \$4,000
<i>Staff Recommendation</i>
Recommendation to fund project at \$4,000

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Attachments None

Agenda Item: Treasurer's Report
<i>Background</i>
The Finance Committee has determined that a Treasurer's Report will be provided quarterly to inform Commissioners and community in a formal manner on the revenue and expenses to date and other pertinent items related to the annual operating budget and/or independent financial audit
<i>Executive Director Overview</i>
Attached are the following items for review/approval from Commission: <ul style="list-style-type: none">• FY09/10 Quarter 3rd Revenue and Expense Report• Updated 10 year Sustainability Plan The Finance Committee reviewed both items and are recommending approval by full Commission.
<i>Additional Information</i>
3 rd Quarter Revenue and Expense Report <ul style="list-style-type: none">• <u>Revenue</u> is on track for the quarter with 23% of budgeted funds still expected in the 4th quarter.• <u>Personnel</u> is on track for the quarter with 24% of budgeted expenditures remaining for the 4th quarter which will be slightly increased due to a salary adjustment to the Receptionist position. E. Enriquez received a promotion to Bilingual Administrative Assistant.• <u>Funded Programs</u> reports contract payments through the second quarter payments and is as expected with 49% budget remaining. Third quarter payments will be made in April and fourth quarter will be made in July.• <u>Operating Expenses</u> are under budget with 46% budgeted expenses remaining. Final projected expenditures for the year will be closer to \$100,000 (rather than \$135,000 budgeted).• <u>Professional Services</u> are on track for the quarter with 30% remaining for the 4th quarter.• <u>Total Expenses</u> are on track with 44% remaining for the 4th quarter which are largely due to two more payment due on contracts.• <u>Contribution from the Reserve Fund</u> for the quarter is \$302,486 making the total reserves used to date of \$426,329 equaling 33% of budget. This will increase each month for the rest of the year. Updated Sustainability Plan <ul style="list-style-type: none">• The updated Sustainability Plan includes the FY 09-10 revised budget and the FY 10-11 draft budget. The notable changes are:<ul style="list-style-type: none">○ The UP4WS bridge funding and corresponding expense- only \$100,000 used in FY10/11 instead of \$200,000 initially budgeted in "Legacy Program" line item. Official Legacy Program match will start in 1/12.○ An increase in IFSI funding of the first year rollover of unspent IFSI funds which are equally divided over the remaining year of the IFSI grants.○ Significant decrease in operating expenses due to staff's commitment to reduce expenses and School Readiness coordination and evaluation expenses ending.○

<i>Action(s) Requested</i>
A. Approve Third Quarter FY 09/10 Revenue and Expenditure Report. B. Approve Updated 10 Year Fiscal Sustainability Plan

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Attachments None

Agenda Item: PoP Bridge Funding

Background

A Universal Preschool for West Sacramento plan was approved by the First 5 Yolo in August 2005. That plan was used to successfully apply for and receive a grant from First 5 CA to implement a “Power of Preschool” (PoP) demonstration program for fiscal years 2005/06 – 2010/11.

First 5 Yolo initially administered the UP4WS program for the first 3 years before the City of West Sacramento took over as fiscal and administrative agent in FY08/09. The program is supported by funds from the City of West Sacramento, First 5 CA, WUSD, grants/donations, and our own contribution of \$100,000 per year. First 5 Yolo is currently in its fifth and final year of funding the Universal Preschool for West Sacramento program as outlined in our contract with First 5 CA.

Executive Director Overview

At its January 2010 meeting, First 5 CA approved a “bridge” year of funding for the PoP demonstration sites. \$19M in funding was allocated to the program to a) continue all preschool services to 4 year olds currently served by each demonstration site and b) encourage demonstration sites to build quality childcare environments for children ages 0-3. As a result, UP4WS will receive an additional year of PoP allocation from First 5 CA:

- \$100,000 for Program Coordination
- \$250,000 for Space Reimbursement for 4 year olds

An additional allocation will be made to those demonstration sites willing to expand their current program to improve quality childcare environments for children ages 0-3. The specific dollar amount for this expansion piece has not been specified yet by First 5 CA, but is approximately \$9M of the \$19M allocated.

In addition to the above funding, the City of West Sacramento has committed to continue its funding of the program in the amount of \$100,000 for the bridge year. All partner agencies (YCOE, WUSD, City of West Sacramento, private providers) are committed to implementing the bridge year and expanding to serve 0-3 year olds.

Continued matching funds from First 5 Yolo in the amount of \$100,000 are required in order to leverage the PoP Bridge funding from First 5 CA in the amount of \$350,000 for FY10-11. In reality, staff anticipate the matching funds from First 5 CA will be even more significant once the allocation for infant/toddler services is added. Staff should be informed of the total contracted dollar amount by the end of April.

Additional Information

Funding in the amount of \$200,000 for Legacy Programs was approved and allocated for FY10/11 at the September 2009 Commission meeting. If approved, the \$100,000 for PoP Bridge to continue UP4WS an additional year would be re-directed from this line item. The remaining \$100,000 would return to our reserves.

Action(s) Requested

Approve the allocation of \$100,000 for PoP Bridge (UP4WS) program to continue serving 4 year olds and to add an infant/toddler component to the program in FY10-11.

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Attachments

None

Public Hearing - Agenda Item- First 5 CA 2008/09 Annual Report to the Legislature
<i>Background</i>
First 5 CA released its 2008-2009 Annual Report to the Legislature in January 2010. A requirement of the Children & Families Act is that each county commission hold a public hearing to review the Annual Report. All comments are to be forwarded to First 5 CA.
<i>Executive Director Overview</i>
By holding our public hearing on the First 5 CA Annual Report, we are remaining in compliance with the Children and Families Act and thereby can expect to continue to receive monthly disbursements. Consistent with last year, the FY08-09 report was streamlined to reflect a more reader friendly document. The report can be obtained by calling our office and having a copy dropped to your home/office or by going on-line to the First 5 CA website at http://www.ccfc.ca.gov/press/pub.asp
<i>Additional Information</i>
<i>Action Requested</i>
Receive and hold public hearing on First 5 CA 2008/09 Annual Report to the Legislature.

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Agenda Item- Strategic Plan Update

Background

Each year, First 5 Yolo must review and approve its Strategic Plan to ensure that funding is appropriately allocated in the County and to remain in compliance with the Children and Families Act of 1989. In 2008, the Commission conducted an extensive community needs assessment and developed a new 7-year strategic plan entitled Integrated Family Support Initiative. The plan, originally approved in 2008 and implemented in FY08/09, must be reviewed by commissioners and approved at a public hearing before the start of the FY010/11 fiscal year.

The Strategic Plan, assembled in 2008 by ACS Quantum Strategies, is a concise document detailing the Commission's strategic planning process, the results of the community needs assessment and the decisions leading up to the Commission's new Integrated Family Support Initiative (IFSI) and the four priority areas within it: a) physical health, b) social/emotional health, c) ready to learn and d) childcare. Once the IFSI initiative and priority areas were identified, initial outcome measures, indicators, and evidence based practices were determined. This information was utilized to conduct an RFP process that resulted in the awarding of 8 contracts. Once contracts were awarded, staff and the evaluation team worked with each grantee to develop specific goals and objectives with key outcome measures related to each individual project. By June 2009, all outcome measures and indicators were determined and staff updated the strategic plan to include this detail. Those updates were approved by Commissioners at the June 2009 meeting.

Executive Director Overview

Again, slight modifications to the Strategic Plan have been made, based on recommendations from the Program and Policy Committee. Specifically, language has been added to the strategic plan to document the Safety Net needs assessment and subsequent funding allocation made for FY09/10 and FY10/11. This language, which provides for the findings of the needs assessment and the specific outcomes of funded programs is located throughout the document. All updates are in red highlight.

Additional Information

Action Requested

Approve the First 5 Yolo 2008 Strategic Plan as recommended by Program and Policy Committee.

Agenda Item # 16
04/14/2010

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Attachments

None

Agenda Item- Executive Director's Report of Staff Activities
<i>Background</i>
The Executive Director submits a monthly update of staff activities.
<i>Executive Director Overview</i>
<i>Additional Information</i>
Attached is the Executive Director's Report, including a synopsis of the School Readiness Program, Children's Health Initiative, and Universal Preschool Program for the month of February and March 2010. Additional attachments this month include the First 5 Sacramento Regional Impact Report Executive Summary and the Program Evaluation Update.
<i>Action Requested</i>
Receive Executive Director's February and March 2010 Report.

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Attachments None



Agenda Item- Reports from Commissioners
<i>Background</i>
Commissioners are given an opportunity to provide an update on recent and upcoming activities and events relating to their role as commissioner and/or professional capacity in the county.
<i>Executive Director Overview</i>
None.
<i>Additional Information</i>
None.
<i>Action Requested</i>
None.