

**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 August 11, 2010 from 3:00 – 5:00 pm at 403 Court Street, Woodland, CA 95695
<i>Additional Information</i>
The next regular Commission meeting will be held November 10, 2010
<i>Action Requested</i>
Approve minutes as submitted.

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Attachments None

Agenda Item - Commission Calendar for October and November 2010

Background

Commission Calendar of Meetings and Events during the month of October and November 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, Jackie Hausman
<i>Meeting Dates</i>
October 4, 2010
<i>Report Synopsis</i>
Committee discussed the following items: <ul style="list-style-type: none">• Public/ Policy Advocacy Roll in Relation to Request from Advocates• Need for Supplemental Conflict of Interest Policies• Recommendation on Approval of updated Policies & Procedures• Grantee Quarterly Status Report-Year End FY 09/10
<i>Next Meeting Scheduled</i>
November 1, 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>
Commissioners- Sue Heitman, Jorge Ayala, Suzanne Anderson (Chair) Staff- Julie Gallelo, Margaret Bacot
<i>Meeting Dates</i>
October 6, 2010
<i>Report Synopsis</i>
Committee discussed the following items: <ul style="list-style-type: none">• Approval of the Annual Financial Audit• Approval of the fiscal section Annual Report to F5CA (AR1)• Approval of the updated 10-year Sustainability Plan• Approval of the minutes to August 2010 meeting
<i>Next Meeting Scheduled</i>
TBD
<i>Action(s) Requested</i>
Accept Finance Committee meeting minutes as presented.

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Mini-grant Application Review

Attachments None

Event/Project Name – Collaborative on the Social & Emotional Foundations for Early Learning (CSEFEL) Training
Applicant Name – Justine Jimenez- City of West Sacramento
Amount Requested - \$3,873
<i>Event/Project Summary</i>
The City of West Sacramento plans to offer a comprehensive training on the CSEFEL model for teacher, families and other ECE professionals. The training will be offered in two sessions. Each session will be led by The Center for Excellence in Child Development at the UC Davis Extension, with break-out groups led by trainers in the Yolo CSEFEL team. The first session will center on the foundations of CSEFEL in the classroom, and the second will focus on Positive Behavior Support and individualized interventions.
<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 area to assist the community to raise children who are healthy and ready to learn. 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 \$3,873.
<i>Staff Recommendation</i>
Recommendation to fund project at \$3,873.

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Mini-grant Application Review

Attachments

None

Event/Project Name – Expand Raising a Reader Program (RAR)
Applicant Name – Christina Flores, WJUSD: Child Development Program
Amount Requested - \$4,000
<i>Event/Project Summary</i>
<p>The project will allow WJUSD to purchase materials to maintain and expand the Raising A Reader literacy project that was initiated under the School Readiness program. The program was limited to the target school and the department had limited resources to offer it to an additional two preschools. This enables the continuation of the program and expands to all preschool and infant toddler sites.</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. The application met all of the review criteria and received an average score of 31/37.</p> <p>The review panel recommends funding this Community Mini-grant in the amount of \$4,000.</p>
<i>Staff Recommendation</i>
Recommendation to fund project at \$4,000.

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Attachments

None

Agenda Item- Authorize Multi-year IFSI Contracts for FY10/11

Background

Each year First 5 Yolo authorizes continuation of its multi-year contracts including Integrated Family Support Initiative and Safety Net funded programs. Please see listing below of all contracts requiring re-authorization for FY10/11.

Executive Director Overview

Lead Agency Name	Project Title	Funded Amount
RISE, Inc.	Universal Early Learner Program	\$156,066
CommuniCare Health Centers	Oral Health Services	\$242,896
Yolo County Children's Alliance	Step by Step	\$364,796
Yolo County Children's Alliance	Foster Care Recruitment and Retention	\$130,491
City of Davis	Quality Enhancement Program	\$208,118
Yolo County Library	Family Literacy	\$34,512
WestEd	Mental Health Provider Capacity Building	\$83,760
RISE, Inc.	Safety Net Resource and Referral Case Manager	\$25,000
CommuniCare Health Centers	Perinatal Day Treatment Program	\$60,000
Department of Employment and Social Services	TANF Emergency Contingency Funds	\$200,000
Yolo County Children's Alliance	Food Distribution in West Sacramento	\$15,000
Total		\$1,520,638

<i>Additional Information</i>
<i>Action Requested</i>
Authorize Multi-year Contracts for FY10/11

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Attachments None

Agenda Item: Treasurer's Report and Public Hearing to Approve FY09/10 Independent Audit 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">• FY 10/11 Budget Revision• FY 10/11 1st Quarter Revenue and Expense Report• FY 09/10 First 5 Yolo Independent Audit Report (Public Hearing) The Finance Committee reviewed and recommends approval by full Commission.
<i>Additional Information</i>
An external financial audit is conducted annually for First 5 Yolo Children & Families Commission, as mandated by the Children & Families Act.
<i>Action(s) Requested</i>
Approve the FY 09/10 First 5 Yolo Independent Audit Report Approve the FY 10/11 Budget Revision Hold a public hearing to approve the First 5 Yolo FY09-10 Financial Audit.

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Attachments

None

Agenda Item- Approve FY 09/10 F5Y Annual Report to the Legislature

Background

As required by the Proposition 10 Children & Families Act, the Commission must hold a public hearing to provide input into the annual report to First 5 CA for activities provided by First 5 Yolo for the fiscal year 2008-09.

Executive Director Overview

Below are headlines from our Annual Report. A full description of outcomes will be provided to Commissioners at the December meeting.

HEALTH

- More children are being screened and enrolled in health insurance due to activities of the Children's Health Initiative and the online "COMPASS Helps" system which was launched in May 2009.
- Those children enrolled in public health insurance programs are accessing preventive health care.
- Dental care is more available throughout the county for young children, but parents still do not fully understand or utilize routine preventive dental care.
- Wait times for pregnant women and young children for dental appointments has been reduced.
- Perinatal services are now available in city of Winters.
- Breastfeeding rates now exceed Healthy People 2020 recommendations for mother giving birth at Woodland Memorial Hospital.

SOCIAL EMOTIONAL HEALTH

- The Yolo Foster Parent Recruitment and Retention Program which trains and supports potential foster families has lead to a 92% increase in families willing to foster a baby or young child. Local capacity is helping keep foster children in Yolo County and saving county over \$150,000 per year.
- Four scholarships were provided for Yolo practitioners to receive Infant-Family Mental Health training in order to increase availability of early mental health services in county.

EARLY LEARNING

- Over 75% of Yolo families of young children are reading at home and more are utilizing library services
- Preschool availability has expanded in Esparto, West Sacramento
- UP 4 West Sacramento continues to provide high quality learning environment and helps parents retain employment. Growth on individual items, as measured by the difference in the percentage of children who could be considered school-ready in Spring, 2009 as compared to Fall, 2008, ranged from 26.8% to 51.3% (M = 43.4%, SD = 5.6%). In other words, on average, one quarter to one half of

children who were not school-ready in the Fall, had become prepared by Spring. The greatest gains were seen in the Social and Interpersonal Skills (M = 47.0%, SD = 2.6%), Literacy (M = 46.6%, SD = 4.0%), Learning (M = 46.2%, SD = 0.5%), and Math (M = 45.5%, SD = 4.4%) indicators.

- Rate of growth (Spring minus Fall scores) did not differ by EL status. There were no gender by ELL status interactions.
- On average, children in private care started out higher and ended higher. However, there was no difference in the rate of growth for children in private versus public care. On average, from Fall to Spring, private care children gained 1.2 points per item, whereas public care children gained 1.1 points per item.
- School readiness program target schools outperform comparison schools.

CHILD CARE

Quality of childcare was measurably improved in all child care centers and family care homes participating in City of Davis Quality Enhancement Project based on ECCERs scores.

SYSTEM CHANGE

First 5 Yolo grantees leveraged their grants to access an additional \$1,450,734 from other sources.

Additional Information

The findings reported in November 2009 included the first year findings of a six-year Integrated Family Support Initiative (IFSI) which funds programs addressing the four priority areas of child health, social/emotional health, school readiness, and childcare. It also, for the first time, was able to compare developmental readiness at the individual level for children in the school readiness program.

Nearly all the IFSI programs were found to be progressing as hoped, and some demonstrated significant reach throughout the county.

Two of the large programs with F5CA investments sunsetted this year, School Readiness and CARES. For the first time, we were able to compare children with school readiness services at an individual level with those who had not received school readiness services. Despite positive findings at the school level comparison, at the individual level, we found no greater readiness in children who had received school readiness services. Similarly, while CARES supplemented child care providers' incomes and encouraged them to obtain a permit and to continue their education, it was not structured in a way that succeeded in providers earning higher education degrees. Several factors influenced the policy decision not to continue funding CARES and School Readiness:

1. Significant resources were already allocated to the 6-year initiative (IFSI).
2. The downturn in the economy lead the commission to prioritize "safety net" programs.
3. Evaluation findings suggested that if sufficient funds were available for school readiness or childcare provider education, these efforts would benefit for a different program structure.

Action Requested

Approve FY 09/10 F5Y Annual Report to the Legislature

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Attachments None

Agenda Item- Volunteer Income Tax Assistance Program Presentation

Background

The IRS Volunteer Income Tax Assistance Program (VITA) trains community members to prepare tax returns for working families.

Each year, many Yolo families miss out on millions of dollars in unclaimed tax credits. One such credit is the Earned Income Tax Credit (EITC). The EITC has been called the largest single federal anti-poverty program that no one knows about, and it is unfortunately being left unclaimed by many eligible local families who could surely use the extra resources. In fact, more than 4 million dollars in EITC was left unclaimed by eligible Yolo County residents last year.

The Yolo County VITA program is working to address this problem by offering low to moderate income families earning less than \$49,000 free tax preparation assistance and assisting taxpayers in claiming the EITC which will amount to nearly \$5,000 per family this year. Volunteers get real life skills and experience through free IRS training and by volunteering at VITA sites.

Erica Rodriguez, Field Representative for Assm. Yamada and Lupe Hernandez, Yolo County IRS Outreach & Education Specialist will discuss current Yolo County VITA efforts.

Executive Director Overview

None.

Additional Information

None.

Action Requested

None.

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Attachments

None

Agenda Item – Special Project Applications
<i>Background</i>
<p>Since 2003, First 5 Yolo has conducted an annual request for applications under a Special Projects funding stream. Special Projects are one-year funding and can be used for innovative trainings, studies/needs assessments, capital purchases, personnel and/or research projects. Staff work closely with successful applicants to fine tune the project scope of work, evaluation plan and budget during the contract negotiation period. . In response to the Commission’s request for applications for Special Projects for FY10/11, three proposals were submitted. At its June 9th meeting, the Commission approved funding in the amount of \$23,099 for CommuniCare Health Centers. At that meeting, Commissioners requested that staff work with Yolo Family Services Agency (YFSA) and Explorit Science Center to answer questions from the review panel, determine what was being accomplished through mini-grants versus Special Project requests and to work out details on the scope of work, budget and evaluation forms. Once technical assistance from First 5 Yolo staff had been provided, both agencies were encouraged to re-submit their application to the review panel for a final recommendation to the Commission.</p>
<i>Executive Director Overview</i>
<p>Immediately following the June Commission meeting, staff met with the Executive Director of YFSA to begin the process of revising the application in a way that would meet the needs of the Commission. On July 12, 2010, YFSA submitted a revised application with an MOU detailing the collaboration between YFSA and WUSD. On September 29, 2010, YFSA submitted an addendum to address the agency’s financial stability. The review panel met on August 5 and October 7, 2010 to evaluate the proposal and determine a score and recommendation. The Review Panel is recommending funding in the amount of \$19,116 to Yolo Family Services Agency to train staff and subsequently implement The Incredible Years curriculum. If awarded, this project will begin October 15, 2010</p>
<i>Additional Information</i>
<p>Please see the Recommendation Summary Sheet below for application scores, comments, and complete recommendations.</p>
<i>Action Requested</i>
<p>Approve FY 10-11 Special Projects Allocation for Yolo Family Services Agency in the amount of \$19,116.</p>

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Attachments

None

Agenda Item- Approve Updates to Policies & Procedures Manual

Background

The First 5 Yolo Policies and Procedures Manual was approved in 2008. The P&P Manual was meant to be a living document and changes/updates are anticipated on an annual basis. Currently, staff have determined that three policies need amending and three policies should be added that currently are not in the manual. The entire P&P Manual will be thoroughly reviewed by staff in January 2011 with recommendations for streamlining and other changes brought to the Commission in the spring for approval.

Executive Director Overview

Staff are recommending revisions to the following three existing policies:

- Advance Payment Policy- to allow full funding at the beginning of the contract when appropriate (mainly for leveraging purposes).
- Site Visit Policy- Multi-year contractors and underperforming contractors will receive a site visit/audit each year. No longer stipulates a dollar amount under which a grantee would not qualify for a site visit.
- Employee Salaries & Benefits- ED will report any changes to staff salary or benefits to the Personnel Committee and then report out to the full Commission via the monthly Executive Director Report. Rather than reporting to Program and Policy Committee.

Staff are recommending four new policies be put in place as a result of recent committee level activity and Commission level decisions:

- Unsolicited Funding Request- states that First 5 Yolo will not accept unsolicited funding requests.
- Teleconferencing/Videoconferencing at Commission and Committee Meetings - states that commission members and committee members may fully participate in meetings via teleconference or videoconference.
- Redirecting Funds from Sustainability Plan- states that it is within the Commission's power to redirect funds from the sustainability plan, but that this will only occur after a cost/benefit analysis and going through relevant committees for recommendation to full Commission.
- Supplemental Ethics Polices- states that Commission will go above and beyond current conflict of interest and ethics policies to garner public trust by enhancing transparency.

Additional Information

All changes to Policies and Procedures manual are highlighted in red.

Action Requested

Approve Updates to Policies & Procedures Manual.

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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 September 2010. Additionally, a summary of the contract status report and graphs are included for your review.
<i>Action Requested</i>
Receive Executive Director's September and October 2010 Report.

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Attachments None

Agenda Item- Community Presentation: School Readiness Program Impacts: 2002-2010
<i>Background</i>
The Commission has requested presentations from funded partners to learn more about the programs and outcomes grantees are implementing in Yolo County with First 5 Yolo dollars. Staff ensure that several presentations are made to the Commission from partner agencies each year.
<i>Executive Director Overview</i>
F5Y participated in two cycles of School Readiness, a state matched early learning program targeting families in low performing school catchment areas. Services and interventions designed to increase parent knowledge of early development and activities supporting children's school success were offered. The program sunset June 30, 2010 although some program elements will be maintained by the school district. Families expressed great appreciation for the services and are hopeful for continued 0-5 early learning support.
<i>Additional Information</i>
None
<i>Action Requested</i>
Receive presentation from School Readiness Program

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Attachments None

Agenda Item- Commissioners: Receive 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.