

FIRST 5 YOLO  
Commission Meeting Minutes  
March 8, 2017

The First 5 Yolo Children and Families Commission met on the 8th day of March, 2017 at the First 5 Yolo Offices located at 502 Mace Blvd. Suite 15, Davis, CA 95618 at 3:00 p.m.

**Commissioners in Attendance:** Jenn Rexroad, Heidy Kellison, Jim Provenza, Jesse Ortiz, Francisco Castillo, Sally Brown, and Nichole Arnold via teleconference

**Staff in Attendance:** Gina Daleiden, Lauren Adams, Victoria Zimmerle, Mark Krummenacker

**Public in Attendance:** Justine Jimenez, Richard Reed

Item #1: Call to order

J. Provenza called the meeting to order at 3:03 p.m.

Item #2: Roll Call and Introduction of New Commissioner

J. Provenza introduced Sally Brown, District 2 Appointee.

J. Provenza introduced First 5 Yolo new employees, Victoria Zimmerle and Lauren Adams, and thanked Mark Krummenacker for his interim work in finance.

Absent: J. Cook, S. Heitman

Item #3: Approval of Agenda

Chair J. Provenza deemed the agenda approved.

Item #4: Statement of Conflict and Recusal

None.

Item #5: Public Comment

J. Provenza welcomed those in attendance and invited the public to address the Commission on any issue not on the agenda.

Public comment: None

Item # 6: Updates and Announcements from the Chair

None

Item # 7-13 Consent Agenda

7. Approve 1/11/17 Commission Meeting Minutes

8. Adopt April 2017 Commission Calendar

9 Approve 2/6/17 First 5 Yolo Finance Committee Minutes

10. Approve First 5 Yolo Support Position of AB 273

11. Accept Report on Legislation/Advocacy and First Association Position on Pending State Bills

12. Adopt Update to First 5 Yolo Administrative Policies and Procedures

Manual: Chapter 1- Operational Guidelines

13. Authorize First 5 Yolo Advokids Training Workshop for Foster Parents

*Approve consent agenda items 7-13, with a change to Item #13 to reflect that funds from staff savings in personnel will be allocated to program to fund The Advokids Training (rather than drawing from unallocated program funds as noted in the cover sheet).*

**MOTION:** J. Ortiz

**SECOND:** F. Castillo

Motion carries unanimously

**Item #14: Approve Report on Funded Partner Roundtable and Mid-Year Contract Reporting**

The second Funded Partner Roundtable was convened by First 5 Yolo on February 3, 2017. G. Daleiden described the Roundtable discussion focused on collective work to enhance the system of care for children in Yolo County. A facilitator (who has worked for many years with First 5 Placer) lead participants through a “wave” exercise to identify trends, performance measures, and what partners might need moving forward. The highlighted sections in the wave document were items the funded partners thought were most critically important.

Funded Partners requested future consideration of support in capacity building (grant writing, data tracking, business planning) and activities focusing on sustainability.

Commissioners discussed the Funded Partner Roundtable material and asked questions.

Executive Director noted that all funded partners are meeting requirements at mid-year, and thus contract funds have been disbursed for Q2.

***Approve Report on Funded Partner Roundtable and Mid-Year contract Reporting.***

**MOTION:** J. Ortiz

**SECOND:** J. Rexroad

Motion carries unanimously

**Item #15: Review and Adopt Sponsorship Fund Policy**

G. Daleiden shared a draft of the new policy proposed and discussed by the Commission in January. Commission direction from January is reflected in the draft, with County Council adding one line to funding parameters: “The activity may not be used for or include advancing a religious purpose, to benefit an individual, or to promote a candidate for political office.”

The Policy sets \$5,000 per year for individual sponsorships for up to \$250 each. To clarify that funds unspent will not accumulate, J. Provenza suggested text stating that, "Funds will be allocated on a rolling basis throughout the fiscal year, until a total of up to \$5,000 per year has been distributed." The Sponsorship Policy would go into effect next fiscal year FY 17-18. Commissioners agreed with this edit.

S. Brown inquired about a single entity being able to apply more than once per year. As there was no objection by the Commission prior, it is not prohibited in the draft. For example, if an agency has two events or separate projects for a good cause, they might both be sponsored in the same year.

J. Rexroad stated that she believes strongly that even small dollar sponsorships could be critical for local organizations, and expressed the hope that First 5 Yolo sponsorships could help local organizations to leverage additional funding.

J. Provenza offered that, after the first year, the policy could be revisited for any changes.

F. Castillo inquired about explicitly noting that organization applying cannot discriminate. Commission determined that this is technically already prohibited as discrimination would “conflict with First 5 Yolo values and mission,” and that Executive Director will confirm with County Counsel.

***Adopt updated Sponsorship Fund Policy, pending County Council approval of final language.***

**MOTION:** F. Castillo

**SECOND:** J. Rexroad

Motion carries unanimously.

Item #16: Approve Revenue and Expenditure Report

G. Daleiden reported that Interim Finance Officer Mark Krummenacker has carefully reviewed accounting to date, and has made corrections or adjustments to the budget documents as necessary. The Finance Committee recommends the Revenue and Expenditure Report for approval.

The FY 16-17 Revenue and Expenditure Report includes actuals for part of the year (through February), and staff's best projections for the rest of the fiscal year. Staff noted the volatility in the Proposition 10 revenue stream, particularly given recent legislative changes. This makes revenue more difficult to predict, and staff may bring revisions later in the fiscal year.

Treasurer H. Kellison noted that, as there is a decline in funding, First 5 Yolo will be looking for more administrative savings.

The Commission reviewed the budget documents and asked questions.

The Finance Committee recommended allocating five thousand dollars from staff savings in Personnel to "small tools" in Operations for office computer replacement.

***Allocate \$5,000 from Personnel to "small tools" line item in Operations, and Approve Revenue and Expenditure Report***

**MOTION:** H. Kellison                      **SECOND:** J. Rexroad                      Motion carries unanimously

Item #17: Approve Mid-Year Budget Revise for 3-Year Sustainability Plan

Staff recommendation is to assume the same 3% decline in revenue from Prop. 10, with the noted concern for a possible one-time decrease of close to \$270,000 due to the receipt, in arrears, of backfill amounts for First 5 included in Proposition 56. Further, any expected increase from the addition of e-cigarettes under Proposition 56 cannot be counted on for expenditures until actual sales numbers are known. In May, there may be additional information to revise the budget.

Staff will create a chart showing Prop 10 estimated revenue over time, and operational costs prior to fiscal cuts, currently, and into the out years. Staff is also developing a staffing by position chart (assuming full staffing as allocated per year) showing significant decreases in FTE and personnel costs from FY14/15 to FY17/18.

M. Krummenacker noted that he has changed the format of the budget to a perspective showing accounting fund balance.

M. Krummenacker believes First 5 Yolo currently has adequate reserves or fund balance, but assessment in the future depends on changing variables. Howard Newens, Yolo County Auditor/Treasurer, will be asked again for his recommendation for an adequate fund balance amount for First 5 Yolo. Previous advice was to maintain a reserve, or fund balance, of 6 months of operating costs. Staff will also look into policies on restrictions on reserves, types of reserves or contingency funds that could be created, etc.

Staff noted that operations and expected personnel costs should have some room for increases over time, including step increases, possible COLA amounts, and inflation in general.

***Approve 3-Year Sustainability Plan***

**MOTION:** H.                      Kellison                      **SECOND:** J. Rexroad                      Motion carries unanimously

#### Item #18: Receive Executive Director Report

G. Daleiden highlighted as most important the new Yolo County MHSA plan coming before the Board of Supervisors in April. This is one of the greatest opportunities for First 5 Yolo to leverage funding. Executive Director reminded Commissioners that March 20 is the last opportunity for public comment on the draft MHSA Plan. She also noted that First 5 Solano has been leveraging funds with MHSA to fund and sustain Help Me Grow in that county, and provides a good model and case study.

Executive Director reported on her visit to the First 5 Sonoma Funders Circle, a group similar to, though not entirely the same as, First 5 Yolo's nascent Champions for Children. Sonoma has taken 2 years to build to a shared funded project (access to preschool), and has incorporated several private foundations, but has not yet reached as many public agencies as Yolo. Sonoma is very interested in capacity building in their funded partners.

In Yolo, Champions for Children is expected to meet this spring. A small subcommittee has worked on governance guidelines, and an agenda is nearly ready to put together.

L. Adams is working on developing performance measures for First 5 Yolo.

Sarah Edson, as extra help, is finishing work on the website and the Clear Impact project. Clear Impact is a software program linked to the Freidman results based accountability process. It would allow funded partners to track data effectively, analyze performance measure data, and report in a uniform fashion, and is expected to simplify the process for reporting. The software can aggregate data, graph, and chart, and has training videos to help with forecasting and other pieces of the total analysis. It would help move reporting and evaluation beyond quantity and focus on the question, "Is anyone better off?" With this tool and new staff, First 5 Yolo may be able to provide much of the annual report Harder+Co. has been providing.

The initial cost estimate is \$14,000 for the first year to build out the templates and set up the system specifically for partners and First 5 Yolo, and then \$9,000/year annually for use of the system.

#### Item #19: Commissioner Reports

Commissioners provided updates on recent and upcoming activities and events.

H. Kellison, J. Provenza, J. Cook, and H. Kellison - Attended SunRISE Preschool ribbon cutting ceremony in Esparto. A First 5 Yolo grant purchased the facility for this school. Commissioners praised the new building, quality preschool materials, and outdoor space for learning.

H. Kellison announced that Senator Dodd is still investigating the possibility of a pilot study for Sacramento Nursery and Yolo Crisis Nursery. She continues to have discussions with Dodd's office. She further noted that The Yolo Crisis Nursery has a crab feed fundraising event soon. All tickets are sold out!

J. Provenza introduced Richard Reed, his Deputy Supervisor.

J. Ortiz announced that on Friday, March 3, 2017, YCOE will host The State of Young Children. Children Now and Former State Superintendent of Schools Delaine Eastin will be presenting, and First 5 Yolo is a co-host.

J. Ortiz also briefed the Commission on Footstep 2 Brilliance, an initiative to enhance early learning for children 0-3<sup>rd</sup> grade. Over 1000 books online in English and Spanish are accessible on smart phones (estimated 80% of parents have smart phones). Colusa County, Napa County, and other counties have had great success with the program, particularly for improving school readiness the most at-risk kids. The program measures outcomes and literacy. The Commission expressed an interest in more information at a future date.

J. Provenza announced that the County is recruiting and hiring a new County Librarian, as Patty Wong has moved to Southern California.

F. Castillo and G. Daleiden reported on changes with Up4WS, now that First 5 funding has been re-directed to IMPACT and West Sacramento will fund Up4WS with a new tax revenue stream. Given this, the City of West Sacramento proposes dissolving the Up4WS Executive Board (First 5 Yolo has been a member), and ask some/all members join a committee more focused on early learning countywide, including IMPACT. Justine Jiminez and Cindy Tuttle have already met with G. Daleiden and all are in agreement with this pathway. YCOE has offered the back bone administrative support. More as this develops.

**CLOSED SESSION: Public Employee Evaluation (Government Code Section 54957(b)(1)) & Conference with Labor Negotiator (Government Code Section 54957.6). At 4:44pm.**

Item #20: Report Out of Closed Session

Chair Provenza announced that the Commission has completed the annual evaluation of the First 5 Yolo Executive Director. The Commission intends to move Executive Director up a salary step to the final step in the range, and will offer an additional 5 days of non-accruing Administrative Leave annually, in lieu of the 2% cost of living the County of Yolo has recently given unrepresented employees.

Item #21: Chair Adjournment

The meeting was adjourned at 4:58 p.m. The next commission meeting will be held April 12, 2017 from 3 to 5 p.m. at County of Yolo Administration Center's Atrium Training Room, 625 Court Street, Woodland CA 95695.