

FIRST 5 YOLO  
Commission Meeting  
Minutes June 10, 2020

The First 5 Yolo Children and Families Commission met on the 10th day of June 2020 via Zoom teleconference pursuant to the Governor's Executive Order N 29-20.

**Commissioners in Attendance:** Jim Provenza, Nichole Arnold, Sally Brown, Heidi Kellison, Garth Lewis, Karleen Jakowski, and Jenn Rexroad

**Staff in Attendance:** Gina Daleiden, Victoria Zimmerle, Melina Ortigas

**Public in Attendance:** Tico Zendejas, Justine Jimenez

Item #1: Call to order

J. Provenza called the meeting to order **at 3:02pm**

Item #2: Roll Call

Absent: Melissa Roberts, Nichole Sturfels

Item #3: Approval of Agenda

Commissioners reviewed the agenda

***Approve agenda.***

**MOTION:** H. Kellison

**SECOND:** S. Brown

The Chair called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, G. Lewis, N. Arnold, J. Provenza

**Nays:** None

***Motion carries unanimously***

Item #4: Statement of Conflict and Recusal

None.

Item #5: Public Comment

Tico Zendejas expressed his thanks to the First 5 Yolo Commission and Staff for their leadership and support in getting necessary resources to the rural community during these challenging times.

Item # 6: Updates and Announcements from the Chair

J. Provenza shared the County passed a preliminary budget, however, it is very preliminary, and the County is facing a \$13M deficit that could worsen or improve depending on a variety of factors. Two items were of concern: funding for early childhood from the Cannabis Tax and funding for the Yolo Crisis Nursery. Cannabis funding is one of the only revenue streams that is up, nearly doubling from what was anticipated. There was a staff recommendation to remove early childhood and youth development from cannabis funding allocations for FY20/21, and J. Provenza made a motion to restore that funding, as he felt it was important to protect programs

for young children especially as early childhood was listed in the ballot question and was a large reason for voter approval.

J. Provenza explained that Yolo Crisis Nursery, funded through Health and Human Services from the General Fund, was recommended to receive only 3 months of funding. J. Provenza did not feel it was appropriate to take this item out of the County Budget and voiced that at the Board of Supervisors (BOS) meeting. .

J. Provenza reported that he made a motion at the BOS meeting to restore funding to the two lines for children from the Cannabis Tax and to Yolo Crisis Nursery, and the Board unanimously agreed. Funding is restored for now; however, it is subject to discussion during the budget workshops which will take place over the summer.

J. Provenza shared that advocacy is really important—speaking up, and talking to board members so everyone understands the importance of funding for children.

J. Provenza also provided a COVID-19 update noting that Sacramento and San Joaquin are on Special Alert Status due to increased cases. Yolo has had better enforcement and compliance with prevention measures, which has helped a lot in the County. It is important to make sure people know the risk is still there, especially as one of the biggest contagions in Yolo is family gatherings. County Office of Education is looking at options for schools in the fall..

#### Item # 7-9 Consent Agenda

Item #7: Approve First 5 Yolo Commission Meeting Minutes from 05/13/2020

Item #8: Approve First 5 Yolo Executive Committee Meeting Minutes from 05/07/2020

Item #9: Approve First 5 Yolo Finance Committee Meeting Minutes from 06/1/2020

Item #10 Adopt Commission Meeting and Budget Process Calendar for FY 20-21

Item #11: Receive **Emergency COVID-19 Relief Funds Report**: City West Sacramento (2) for Yolo Quality Counts Provider Trainings

Item #12: Adopt Policy Revisions to First 5 Yolo Administrative Policies and Procedures, Chapter 2: Contracting Policy

Item #13: Adopt Update to First 5 Yolo Cost Allocation Plan

Item #14: Approve Pay Range for Grant-Funded First 5 Yolo Positions: Quality Counts California Program Officer and Home Visiting Systems Officer

Item #15: Transfer Ownership of Mobile Ultrasound to CommuniCare Perinatal Department

G. Daleiden clarified that in Item #15, “mobile ultrasounds” includes the machine and all necessary and associated accessories.

***Approve consent agenda items 7-15.***

**MOTION: H. Kellison**

**SECOND: J. Rexroad**

Chair Provenza called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, N. Arnold, G. Lewis, J. Provenza

**Nays:** none

***Motion carries unanimously***

Item 16: Update on FY 19/20 Cannabis Grant Activities

G. Daleiden introduced J. Kumaravel who has been working with F5 Yolo on a grant-funded project from County Cannabis Tax funds. J. Kumaravel's work includes the creation of a Cannabis Education Toolkit for the perinatal population and intensive work with Healthy Families Yolo County within Yolo County Children's Alliance in support of the R2R Project.

J. Kumaravel shared that she has worked on three components: the Cannabis Toolkit, coordination of the creation of educational videos to be played in CommuniCare waiting rooms and at other partner locations, and providing support to HFA staff at Yolo County Children's Alliance during the initial launch year of R2R.

The Toolkit takes into consideration a literature review completed by J. Kumaravel and includes simple fact sheets and infographics that can be handed out to individuals, poster-sized infographics that can be posted in public areas, a fact sheet that synthesizes the research in a more in-depth fashion for providers, and trainings that will be recorded and available long after she is gone. The trainings will be for providers to review the research, discuss current trends, and provide guidance on speaking with clients about substance use. J. Kumaravel shared draft copies of some materials to the Commission.

J. Kumaravel provided an update on the videos noting that currently, she is working with the selected contractor, V. Zimmerle, and R2R staff to discuss workarounds for filming with COVID-19 considerations. This work is expected to continue a little past the end of her term, June 30, 2020.

Lastly, J. Kumaravel has been working very closely providing system support for HFA staff at Yolo County Children's Alliance. She has been helping train the staff on documentation and moving from paper documentation to utilization of the Salesforce Database, providing trainings and creating a database manual that includes detailed information that can be used ongoing. Additionally, she is working with M. Ortigas to create reports in Salesforce to ease reporting and allow staff to interpret their entered data more easily.

Commissioners discussed and asked questions about specific language used in the documents, and whether documents will be translated into other languages. G. Daleiden noted the materials shared with the Commission are draft materials, and noted that text will be updated to include "quit or speak with your provider about safer alternatives" or similar language. G. Daleiden also responded that staff plan for everything to be translated into Spanish with M. Ortigas' and/or YCCA's support, and other languages as available.

J. Provenza expressed his appreciation for the creation of materials and support that will survive after J. Kumaravel's term end, especially considering the funding was only available for one year.

G. Daleiden clarified there are additional materials within the tool kit, and J. Kumaravel only shared a sample of what will ultimately be available. Additionally, she reminded the Commission that the cutting edge policy work and advocacy from the Chair and Commission to bring new cannabis revenue to First 5 Yolo enabled some of the work that has been done in the R2R Project, in particular all of the work accomplished by J. Kumaravel.

While this funding was very specifically one-time, G. Daleiden hopes that, as conversations with the County continue, a “one-time” allocation of funds could be strategically distributed across multiple years.. This would enable the Commission to begin thinking about scaling up some R2R services to meet need while still using time-limited, dedicated grant funding.

J. Provenza also noted the unallocated funds in the cannabis fund are significantly higher than anticipated, as cannabis funds appear to be a growing source of revenue which may help to alleviate some of the concern surrounding the time-limitation of funds. Results from this project could be shared and would be good to do so with the Board as an example of a good use of funds that has an impact across the years.

Item #17: Consider and Approve Cost of Living Adjustment (COLA) of 2% for First 5 Yolo Employees for Fiscal Year 2020-2021

A 2% cost of living increase is factored into the First 5 Yolo Budget for FY20/21. J. Provenza shared that the 2% COLA has been applied across the County’s bargaining units except for those who are still in the bargaining process, and recommended that the same COLA be applied to First 5 Yolo employees.

Commissioners discussed and asked questions.

***Approve Cost of Living Adjustment (COLA) of 2% for First 5 Yolo Employees for fiscal year 2020-2021***

**MOTION:** H. Kellison

**SECOND:** S. Brown

Chair Provenza called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, N. Arnold, G. Lewis, J. Provenza

**Nays:** none

***Motion carries unanimously***

Item #18: Public Hearing: Review and Adopt FY20-21 Strategic Plan Update

G. Daleiden reviewed the yearly update to the Strategic Plan noting that FY20-21 is the final year of the current Plan.. Additional highlights include the Commission’s success in moving from funding very siloed programs to intentional strategic funding of systems change initiatives and aligning program investments in a way that they interact and better benefit the children they are trying to serve. G. Daleiden also noted that because First 5 Yolo has started to administer grants in-house, the look and dollar amounts reflected in each budget document is changing. For example, most notably in the budget, grant funded personnel are listed in the personnel category of the budget as is appropriate, whereas in the funding plan, grant-funded personnel are wrapped into their respective programs to show the true cost of the program.

**J. Provenza opened the public hearing at 3:45pm**

No public comment.

**J. Provenza closed the public hearing at 3:46pm**

***Adopt FY20-21 Strategic Plan Update***

**MOTION:** G. Lewis

**SECOND:** N. Arnold

Chair Provenza called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, N. Arnold, G. Lewis, J. Provenza

**Nays:** none

***Motion carries unanimously***

**Item #19: Approve Extension of First 5 Yolo COVID-19 Emergency Resolution #2020-01 with Modification for Sole Source Allowance**

G. Daleiden reviewed the changes to the resolution noting that it extends the Resolution through December 31, allocates an additional \$25,000 through this period which is expected to be largely focused on sustained COVID recovery efforts, and includes a provision for sole sourcing, if needed. She also clarified that the contracts for the coming year that are to be sole sourced meet the Commission's normal sole sourcing criteria. However, given the uncertainty of what the next several months will look like, the provision allows additional flexibility to adapt to a rapidly changing climate and allows the Commission to act more quickly to meet changing needs of partners and the community.

Commissioners discussed and asked questions.

***Approve Extension of First 5 Yolo COVID-19 Emergency Resolution #2020-01 with Modification for Sole Source Allowance***

**MOTION:** S. Brown

**SECOND:** H. Kellison

Chair Provenza called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, N. Arnold, G. Lewis, J. Provenza

**Nays:** none

***Motion carries unanimously***

**Item #20: Review and Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for FY2020/21**

G. Daleiden shared that in addition to the items and notes in the coversheet to the items, the Commission will also have a new grant-funded program for home visiting coordination in the coming year. Staff have received the non-competitive RFA and G. Daleiden has submitted the streamlined paperwork associated with the grant. The main intent of the grant is to fund a part-time First 5 staff member who will help better align home visiting efforts across the county and work very specifically on COVID recovery efforts for families, using home visiting to help during the time of the pandemic and after. A job posting for this position will likely be out at the end of July/early August with the grant expected to fund in September. She reminded the Commission that funding listed is "up-to" amounts for contracts with funded partners, but does not reflect, for example, staff that are administered in-house, and therefore does not necessarily reflect all program costs.

She also shared that, in alignment with the policy changes adopted by the Commission, First 5 Yolo is expanding allowable indirect in First 5 Contracts to also include all direct costs, not just personnel. As such, contract amounts have been increased from what was discussed in previous meetings to the allocations presented today. Additionally, staff proposed, and the finance committee approved a \$6,000 increase to the two main partners in the program: CommuniCare and Yolo County Children's Alliance. The figure is based on including approximately 2% COLA for line staff in recognition of the sacrifices those agencies made in fitting their budgets into the amount of funds available in this Project at the time. As a result of their commitment to launch the Project and funding constraints, their budgets ran very lean and key staff in the program, upon who the outcomes for the program depend, deserve a COLA increase if possible. While First 5 Yolo does not direct what partner agencies do with their staffing and COLAs within their agencies, this increase provides the means and funding to assist in making it a possibility.

***Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for FY2020/21***

**MOTION:** H. Kellison                      **SECOND:** J. Rexroad

Chair Provenza called a roll call vote.

**Ayes:** H. Kellison, K. Jakowski, S. Brown, J. Rexroad, N. Arnold, G. Lewis, J. Provenza

**Nays:** none

***Motion carries unanimously***

**Item #21: Review 3-Year Budget and Review and Adopt FY20/21 Budget**

S. Brown shared that the Finance Committee met on June 1 to review and put forward a recommended budget to the full Commission.

V. Zimmerle reviewed the 3-year year and single year budget noting that staff received revised Proposition 10 revenue projections from the State. The projections are different from what was seen in the last projections in May 2019 in that the next couple of years are projected to be higher than previous projections and lower than previous projections in the out-years. As a result, the projected fund balance at June 30, 2020 is higher than previously anticipated. However, because the out-years are much lower, it may even out in the long run. She also noted that the rate of decline in Prop 10 revenues for the next five years is approximately 30% faster than previous the five-year projections.

V. Zimmerle also shared that some budgeted line items have been increased or decreased relative to previously budgeted amounts to take into consideration the changing operations of the Commission in light of COVID-19. Staff, with Finance Committee support, recommend increasing the Continuing Leveraged Programs reserve from \$395,000 to \$450,000 to account for the changes in projected program costs, as a result of the adopted change to the Commission's indirect policy and the approved increases to CommuniCare's and Yolo County Children's Alliance's Road to Resilience contracts. Staff project beginning to draw on the Continuing Leveraged Program reserve beginning in FY20-21, then yearly thereafter through FY23-24 to maintain, as planned, the committed level of funding in leveraged programs.



- G. Daleiden asked M. Ortigas to update the Commission, and also noted that R2R staff will be receiving a supplemental training on domestic and intimate partner violence. M. Ortigas shared that enrollment is going well, with a spike in enrollment and consenting amidst COVID-19. Staff worked collaboratively with partners to update a client feedback questionnaire to include some relationship assessment items to measure the strength of the relationship between home visitors and clients. The HFA Program Manager shared that this new tool has been a lifeline for navigators/home visitors, as the responses have been largely positive. Currently, the program has about 62 active clients, approximately 30 in each pathway with one recently re-enrolled client. The client who re-enrolled speaks to the integration and collaboration between agencies as the client re-enrolled, changed pathways, and is receiving a level of support appropriate to her needs.

Essential supplies for families and childcare providers:

- G. Daleiden expressed her thanks to G. Lewis and his staff at YCOE for receiving supplies and helping to coordinate the delivery of supplies for childcare as they have tried to remain open for essential workers and/or try to reopen as additional parents/caregivers return to work.
- F5Y received additional supplies from Jessica Alba's foundation unexpectedly and will work to distribute them. Additionally, First 5 CA is likely to send additional supplies or potentially gift cards, but that information is still unfolding.

Dual Language Learner Pilot:

- Staff expect a new iteration of the DLL pilot grant. It is expected to fund September-October and fund for approximately one year. The exact grant amount is still unknown but anticipated to be as much as \$300,000-\$400,000. The grant is intended to extend successful dual language learner tools, methodologies, etc. across the County and also to support families of dual language learners through COVID-19 recovery, though the exact means are not yet defined by First 5 CA. The grant also requires that there be an identified staff person within First 5 Yolo who manages this grant. It logically ties to the new QCC Program Officer position and may ultimately push up the FTE in that position slightly, paid for by the new grant.

#### Item #24: Commissioner Reports

K. Jakowski provided an update from Child Welfare noting that suspected child abuse and neglect reports have declined about 40% in Yolo County, and that statewide, counties are seeing approximately 40-60% declines in reporting. It is hypothesized that the decline is primarily related to a lack of contact with mandated reporters, not just as a result of school closures but also declines in emergency room visits and doctor's visits that were seen during the early stages of the COVID emergency. Since the last Commission Meeting, CWS has completed trainings with Washington Unified School District about how to identify signs of child abuse and neglect and also how to connect children to Mental Health Services, as referrals to mental health services have seen a greater decline than reports of suspected child abuse and neglect. Child Welfare will be working collaboratively with the Yolo County Child Abuse Prevention Council to develop and disseminate information about identifying risks, reporting when necessary, etc. She also shared that while the number of reports has significantly declined, the number of reports requiring investigation has not declined at the same rate. CWS has seen an increase in domestic violence and is working with its partners to identify families that are at risk and provide supports to families during this difficult time.

G. Lewis provided an update on the work YCOE is doing to support the school districts and they start to plan for re-opening and commended the Department of Public Health who has partnered with YCOE deeply in the work. A taskforce including YCOE and Public Health was created and expects to release guidance for the local school districts by June 25<sup>th</sup>. He also shared that preliminary survey data indicates that most parents are interested in students returning back to school in a face to face format, a small minority is interested in distance learning only, and the reality is that districts are likely to end up somewhere in-between given the requirements of social distancing and the affordability of being able to implement a program with all students in school. YCOE is working towards having options for families to access that will meet their needs.

H. Kellison commended J. Provenza in his advocacy for the two children's issues, cannabis tax funding, and funding for the Yolo Crisis Nursery at the last Board of Supervisors meeting. She expressed the importance of continued advocacy with each Commissioner's Supervisor, especially as the board goes into budget workshops over the summer.

Item #25: Adjournment

J. Provenza adjourned the meeting to closed session at 4:53pm., noting that there would be no report out of closed session

Closed Session began at 5:05pm.

Commissioners in attendance: H. Kellison, K. Jakowski, J. Rexroad, G. Lewis, N. Arnold, S. Brown

Staff in attendance: G. Daleiden

Item 1. Public Employee Evaluation Government Code Section 54957(b)(1), Executive Director

Closed Session ended at 5:37pm

There was no report out of closed session.

The next regularly scheduled First 5 Commission meeting will be held September 9, 2020 via Zoom or at 502 Mace Blvd. Davis, CA 95618 from 3:00-5:00pm.