



## COMMISSIONERS

– District 1  
Heidy Kellison – District 4  
Karleen Jakowski – County of Yolo

Sally Brown – District 2  
Melissa Roberts – District 5  
Jim Provenza, Chair -  
Board of Supervisors

Jenn Rexroad – District 3  
Garth Lewis – YCOE  
Nichole Arnold – Children  
w/ Special Needs

## AGENDA

*September 09, 2020*  
3:00-5:00 pm

**NOTE: This meeting is being agendized to allow Commission Members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020), available at the following [link](#)**

**Teleconference Options to join Zoom meeting:**

**By PC:**

<https://us02web.zoom.us/j/89297248880?pwd=MDIzc3hVRW04SnRTSTI6Tk5CNGpmQT09>

Meeting ID: 892 9724 8880

Passcode: 119989

One tap mobile

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+12532158782,,89297248880#,,,,,0#,,119989# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 892 9724 8880

Passcode: 119989

## **ADMINISTRATIVE AGENDA**

1. Chair Call to Order

2. Chair Roll Call
3. Chair Consider Approval of the Agenda
4. Chair Opportunity for Commissioners to state Conflict and Recusal
5. Public Public Comment
6. Chair Updates and Announcements from the Chair

**CONSENT AGENDA**

Executive Director recommends approval of Consent Agenda Items 7-9

General Administrative Function

7. Chair Approve First 5 Yolo Commission Meeting Minutes from 06/10/2020
8. Staff Receive Sponsorship Fund Allocations Report (Yolo County Health and Human Services- Child Welfare Services: Resource Family Approval & Placement Overview, Alcohol, Drugs and Mental Health Access line Overview, and Yolo County Children’s Alliance (on behalf of Yolo Child Abuse Prevention Council): printing copies of “Protecting Children: Reporting Child Abuse and Neglect” document)
9. Executive Director Receive COVID-19 Fund Allocation Report

**REGULAR AGENDA**      **Presentation/Discussion/Possible Action**

- |     |                           |   |            |
|-----|---------------------------|---|------------|
| 10. | Executive Director        | Review and Adopt FY2019-2021 Evaluation Plan  | 10 minutes |
| 11. | Executive Director        | Receive Help Me Grow Presentation by Children’s Therapy Center                      | 20 minutes |
| 12. | Business Services Officer | Review and Accept the Year End Revenue and Expenditure Summary Report (FY2019-2020) | 10 minutes |
| 13. | Executive Director        | Receive R2R Update  | 15 minutes |
| 14. | Executive Director        | Receive Update on First 5 Yolo Grants   | 20 minutes |
| 15. | Executive Director        | Discussion: QRIS, Race and Equity   | 30 minutes |
| 16. | Executive Director        | Executive Director Report   | 5 minutes  |
| 17. | Commissioners             | Commissioner Reports  | 5 minutes  |
| 18. | Chair                     | Adjournment   |            |

**CLOSED SESSION AGENDA** (Closed session is anticipated to begin at 4:45PM)

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

**RETURN TO REGULAR SESSION**

Chair Report out From Closed Session

Chair Adjournment

Next meeting scheduled:

Commission Meeting

October 14, 2018

First 5 Yolo

502 Mace Blvd. Ste. 15, Davis, CA 95618

I declare under penalty of perjury that the foregoing agenda was posted **September 3rd, 2020** by 5:00 PM at the following places:

- 1) On the bulletin board at the East entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California 95695
- 2) At [www.first5yolo.org](http://www.first5yolo.org) the website for First 5 Yolo, 502 Mace Blvd. Ste. 11, Davis, California 95618

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

Attachments

<b>Agenda Item- Commission Meeting Minutes</b>
<b><i>Background</i></b>
Final minutes from the First 5 Yolo Commission Meeting.
<b><i>Executive Director Overview</i></b>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on June 10, 2020 from 3:00-5:00PM via Zoom due to COVID-19 Shelter in place orders.
<b><i>Additional Information</i></b>
The next regularly Commission meeting will be held October 10, 2020 at 502 Mace Blvd. Ste. 15, Davis, CA 95776 from 3:00-5:00PM.
<b><i>Action Requested</i></b>
Approve minutes as submitted or propose edits.

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.

Commissioners discussed and asked clarifying questions about reserve levels, considerations in the budget related to COVID-19, and available funds above target reserve balances. G. Daleiden noted that conversations around clarifying calculation of Prop 10 allocations and fees continue to unfold and are moving forward. Discussion, at the state level, related to the anticipated vaping tax has been delayed which, fortunately, allows additional time for advocacy work. She also shared that as a result of the changing work of First 5 Yolo to leverage its funding, seek partners, influence policy and investments in early childhood, etc., the Commission has been able to expand program funding in the face of declining revenues.

V. Zimmerle noted that at the close of the fiscal year, staff project the Unassigned Balance to have approximately \$168,000 above its target balance. Of that, approximately \$68,000 is program funds that are projected to be unspent by funded partners who may request rollover of those unspent funds to the new contract year. The remaining \$100,000 could be allocated by the Commission without impact to the Commissions long term plan however, any spending or allocation above \$100,000 would require the sweeping of the opportunity for rollover fund requests from partners.

***Adopt FY20/21 Budget***

**MOTION:** J. Rexroad

**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 #22: Public Hearing: Review and Adopt Long Term Financial Plan Update**

V. Zimmerle reviewed the minor changes to the Long Term Financial plan noting that nothing material in the plan has been changed. Prop 10 revenues projections, target reserve balances, and the financial outlook graph and table were all updated to incorporate most available data.

The Commission discussed noting the need to continue seeking revenues sources for the sustainability of programs.

**J Provenza opened the public hearing at 4:29pm**

No public comment.

**J. Provenza closed the public hearing at 4:30pm**

***Adopt Long Term Financial Plan Update***

**MOTION:** H. Kellison

**SECOND:** G. Lewis

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 #23: Executive Director Report**

The CHILD Project: Road to Resilience:

- 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.

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

Attachments

**Agenda Item- Receive Sponsorship Funds Allocations Report (Yolo County Health and Human Services- Child Welfare Services: Resource Family Approval & Placement Overview, Alcohol, Drugs and Mental Health Access line Overview, and Yolo County Children’s Alliance (on behalf of Yolo Child Abuse Prevention Council): printing copies of “Protecting Children: Reporting Child Abuse and Neglect” document)**

***Background***

The Sponsorship Fund, established in FY17/18, allows First 5 Yolo continued involvement in community activities, public awareness of the mission of First 5 Yolo, and support of a variety of organizations with a limited cost in dollars and staff/commission time. Up to \$250 may be allocated per qualifying event, not to exceed a total of \$5,000 per year.

Per the Sponsorship Policy adopted by the Commission on May 10, 2017, the Executive Director and staff review, approve, and process requests on a rolling basis throughout the year. All recent, approved allocations are submitted to the Commission on the Consent Calendar at each regularly scheduled Commission meeting.

***Executive Director Overview***

Two sponsorships have been approved since the start of Fiscal Year 2020-2021. The total allocation of Sponsorships fiscal year to date is \$500.

Event	Agency	Event Date	Allocated Amount
Resource Family Approval & Placement Overview, Alcohol, Drugs and Mental Health Access line Overview	Yolo County Health and Human Services- Child Welfare Services	8/28/2020	<b>\$250.00</b>
Printing copies of “Protecting Children: Reporting Child Abuse and Neglect” document)	Yolo County Children’s Alliance (on behalf of Yolo Child Abuse Prevention Council):	N/A	<b>\$250.00</b>
		Total	<b>\$ 500.00</b>

***Additional Information***

Sponsorships in **bold/highlighted** are new as of the last Commission meeting. Promotional flyers are submitted with the applications when available at time of application.

***Action Requested***

Receive list of allocated sponsorships and ask questions or provide comments.

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

*Attachments*

**Agenda Item- Receive Emergency COVID-19 Relief Fund Allocations Report for:  
Stanford Youth Solutions, CAPC**

***Background***

First 5 Yolo has established emergency relief funding for agencies serving Yolo County children 0-5 and their families and childcare providers serving essential workers in Yolo County during the COVID-19 pandemic, pursuant to Resolution No. 2020-01: COVID-19 Response, formally adopted by the First 5 Yolo Commission on April 8, 2020. Additionally, the resolution granted the Executive Director spending authority up to \$25,000 of First 5 Yolo Prop 10 funding and 100% spending authority for all dedicated COVID response funds and non-specified donations received by the Commission.

On June 10, 2020 the Commission voted to amend the Resolution to extend the effectives dates through December 31, 2020, increase the Executive Director spending authority up to \$50,000, and allow for allocations of funds including augmentations to existing funded partner contracts to support First 5 Yolo Programs respond and adapt to COVID-19 needs and safety precautions.

First 5 Yolo will accept applications and allocate funds on an ongoing basis through December 31, 2020 or until allocated funds have been expended. Per the Resolution adopted by the Commission on April 8, 2020, the Executive Director and staff will review, approve, and process requests, contract augmentations, and purchases on a rolling basis throughout the shelter in place orders, as appropriate. The Executive Director reports allocations to the First 5 Yolo Executive Committee, and then places expenditures on Consent at subsequent Commission meetings and notifies the Executive Committee between meetings of the Full Commission.

***Executive Director Overview***

The intent of emergency relief funding is to rapidly respond to the needs of children prenatal to five and their families in Yolo County during this difficult and unprecedented time, and to support childcare providers, whose ability to ensure the safety and meet the needs of children of essential workers is critical to the community's ability to respond to the health crisis. Agencies and Childcare Providers working to support vulnerable children ages 0-5 and their families and/or providing childcare to essential workers are eligible to apply for one-time funding up to \$2,500, for the purchase of items including but not limited to: essential supplies for children and families and childcare providers, and technological or other expenses related to changing services and work flows during the COVID-19 emergency. Requested funds can only be used to support future purchases and may not be used to supplant allocated funds or recoup funds already expended prior to approval of an application. Additionally, First 5 Yolo received funds from Travis Credit Union, and entered an MOU with Yolo County Office of Education to support broad COVID Response and support for Childcare Providers in response to COVID, respectively.

***Additional Information***

All recent, approved allocations, expenditures, and donations received are detailed in the expenditure report in attachment A to this item

***Action Requested***

Receive list of allocated relief funds.



## Emergency Response to COVID-19 Crisis

Expenditure Report as of 9/4/2020

### Executive Director Prop 10 Spending Authority (4/8/20-12/31/20)

<b>Available</b>	<u>\$ 50,000</u>	
<b>Expended</b>	<b>FY19-20</b>	<b>FY20-21</b>
<u>Emergency Relief Funds:</u>		
RISE, Inc	1,750	
International House Davis	2,500	
City of West Sacramento- Yolo Quality Counts	2,500	
City of West Sacramento- Yolo Quality Counts	2,500	
Stanford Youth Solutions		2500
CAPC		159
<u>Supplies for Partners</u>		
Shoe Coverings	104	
Costco Clorox wipes and sanitizer	196	
Masks	1,353	
Hand Sanitizer (Patio 29)	506	
<u>Contract Augmentations</u>		
YCCA IMPACT2020		1217
Children's Therapy Center Help Me Grow		5,000
Davis Arts Center IMPACT2020		1006.09
Total	<u>11,409</u>	<u>9,882</u>
<b>Remaining</b>		<b><u>\$ 28,709</u></b>

### Donations (Restricted and Unrestricted)

#### **Travis Credit Union (unrestricted)**

<b>Received</b>	<u>\$ 10,000</u>	
Total	<u>10,000</u>	
<b>Expended</b>	<b>FY19-20</b>	<b>FY20-21</b>
<u>Emergency Relief Funds:</u>		
CommuniCare Perinatal	35	
CommuniCare Behavioral Health	2,072	
Yolo County Children's Alliance	2,398.60	
Northern California Children's Therapy Center	2,500.00	
<u>Supplies</u>		
Cloth Face Masks		2000
<u>Contract Augmentations</u>		
Davis Arts Center IMPACT2020		993.91
Total	<u>7,006</u>	<u>2,994</u>
<b>Remaining</b>		<b><u>\$0</u></b>

#### **Local Childcare Planning Council (Restricted to Childcare)**

<b>Received</b>	<u>\$ 10,000</u>	
Total	<u>10,000</u>	
<b>Expended</b>	<b>FY19-20</b>	<b>FY20-21</b>
GD Costco Childcare	714	
SupplyBank Supplies	4,773	
Hand Sanitizer	720	
L. Arner COVID Trainings		1700
J. Kumarvel COVID Trainings		450
Nancy Ledesma (IMPACT Augmentation)		1643
Total	<u>6,207</u>	<u>3,793</u>
<b>Remaining</b>		<b><u>\$0</u></b>

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

Attachments

<b>Agenda Item- Review and Adopt FY20/21 Evaluation Plan</b>
<p><b><i>Background</i></b></p> <p>With each new Strategic Plan, First 5 Yolo develops and implements an Evaluation Plan to track and monitor the performance of funded programs. The Evaluation Plan provides an overview of tools and protocols associated with contracts in First 5 Yolo’s funded programs. This Plan is adjusted each year during the Strategic Plan update, or once program contracts are finalized.</p> <p>The Plan provides an overview of evaluation for funded programs, and individual program service contracts include detailed requirements for evaluation and reporting that are program specific (e.g., individualized performance measures) and will be incorporated into the Local Evaluation Report at the end of the year.</p>
<p><b><i>Executive Director Overview</i></b></p> <p>With the adoption of the update of FY2019-2021 Strategic Plan in June 2020, a new Evaluation Plan, comprised of Matrix 1 and Matrix 2, has been developed for programs funded for FY20/21.</p> <p>Evaluation Matrix 1, the evaluation framework, has traditionally categorized the initiatives and programs for each of the four Goal Areas (Improved Child Health, Improved Safety, Improved Early Learning, and Improved Systems and Networks) and the corresponding evaluation activities. As the First 5 Yolo Commission has more completely shifted from siloed to integrated investments, First 5 Yolo’s three central initiatives, and most of the funded programs within or closely related to them, support multiple goal areas and are more accurately framed by the goal of “Improved Systems and Networks” rather than only a single program area . FY20/21 Evaluation Matrix 1 is formatted to reflect this for the first time in the Strategic Plan.</p> <p>Evaluation Matrix 2, the data collection summary, is a description of the methods utilized, including the type of data collected, the mode of data collection, and the frequency.</p> <p>Clear Impact is First 5 Yolo’s tracking and reporting software. Funded programs report Performance Measures in a Friedman Results Based Accountability format in Clear Impact. The data gathered for this reporting and for the annual Local Evaluation Report emanates from the variety of tools and sources detailed in Matrix 2.</p>
<p><b><i>Additional Information</i></b></p>

A copy of the updated Evaluation Plan is included as Attachment A to this agenda item.

The Evaluation Plan will be reviewed with LPC Consulting, First 5 Yolo's new evaluation services consultants. LPC will advise on any changes through the year for FY20/21, particularly as The R2R Project completes IRB review.

***Action Requested***

Review and Adopt FY20/21 Evaluation Plan

## **First 5 Yolo • Fiscal Year 2020-21 Evaluation Plan**

### **Purpose and Key Questions**

The evaluation plan for First 5 Yolo is designed to examine program level changes, ultimately measuring the extent to which clients served are “better off,” using data collection instruments that are part of an evidence-based or best practice program, as well as those that have been tailored for First 5 Yolo. Evaluation tools are based on current best practices in the fields of evaluation and early childhood development and education. The evaluation also builds from previous evaluation work and moves toward looking at cross-cutting indicators and outcomes for key programs and services funded by First 5 Yolo.

First 5 Yolo staff, in collaboration with the agency’s outside evaluator, will collect and analyze information to understand who receives services from First 5 Yolo, measure the impact of First 5 Yolo funded programs on families with young children, or on children 0-5, and identify opportunities for learning and improvement.

Evaluation Matrix 1, the evaluation framework, has traditionally categorized the initiatives and programs for each of the four Goal Areas (Improved Child Health, Improved Safety, Improved Early Learning, and Improved Systems and Networks) and the corresponding evaluation activities. As the First 5 Yolo Commission has more completely shifted from siloed to integrated investments, First 5 Yolo’s three central initiatives, and most of the funded programs within or closely related to them, support multiple goal areas and are more accurately framed by the goal of “Improved Systems and Networks” rather than only a single program area . FY20/21 Evaluation Matrix 1 is formatted to reflect this for the first time in the Strategic Plan.

Evaluation Matrix 2, the data collection summary, is a description of the methods, including the type of data collected, the mode of data collection, and the frequency. Annually, the Commission adopts Matrix 1 and 2 after program contracts are finalized.

## Evaluation Matrix 1: First 5 Yolo 2018-19 Evaluation Framework

Activity			Evaluation		
Program Contract	Agency	Contract Amount	Performance Measures	Demographic Data	Other Methods
<b>Goal: Improved Systems and Networks (Improve Child Health)</b>					
Help Me Grow (HMG)	Northern California Children's Therapy Center (NCCTC)	\$519,975	X	X	HMG National Indicators
Help Me Grow (HMG)	Yolo County Children's Alliance	\$75,500	X	X	HMG National Indicators
Help Me Grow (HMG)	Yolo Crisis Nursery	\$27,500	X	X	HMG National Indicators
Help Me Grow (HMG)	CommuniCare Health Centers	30,000	X	X	Programmatic Data Collection and Review
Help Me Grow (HMG)	RISE Inc.	\$10,100	X	X	HMG National Indicators
Early Mental Health Trainings	First 5 Yolo/NCCTC	\$167,480	X	X	• Letters of Conferral and Letters of Completion
<b>Goal: Improved Systems and Networks (Improve Child Safety)</b>					
Crisis Nursery Intervention Services	Yolo Crisis Nursery	\$70,780	X	X	• Crisis Nursery Parent Survey • Administrative Data (CWS)
The CHILD Project: Road to Resilience	Yolo County Children's Alliance	\$428,800	X	X	• HFA Parent Survey • Protective Factors Survey • Retrospective Pre/Post Parenting Skills Ladder • Administrative Data (CWS) • Home Visiting Record
The CHILD Project: Road to Resilience	CommuniCare Health Centers	\$442,100	X	X	• Administrative Data Screen • Protective Factors Survey • Retrospective Pre/Post Parenting Skills Ladder • Adult- Adolescent Parenting Inventory-2 (AAPI-2) • Administrative Data (CWS) • Programmatic Data collection and review
The CHILD Project: Road to Resilience	Yolo Crisis Nursery	\$49,600	X	X	• ABC Play Assessment
ABC Home Visiting Joint Project	Yolo Crisis Nursery	\$132,000	X	X	• ABC Play Assessment
Family Hui	Lead4Tomorrow	\$15,500	X	X	• Pre/Post Parent Survey
<b>Goal: Improved Systems and Networks (Improve Quality Early Learning)</b>					
IMPACT 2020: Nurturing Parenting Program Childcare	RISE Inc.	\$24,500	X	X	N/A
IMPACT 2020: Nurturing Parenting Program Childcare	Yolo County Children's Alliance	\$37,000	X	X	N/A

IMPACT 2020: Nurturing Parenting Program and Parent Engagement Labs	RISE Inc.	\$44,700	X	X	<ul style="list-style-type: none"> <li>• Adult-Adolescent Parenting Inventory-2 (AAPI-2)</li> <li>• Feedback Survey</li> </ul>
IMPACT 2020: Nurturing Parenting Program and Parent Engagement Labs	Yolo County Children’s Alliance	\$76,400	X	X	<ul style="list-style-type: none"> <li>• Adult-Adolescent Parenting Inventory-2 (AAPI-2)</li> <li>• Feedback Survey</li> </ul>
IMPACT 2020: Parent Engagement Labs	Davis Arts Center	\$10,200	X	X	<ul style="list-style-type: none"> <li>• Feedback Survey</li> </ul>
IMPACT 2020: Every Child Ready to Read	Yolo County Library	\$31,000	X	X	<ul style="list-style-type: none"> <li>• Feedback Survey</li> </ul>

\*Note: Most First 5 Yolo initiatives/programs are targeted toward the Improving Systems and Networks Goal Area outlined in the FY19-21 Strategic Plan. Individual program contracts, within those programs, support multiple strategies across multiple goal areas. Matrix 1 is focused on the evaluation activities required/embedded in each individual contract and therefore, programs are categorized based on the goal area to which they are most closely tied.

**Evaluation Matrix 2: Data Collection Summary**

Data Collection Instrument	Type of Data Collected	Data Collection Mode	Frequency of collection	Reviewed by First 5:
Performance Measures	Programs report on select indicators measuring “how much,” “how well,” and the extent to which clients served are “better off.”	Clear Impact Software	Biannually	Biannually
Client Demographic Data	Programs report on the number of unduplicated clients served, gender, age, ethnicity, language, city, and child health insurance type of children 0-5, parents/guardians, other family members, and providers.	Collected at client intake	Start of services for any new client	Aggregate data reviewed quarterly
Early Learning Parent Survey	The Early Learning Parent Survey is administered by funded programs to assess if families are demonstrating improvement after participating in First 5 Yolo programs and services.	Paper surveys administered and aggregated by providers	Biannually for all program attendees	Aggregate data reviewed biannually
Help Me Grow National Indicators	Help Me Grow affiliates are required to collect and report data on a common set of indicators developed by the National Center and State HMG. Indicators include demographics, nature of presenting issues, referrals to service/programs, gaps and barriers, and outcomes.	YesYolo	Ongoing for individual clients	Aggregate data reviewed biannually
Adult-Adolescent Parenting Inventory (AAPI-2)	The AAPI-2 is a validated pre/post assessment designed to measure parenting and child rearing attitudes and provide an index of risk for the practice of abusive and/or neglectful parenting and child rearing behaviors.	Paper Surveys administered and data entered into the “assessing parenting” website for scoring	Collected at the beginning and end of each NPP Program	Aggregate data reviewed biannually

Data Collection Instrument	Type of Data Collected	Data Collection Mode	Frequency of collection	Reviewed by First 5:
R2R Parenting Ladder (Retrospective pre/post)	The R2R Parenting Ladder measures changes in parenting behavior and knowledge related to parenting skills as well as substance use.	Paper or electronic surveys administered during home visits	6 months post 1 <sup>st</sup> home visit, every 6 months thereafter, and at program exit	Aggregate data reviewed biannually
Protective Factors Survey	The Protective Factors Survey is a pre/post survey developed by FRIENDS National Resource Center and adapted by The Office of Child Abuse Prevention's evaluation team to measure changes in knowledge, skills, and supports related to each protective factor in the Family Strengthening Framework	Paper or electronic surveys administered during home visits	At second home visit and at program exit or when child turns 12 months old	Aggregate data reviewed biannually
Home Visiting Record Form	The Home Visiting Record Form is utilized by the Program to track activities during home visits including curriculum covered, resources given, and program progress	Record form completed by assigned home visitor after each client visit	Collected after each home visit	Aggregate data reviewed biannually
Crisis Nursery Parent Satisfaction Survey	The Crisis Nursery Parent Survey is collected at program exist and gathers information about how satisfied parents are with the services they received, and progress on health and wellbeing of the child. Data on rates of entry into CWS is collected and verified with CWS at 3, 6, and 12 months after service.	Collected via email	At participant program exit	Aggregate data reviewed biannually

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

Attachments

**Agenda Item- Receive Presentation on Help Me Grow by Children’s Therapy Center**

***Background***

Help Me Grow is First 5 Yolo’s second-largest initiative, jointly funded with County of Yolo Mental Health Services Act (MHSA) in coordination with County of Yolo HHSA and Child, Youth, Families Branch.

The HMG Yolo program strives to ensure that children reach age-appropriate developmental milestones and improve early childhood mental health by increasing access to developmental, behavioral, and mental health services while identifying barriers to early detection and intervention. Help Me grow is an early prevention and intervention systems improvement effort available to all children, including those whose families may have concerns or those who simply want to learn more about their child’s development.

Children’s Therapy Center (CTC) is the lead direct service agency for Help Me Grow, and CTC coordinates services of three additional community partners, Yolo County Children’s Alliance, RISE, Inc., and Yolo Crisis Nursery.

***Executive Director Overview***

Children’s Therapy Center staff are infant-child specialists with training in child development and family functioning. Under CTC’s leadership, HMG has grown to reach thousands of children across Yolo County, and has implemented innovative approaches recognized by State MHSA Oversight and First 5 Policy Center. Notable programmatic pieces include a suite of early childhood mental health tools, growing connection to home visiting systems via First 5 Yolo’s R2R Project, systematic approach to serving children involved with Child Welfare Services, and Developmental Playgroups and parenting outreach.

Christina Michel-Albers, Executive Director of Children’s Therapy Center, will present on recent activity during the COVID pandemic and some program highlights.

***Additional Information***

First 5 Yolo has finalized a Data Sharing Agreement with Partnership Health, and First 5 Yolo staff will be working with complimentary analytic services from Yale University to explore how HMG services may be improving the health and development of the MediCal population.

***Action Requested***

Receive presentation, ask questions, and provide any comments.



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

Attachments

**Agenda Item- Review and Accept the Year End Revenue and Expenditure Summary Report (FY2019-2020)**

***Background***

Quarterly, the Treasurer and First 5 Yolo financial staff provide a year-to-date Revenue and Expenditure Report Summary to the Commission. The Year End Revenue and Expenditure report is presented after the close of every fiscal year and reflects the prior fiscal year's actual revenues and expenditures, budgeted revenues and expenditures, and summary of the administrative, program, and evaluation cost incurred by the Commission.

***Business Services Officer Overview***

Presented revenue and expenditures for FY19/20 reflect all receipt and expenditure of funds for the entirety of FY19/20. Revenues and expenditures are reported on a modified accrual basis and as such, FY19/20 expenditures reflect all incurred expenses and earned revenues as of 6/30/2020 though cash funds may or may not have been expended or received prior to 6/30/20. The presented allocations across the administrative, program, and evaluation cost centers are based on percentage allocations as defined in the Commission adopted Cost Allocation Plan.

Of note are the following variances:

1. First 5 Yolo revenues were approximately \$68,000 lower than budgeted primarily as a result of projected underspending in grant funded, reimbursement based programs resulting in decreased grant revenue received, higher than projected interest earning, and ~\$106,000 in an unanticipated reimbursement from Yolo County related to historical MAA claims. Unspent FY19-20 grant revenue from the Office of Child Abuse Prevention will be realized in FY20-21 and FY21-22 as First 5 Yolo successfully executed an amendment to the program budget to move unspent FY19-20 grant funds into the remaining years of the Agreement.
2. Personnel costs for Extra Help Staff were ~\$7,800 higher than budgeted. Increased costs within this line item were planned and discussed with the Commission to increase extra help staffing to support the full launch of The CHILD Project: Road to Resilience, 2020 Census work, and other special projects.
3. Funded Program spending was \$457,309 lower than budgeted. The COVID-19 pandemic resulted in program modifications for nearly all funded programs, which in many cases reduced costs associated with staff time and travel and, in some cases, halted programming altogether. The CHILD Project: R2R's budgeted costs, in particular, were based on estimates of staff hire dates, number of clients, etc. during the initial launch year, which lead to greater variances particularly in the face of the COVID-19 Pandemic. Additionally, a portion of unspent program funds for FY19-20 have been allocated their respective FY20-21 program budgets.
4. First 5 Yolo realized a budget surplus of \$466,934 at the close of the fiscal year however, a portion of these funds were allocated to the FY20-21 budget for their

intended purposes, \$59,900 will be allocated to fully fund the Continuing Leveraged Program's Reserve at its target balance of \$450,000. Remaining unspent surplus Prop 10 funds are expected to be needed for allocation to the FY20-21 Budget and/or returned to the Commission's Unassigned Balance once the Commission considers future program expenses in October 2020.

5. First 5 Yolo administrative costs rate for FY19-20 was 8%. The Administrative cost rate is calculated in accordance with the First 5 Yolo Cost Allocation Plan.

***Additional Information***

The Year End Revenue and Expenditure Summary Report is included as Attachment A to this agenda item.

***Action Requested***

Accept the Year End Revenue and Expenditure Summary Report for FY2019-2020.



## FY19-20 Year End Revenue and Expenditure Summary Report

Report Period: July 1, 2019- June 30, 2020

Descriptions	Original Adopted Budget	Final Adopted Budget	Actual Through 6/30/2020	Favorable (Unfavorable) Variance	% Budget Variance	Cost Allocations		
						Admin (6975)	Program (mult. CCs)	Eval (6977)
<b>SOURCES OF FUNDS</b>								
<b>A. Revenue</b>								
First 5 California Tobacco Tax Allocation	\$ 1,401,591	\$ 1,401,591	\$ 1,522,978	\$ 121,387	8.66%	Expenditures Only		
MHSA-PEI Grant Funding	225,000	359,438	354,255	\$ (5,183)	-1.44%			
Yolo County HHSA	333,500	333,500	191,200	\$ (142,300)	-42.67%			
Office of Child Abuse Prevention/CDSS	600,000	567,300	477,126	\$ (90,174)	-15.90%			
HHSA-Child, Youth and Families Branch (CWS)	115,000	105,000	85,407	\$ (19,593)	-18.66%			
F5CA Dual Language Learner	-	50,818	4,325	\$ (46,493)	-91.49%			
Restricted Public and Private Contributions	105,000	230,000	230,377	377	0.16%			
Interest	15,000	15,000	33,212	18,212	121.41%			
Other Income and Adjustment	-	5,000	106,991	101,991	1939.81%			
<b>TOTAL SOURCES OF FUNDS</b>	<b>2,795,091</b>	<b>3,067,647</b>	<b>3,005,870</b>	<b>(61,777)</b>	<b>-2.01%</b>			
<b>EXPENDITURES</b>								
<b>B. Personnel</b>								
<b>Regular FTE</b>	<b>3.00</b>							
Salaries and Benefits (+CalPERS Trust)	463,157	476,082	475,739	343	0.07%	147,241	231,067	97,431
Extra Help	11,793	11,793	19,640	(7,847)	-66.54%	6,079	9,539	4,022
OPEB	24,200	25,032	23,479	1,554	6.21%	7,267	11,404	4,808
Workers Comp, Unemployment, & Liability Ins.	3,050	3,050	3,898	(848)	-27.80%	1,206	1,893	798
<b>Total Personnel</b>	<b>502,200</b>	<b>515,958</b>	<b>522,756</b>	<b>(6,456)</b>	<b>-1.32%</b>	<b>161,793</b>	<b>253,903</b>	<b>107,061</b>
<b>C. Program Funding</b>								
<b>Funded Programs</b>								
Help Me Grow	800,500	916,938	769,455	147,483	16.08%	-	769,455	-
Nurturing Parenting Program	158,510	176,510	159,811	16,699	9.46%	-	159,811	-

Descriptions	Original Adopted Budget	Final Adopted Budget	Actual Through 6/30/2020	Favorable (Unfavorable) Variance	% Budget Variance	Cost Allocations		
						Admin (6975)	Program (mult. CCs)	Eval (6977)
The CHILD Project: Road to Resilience	947,500	1,004,005	775,932	228,073	22.72%	-	775,932	-
Parent Education / Family Hui	15,000	15,000	13,458	1,542	10.28%	-	13,458	-
Yolo Crisis Nursery Intervention Services	67,280	67,280	67,280	-	0.00%	-	67,280	-
Early Literacy for Families	30,000	30,000	19,554	10,446	34.82%	-	19,554	-
ABC Home Visiting	135,000	131,128	102,115	29,013	22.13%	-	102,115	-
Dual Language Learner Pilot	-	53,000	4,325	48,675	91.84%	-	4,325	-
Immagination Library	7,000	9,150	9,150	-	0.00%	-	9,150	-
Emergency COVID Relief	-	-	24,622	(24,622)	n/a	-	24,622	-
<b>Subtotal</b>	<b>2,160,790</b>	<b>2,403,011</b>	<b>1,945,702</b>	<b>457,309</b>	<b>19.03%</b>	-	<b>1,945,702</b>	-
<b>Capacity Building and Evaluation Support</b>								
Clear Impact	10,000	10,000	9,000	1,000	10.00%	-	9,000	-
<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>9,000</b>	<b>1,000</b>	<b>10.00%</b>	-	<b>9,000</b>	-
<b>Other Program Funding</b>								
Sponsorship Fund	5,000	5,000	3,400	1,600	32.00%	-	3,400	-
<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>3,400</b>	<b>1,600</b>	<b>32.00%</b>	-	<b>3,400</b>	-
<b>Total Program Funding</b>	<b>2,175,790</b>	<b>2,418,011</b>	<b>1,958,102</b>	<b>459,909</b>	<b>19.02%</b>	-	<b>1,958,102</b>	-
<b>D. Operating Expenses</b>								
Telephones, Internet, and Web Hosting	4,750	4,750	4,370	380	8.01%	1,352	2,122	895
A-87	2,073	2,073	-	2,073	100.00%	-	-	-
Food	500	500	525	(25)	-4.97%	314	211	-
Office Expenses	750	750	432	318	42.41%	134	210	88
Postage	75	75	-	75	100.00%	-	-	-
Printing	150	150	-	150	100.00%	-	-	-
Maintenance - Equipment	500	500	306	194	38.88%	95	148	63
First 5 Association Membership Dues	4,125	4,125	4,125	-	0.00%	1,277	2,004	845
Program Expense	1,000	1,000	58	942	94.20%		58	
House Hold Expense	125	125	125	-	0.00%	39	61	26
Rent - Buildings	23,328	23,328	23,328	-	0.00%	7,220	11,330	4,778
Smalls tools and Minor equipment	4,500	4,500	1,033	3,467	77.03%	320	502	212

Descriptions	Original Adopted Budget	Final Adopted Budget	Actual Through 6/30/2020	Favorable (Unfavorable) Variance	% Budget Variance	Cost Allocations		
						Admin (6975)	Program (mult. CCs)	Eval (6977)
Training, Conferences, Transportation & Travel	9,000	9,000	5,097	3,903	43.37%	1,577	2,475	1,044
<b>Total Operating Expenses</b>	<b>50,876</b>	<b>50,876</b>	<b>39,398</b>	<b>11,478</b>	<b>22.56%</b>	<b>12,327</b>	<b>19,121</b>	<b>7,949</b>
<b>E. Professional Services</b>								
<b>Consulting/Contracting</b>								
Evaluation	10,000	10,000	6,688	3,312	33.12%	-	-	6,688 <sup>9</sup>
Program	2,000	2,000	-	2,000	100.00%	-	-	-
Systems and Support	1,750	1,750	3,000	(1,250)	-71.43%	3,000	-	-
Other	1,000	1,000	-	1,000	100.00%	-	-	-
<b>Legal and Accounting</b>								
Yolo County Counsel (Legal Services)	3,000	3,000	5,035	(2,035)	-67.83%	5,035	-	- <sup>10</sup>
Yolo County Auditor's Office (Fiscal Services)	4,200	4,200	(1,484)	5,684	135.33%	(459)	(721)	(304)
Independent Financial and Expanded Audit	8,900	8,900	8,900	-	0.00%	8,900	-	-
<b>Technology and Data Processing</b>								
Yolo County ERP	2,000	2,000	836	1,164	58.22%	836	-	-
Other IT Services	1,250	1,250	1,340	(90)	-7.20%	415	651	274
Website/Database Dev & Maintenance	1,250	1,250	240	1,010	80.80%	74	117	49
<b>Total Professional Services</b>	<b>35,350</b>	<b>35,350</b>	<b>24,554</b>	<b>10,796</b>	<b>30.54%</b>	<b>17,800</b>	<b>47</b>	<b>6,707</b>
<b>F. Contingency Funds (2% of P10 Budget)</b>	<b>28,032</b>	<b>28,032</b>	<b>-</b>	<b>28,032</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Less Indirect Received on Contracts</i>	-	-	(5,874)	-	-	(5,874)	-	- <sup>11</sup>
<b>TOTAL EXPENSES</b>	<b>\$ 2,792,248</b>	<b>\$ 3,048,227</b>	<b>\$ 2,538,936</b>	<b>\$ 503,759</b>	<b>16.71%</b>	<b>186,047</b>	<b>2,231,173</b>	<b>121,717</b>
<b>Excess of sources over exps (Exps over sources)</b>	<b>2,843</b>	<b>19,420</b>	<b>466,934</b>			<b>7%</b>	<b>88%</b>	<b>5%</b>
<b>Beginning Fund Balance, July 1, 2019</b>	<b>\$ 1,740,100</b>							
<b>Excess/Deficit</b>	<b>\$ 466,934</b>	<sup>12</sup>						
<b>Ending Fund Balance, June 30, 2020</b>	<b>\$ 2,207,034</b>	<sup>13</sup>						
Unassigned Balance (target \$500K)	907,034	<sup>14</sup>						
Continuing Leveraged Programs (target: \$450K)	450,000	<sup>15</sup>						
Operations Reserve (target: \$100K)	100,000	<sup>16</sup>						
Catastrophic Reserve (target: \$750K)	750,000	<sup>17</sup>						



## **FY20 Year End Revenue and Expenditure Summary Report Notes:**

- 1 Yolo County HHSA (MHSA) funded an Early Mental Health Training Cohort related to Help Me Grow during FY19-20. The original agreement spanned a 2.5 year period. However, given the uncertainties involved with trainings during the COVID-19 pandemic and funding restrictions (for County's use of funds) across fiscal years, County, in consultation with First 5, elected for an earlier termination of the Agreement and cancellation of 1 of the 2 originally planned trainings.
- 2 First 5 Yolo holds a 3-year grant with the Office of Child Abuse Prevention for The CHILD Project: Road to Resilience program. FY19-20 was the initial launch of the Countywide initiative and budgeted funding was based on estimated costs, number of clients, and program needs. As the program progressed through the fiscal year, First 5 Yolo projected that R2R partners would have underspending in their budgets resulting in both unspent allocated OCAP Grant funding and leveraged Prop 10 funding. In May 2019, First 5 Yolo submitted a request to OCAP for a budget revision to re-allocate projected unspent funds from FY19-20 to the remaining two years of the agreement and OCAP subsequently approved the budget amendment resulting in decreased FY19-20 program revenue. The net impact on the First 5 Yolo budget was \$0.
- 3 First 5 Yolo received a First 5 CA Dual Language Learner Pilot Grant for FY19-20. The Agreement is paid on a reimbursement of actual expenses incurred basis. As a result of the COVID-19 pandemic and reduced number of participant childcare sites, First 5 Yolo staff time and costs associated with implementation of this grant were significantly lower than originally budgeted. The net impact on the First 5 Yolo Budget was \$0.
- 4 Other Income and Adjustments was ~\$102,000 higher than budgeted as a result of an unanticipated MediCal Administration Act (MAA) reimbursement from Yolo County. The reimbursement received (totaling ~\$106,000) was related to historical MAA reimbursements, a portion of which were held in a Yolo County trust account of which current First 5 Yolo staff was unaware. First 5 Yolo has not participated in the MAA reimbursement program for many years.
- 5 In FY19-20, First 5 Yolo had 3.0FTE regular employees and ~.5FTE in hourly Extra Help staffing. During FY19-20, some Extra Help and regular employee time was billed against grants. Personnel costs associated with grant-funded activities are reflected in their respective funded programs in Section C Program Funding of this report.
- 6 Extra Help staffing for FY19-20 actuals were in line with Q2 and Q3 projections, given necessary workflows. Additional Extra Help staffing was utilized to support 2020 Census work, full launch of R2R and shared database, COVID emergency supply response, and other special projects.

(notes continued on next page)



- 7 In April 2020, the Commission adopted Resolution #2020-01 in response to the COVID-19 Pandemic. The First 5 Yolo Executive Director was granted authority to expend donation funds received and up to \$50,000 in Prop 10 funding beginning in April 2020 and ending in December 2020. Total COVID-19 related expenditures for FY19-21 were \$24,622.
- 8 As a result of COVID-19 related program modifications (e.g., HMG Mental Health Training Cohorts were moved to a virtual format significantly reducing costs and the cancellation of a training program, Yolo County Library suspended all in-person programming in March 2020, the Dual Language Learner Pilot was unable to conduct study activities, etc), as well as rolling some CHILD Project: R2R dollars into subsequent years, funded program actuals were approximately 19% lower than budgeted for FY19-20. A portion of the unspent FY19-20 program funding will be expended in FY20-21.
- 9 First 5 Yolo contracts with LPC Consulting Associates for agencywide and program specific evaluation services. The current agreement's term ran off the fiscal year calendar and as such, unspent FY19-20 budgeted funds will be expended in FY20-21. The balance of FY19-20 budgeted funds will be utilized in FY20-21 to support evaluation of FY19-20 programs and State Reporting.
- 10 First 5 Yolo legal services are provided by Yolo County's County Counsel. Legal service expenditures were approximately 68% higher than originally budgeted as a result of increased County Counsel time to support First 5 Yolo's newest, largest, and most complex initiative, The CHILD Project: Road to Resilience, including client consent forms and data sharing agreements involving multiple agency partners.
- 11 First 5 Yolo receives a modest indirect charge on two of its agreements with other funders resulting in a reduction of total agency expenses. These funds are utilized to support the administrative costs incurred by First 5 Yolo that are not directly billable against any source. Indirect received varies based on each program's actual expenditures.
- 12 First 5 Yolo realized a budget surplus of \$466,934 at the close of the fiscal year however, a portion of these funds were allocated to the FY20-21 budget for their intended purposes, \$59,900 will be allocated to fully fund the Continuing Leveraged Program's Reserve at its target balance of \$450,000. Remaining unspent surplus Prop 10 funds are expected to be needed for allocation to the FY20-21 Budget and/or returned to the Commission's Unassigned Balance once the Commission considers future program expenses in October.
- 13-17 The Commission's ending Fund Balance is inclusive of multiple reserves established by the Commission. At close of the fiscal year, all established reserves are projected to be at their target balances.

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

Attachments

**Agenda Item- Receive The CHILD Project: R2R Update**

***Background***

First 5 has a California constitutional mandate (Proposition 10) to lead prevention and early intervention efforts for children prenatal to 5 years and their families, and to coordinate and improve systems of care.

In support of this mission, First 5 Yolo was awarded The Office of Child Abuse Prevention's Road to Resilience Grant in the full amount of \$1.8 million (over 3-years with the option to extend for 2 additional years). The new initiative, The CHILD Project: Road to Resilience (R2R), builds upon and expand First 5 Yolo's CHILD Project Pilot that began the year prior in the City of Davis. First 5 Yolo, cities, Yolo County, and some small, private funders is leveraged and braided with OCAP funding for an annual budget closer to \$900,000.

Funded partners, including CommuniCare Perinatal and Behavioral Health, Yolo County Children's Alliance Healthy Families America, and Yolo Crisis Nursery, as well as in-kind partners Child Welfare Services, Yocha Dehe Wintun Nation, Northern Valley Indian Health Services, Yolo County HHSA, District Attorney, Sheriff, and Yolo County Office of Education are participating in R2R. By design, the R2R Project is fully consistent with the First 5 Yolo Strategic Plan.

The Project provides for First 5 Yolo to convene and lead a network of R2R Partners to guide interagency collaboration and integration of services, while direct service funded partners deliver an innovative approach to point-of-entry and centralized coordination and management of services. Coordinated services between health service providers, public agencies, and community-based organizations include in-clinic navigation at perinatal clinics across the County, as well as a referral system from partners, and service pathways for evidence-based, in-home services that include parenting supports, case management, linkage to resources, and behavioral and perinatal health. The Project is focused on prevention of child abuse and neglect, as well as improving maternal-infant health, and child developmental and early learning outcomes.

***Executive Director Overview***

Highlights from the first 6-months of full expansion, including some early data results, will be presented at the meeting.

**The expanded R2R Project includes the following key elements:**

- Target population: pregnant women with known histories of substance use, pregnant women with current substance use, mothers of substance-exposed infants, and women with an elevated risk score based on medical chart review
- Use of Administrative Data Screen to identify families early with a prevention focus
- Central Point of Coordination for perinatal population at FQHC with 3 clinics county wide and referral pathways to outside agencies/clinics.
- 2 navigation pathways offering in clinic navigation and access to evidence-based home visiting: Healthy Families America Navigation and Home Visiting, and Behavioral Health Navigation and Home Visiting with NPP curriculum.
- Linkage to Attachment and Biobehavioral Catch-up home visiting
- In-clinic navigators transform the system by bridging healthcare with community-based home visiting and support services
- Shared database that allows information sharing between a health system and social services and gives space for collaborative case management across continuum of care

An updated graphic for the Project is included in attachment A.

***Additional Information***

The following elements are currently in-progress for R2R:

- Help address technology inequities with tablets and hot spots for families in need
- Continue to refine and leverage shared database to improve decision making at every level of the program

First 5 Yolo is also activity working to assist partners to gain access to CAIR/ State immunization registry for their home visitors. This will:

- **Empower parents** to have access to their records, receive alerts on immunizations, and help reduce disruptions to their care if they move across county lines looking for affordable housing
- **Minimize data collection burden** for home visitors and help them focus efforts on anticipatory guidance for well child visits
- **Support the public health system** to stop the decline in immunization rates

Notable Next Steps include:

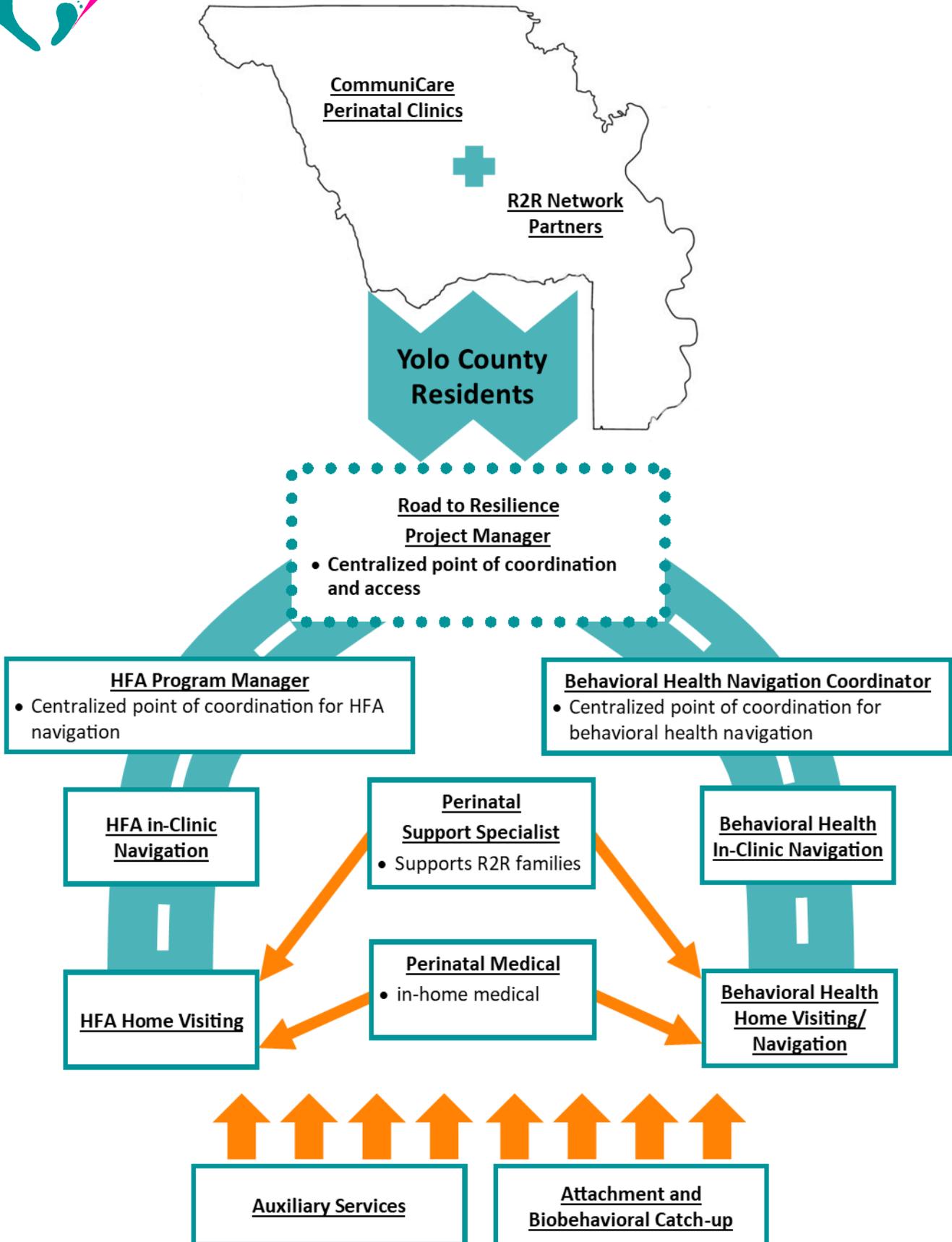
- Partnership with a First 5 CA Home Visiting Coordination Grant implemented by First 5 Yolo
- Training for R2R program staff in Human Centered Design with Early Learning Lab
- Data Sharing with Child Welfare Services to track data beginning at 6 and 12 months after exit

***Action Requested***

Receive Update and ask questions and/or provide comments.



# The CHILD Project: Road to Resilience



A program of:



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

Attachments

**Agenda Item- Receive Update on New Grants to First 5 Yolo**

***Background***

First 5 Yolo is charged with coordinating and leveraging funding streams to improve the health, safety, and early learning of children 0-5 and their families. This work very intentionally and in alignment with First 5 Yolo's Strategic Plan, includes improving and transforming systems and integrating services.

As one of the 58 county commissions serving children and families, First 5 Yolo is a part of a The First 5 Network that includes county commissions, First 5 Association, and First 5 CA. State partner First 5 CA often develops grant programs through its county commission partners, aligning statewide efforts of The Network. These grants can be non-competitive, but do require careful structuring of proposals within the requirements of the grant.

Over the last many months, The First 5 Yolo Commission has received briefings on various grants expected, planned, or received by First 5 Yolo, including some opportunities that have evolved in response to the COVID-19 emergency over the summer months.

***Executive Director Overview***

The purpose of this item is to update The Commission on the status of various grants, including changes related to COVID-19 response. Grants received, or expected in the near future, include the following, with the granting agency noted:

**IMPACT 2020** (First 5 CA)—The grant agreement has been signed, with the full contract expected very soon. First 5 Yolo has signed most direct service partner grants, with a few still in process for final execution at the time of this writing. July-August has been a planning and training period, with services expected to launch in September. Services will include Family, Friend, Neighbor and Family Childcare Home provider teams with bilingual community coaches trained in Nurturing Parent Program, Family Engagement Labs, Early Learning Specialist coaching for childcare centers and Family Childcare Homes, and Every Child Ready for Kindergarten programming at Yolo County libraries. IMPACT program components are coordinated with broader QCC work by co-lead Yolo County Office of Education and additional community partners.

**Home Visiting Coordination Grant** (First 5 CA)—This grant agreement has been signed, with activities to begin with the hire of a part-time, grant-funded position. The hiring process will occur over the next few weeks. The grant is primarily intended to fund a position to work with a variety of partners to better align and coordinate home visiting programs as a system within the County, and to serve as the liaison with First 5 CA for a statewide review and technical assistance effort. This fits nicely with First 5 Yolo's The CHILD Project: Road to Resilience

(R2R), as this systems initiative has developed a central point of coordination for 3 programs and is evolving a referral pathway for outside partners. It is expected these efforts will collaborate closely together.

**Dual Language Learner Pilot Grant (First 5 CA)**—This grant is only available to 16 pilot counties, and is Phase 3 of a multi-year effort. The grant proposal has been submitted as required, and final contracts are expected in late September/early October. The grant period will run for a little more than a year, from execution through December 2021. First 5 CA updated program requirements to tie more closely to COVID-related support for DLL families in deep poverty. In broad terms, there are three main pieces of this grant: DLL professional development, electronic device/internet hotspot distribution to providers and DLL families to bridge the digital divide in a time of increasing remote engagement, and book distribution to families.

The program will offer evidence-based Sobrato Early Academic Language (SEAL) professional development training to the full spectrum of providers across Yolo County, and will be planned and implemented by trained personnel at Yolo County Office of Education and Woodland Joint Unified School District. The Yolo County Library will purchase and distribute the wi-fi hotspots. First 5 Yolo staff will coordinate, with the grant funding a temporary increase of FTE for the QCC Program Officer and Extra Help Staff. First 5 Yuba will identify a number of their providers to also participate in virtual trainings. Additionally, this one-time program grant will include direct support (electronic devices/internet hotspots) for DLL families served by R2R home visiting.

**Family, Friend, Neighbor Provider Resilience Grant (Packard Foundation)**—This smaller grant is a collaborative regional effort by First 5 Yolo, First 5 Yuba, and First 5 Sutter, with First 5 Yolo as the lead. Grants were competitive and have now been awarded. Final contract execution is expected in October. The grant was designed by Packard Foundation to assist in COVID-related needs for FFN providers, many of whom serve children and families in great need and/or populations disproportionately affected by COVID-19, or are themselves disproportionately affected by COVID-19. This grant will allow purchase of electronic devices and internet hotspots for FFN providers who may not qualify for DLL supports, and thus will help fill a gap and/or augment.

**Coronavirus Aid, Relief, and Economic Security (CARES) Grant (Federal funding via County of Yolo)**—First 5 Yolo will manage funding (available through December 2020) for childcare stabilization, or “Safety Net” payments directly to childcare providers impacted by COVID-19, and will plan and organize COVID safety trainings in alignment with the County Health Officer and First 5 Yolo’s COVID response work and IMPACT quality improvement efforts.

First 5 Yolo emergency funding supported the development of the training materials, outreach to Spanish-speaking providers, and trainings delivered by IMPACT coaches, one training in Spanish and one in English, in mid-August. Safety documents were developed by Jeta Kumaravel, MPH, in coordination with County Public Health Officer. These materials were mailed and/or emailed to all licensed providers and over 50 FFN providers in partnership with Children’s Home Society (Resource & Referral) and can be found on the First 5 Yolo website.

Safety training will now expand with CARES funding. Funding allows for some electronic device/hotspot distribution for providers unable to access virtual trainings. The tight timeline for, and nature of, this work requires sole source arrangements for outreach and trainings.

***Additional Information***

Attached are the sole source forms for public agencies, Yolo County Office of Education, Woodland Joint Unified School District, and Yolo County Library for the DLL Grant.

The sole source forms for RISE, Inc., Children's Therapy Center, Yolo County Children's Alliance, and City of West Sacramento for CARES contract work are also attached.

***Action Requested***

Receive Update.



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

**Name of Potential Provider/Contractor:** City of West Sacramento  
**Name of Project:** Childcare COVID-19 Prevention and Mitigation (CARES)  
**Project Dates:** September 2020-December 2020

**Description of Service to be provided:** City of West Sacramento HomeRun will plan, manage, and implement COVID safety trainings for childcare providers served by First 5 Yolo's IMPACT Early Learning Specialist Coaches, helping to cover childcare providers countywide.

**Amount:** \_\_\_\_\_

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe): COVID-19 Emergency Response

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

City of West Sacramento is a local public agency, and is a partner in QCC/IMPACT work. Additionally, COVID-19 is an unprecedented pandemic, resulting in new and time-sensitive work for First 5 Yolo and local agencies. Given this, there is not time to execute a competitive bid process.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: Children's Therapy Center  
Name of Project: Childcare COVID Prevention and Mitigation  
Project Dates: September 2020-December 2021

Description of Service to be provided: Focusing on the Woodland area and LatinX population disproportionately affected by COVID-19, CTC will outreach to childcare providers to link them to COVID safety trainings and any required electronic devices for access. This outreach will be conducted in a culturally and linguistically appropriate manner.

Amount: \$6,000

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe): COVID -19 Emergency

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

COVID-19 is an unprecedented pandemic, resulting in new and time-sensitive work for First 5 Yolo and local agencies. Given this, there is not time to execute a competitive bid process. CTC is well-positioned in Woodland and works regularly with the target population.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: Yolo County Library  
Name of Project: Dual Language Learner Pilot, Phase 3  
Project Dates: October 2020-December 2021

Description of Service to be provided: Yolo County Library will purchase, prepare, and distribute wi-fi hotspots for DLL families and providers in-need of connectivity.

Amount: \$34,020

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe):

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Yolo County Library is part of County of Yolo, a government agency. The Library also has experience and infrastructure for this work, given that they have managed a similar hotspot program for County of Yolo as part of COVID response.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: RISE, Inc.  
Name of Project: Childcare COVID-19 Prevention and Mitigation (CARES)  
Project Dates: September 2020-December 2020

Description of Service to be provided: Outreach and COVID safety trainings for Spanish-speaking childcare providers.

Amount: \$7,000

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe):

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

- The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

COVID-19 is an unprecedented pandemic, resulting in new and time-sensitive work for First 5 Yolo and local agencies. Given this, there is not time to execute a competitive bid process. Additionally, RISE is uniquely positioned for outreach and training in the rural areas and with the LatinX population disproportionately impacted by COVID-19.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

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Executive Director

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Date



**SOLE SOURCE PROCURMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: Yolo County Office of Education  
Name of Project: Dual Language Learner Pilot Grant , Phase 3  
Project Dates: Approximately October 2020-December 2021

Description of Service to be provided: Design, coordination, and implementation of SEAL dual language trainings for Family Childcare and Family, Friend, Neighbor providers in coordination with QCC/IMPACT efforts. This work includes book purchase and distribution, as well as coordination with First 5 Yolo for electronic device distribution.

Amount: \$128,358

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe):

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

YCOE is a local public agency charged with early learning countywide. Staff are trained in SEAL and prepared to scale up training countywide with new types of providers.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: Woodland Joint Unified School District  
Name of Project: Dual Language Learner Pilot, Phase 3  
Project Dates: October 2020-December 2021

Description of Service to be provided: Design, coordination, and implementation of SEAL dual language trainings for school district and private center providers in coordination with QCC/IMPACT efforts. This work includes book purchase and distribution, as well as coordination with First 5 Yolo for electronic device distribution.

Amount: \$95,898

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe):

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Woodland Joint Unified School District is a local public agency, and personnel are trained to train others in the SEAL method.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM**

Name of Potential Provider/Contractor: Yolo County Children's Alliance  
Name of Project: Childcare COVID Prevention and Mitigation  
Project Dates: September 2020-December 2020

Description of Service to be provided: Outreach and COVID safety training to childcare providers (particularly license-exempt) in immigrant populations, non-English/non-Spanish speaking.

Amount: \$2,000

**Justification:**

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other (describe): COVID-19 Emergency

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

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A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

COVID-19 is an unprecedented pandemic, resulting in new and time-sensitive work for First 5 Yolo and local agencies. Given this, there is not time to execute a competitive bid process. Additionally, YCCA is uniquely positioned to serve immigrant communities with culturally and linguistically appropriate personnel.

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Special factors affecting the cost under the contract.

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**Other Comments:**

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**Approval and Signature:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

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

Attachments

**Agenda Item- Discussion: QRIS, Race and Equity**

***Background***

Race and equity issues related to California's Quality Ratings and Improvement System (QRIS) is becoming a current statewide conversation. QRIS is an approach intended to assess, improve, and communicate the level of quality in early learning and care programs. Recently, advocates sent a letter to the Governor's Early Childhood Policy Committee chaired by California Surgeon General, Dr. Nadine Burke-Harris. The letter expresses concerns with structural inequities within the QRIS system that has been a part of the quality improvement approach of Quality Counts California.

While First 5 CA incorporated QRIS into its previous IMPACT grant, First 5 CA changed the IMPACT 2020 grant guidelines to no longer require the approach over the current 3-year cycle of the initiative. First 5 Yolo became lead agency for local IMPACT efforts for the first time with the IMPACT 2020 grant.

The First 5 Association and First 5 CA continue discussions together around this topic, as well as plan for expanded outreach and listening to other partners statewide.

***Executive Director Overview***

First 5 Yolo, as lead agency for IMPACT 2020, chose not to include QRIS in the new programming, moving to a focus on a culturally and linguistically responsive community coaching model focused on Family, Friend, Neighbor (FFN) license-exempt providers and Family Childcare Homes (FCH), as well as continued improvement-oriented coaching personalized to provider needs. Reasons for the change in focus and approach included concerns for equity and under-served populations.

More broadly, First 5 Executive Directors and Association leadership, as well as Regional ED groups, have begun internal discussions on concerns of structural inequities, benefit from investments, commitments to anti-racism, and options for future work in early learning and care. These are early and continuing conversations.

Based on First 5 Yolo's Strategic Plan and previous Commission discussions through the course of years, First 5 Yolo envisions, and endeavors to contribute to, a community where all families can fully and safely participate, regardless of race, neighborhood, immigration status, and family's economic status or other defining characteristic. First 5 Yolo work is intentionally focused on underserved children and families and ensuring their voices are heard so we can work towards addressing systemic barriers together.

Though QRIS is *not* a part of First 5 Yolo work, there are wider issues of equity, race, and

inclusion that are important to The Commission. Some beginning questions for First 5 Yolo to explore include considering how the role as a funder, an early childhood systems builder, and an advocate position First 5 to advance equity. How might First 5 do its work in the understanding race, economic status, and geography can become predictors of child and family outcomes because of differences in opportunity? How might First 5 Yolo consider not only what it invests *in*, but *how* it invests within programming and initiatives?

As the First 5 Network continues exploring, listening, and learning on this topic, input from The Commission around both state and local implications is welcomed and valued.

***Additional Information***

The QRIS, Race, and Equity Letter referenced is attached.

***Action Requested***

Discuss topic and letter to State Early Childhood Policy Committee and share any thoughts or insights with Executive Director for on-going First 5 Network and/or First 5 Yolo conversations.

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August 14, 2020

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Re: Quality Improvement in California

Dear Early Childhood Champions:

In 2017, staff and parent leaders from Parent Voices, the CA Child Care Resource & Referral Network, and the Child Care Law Center formed a group to begin examining CA's subsidized child care system and the racist, sexist, classist inequities within it. The group was called *Coloring Outside the Lines* and it planted the seeds in all of us to do better; to stop being afraid of calling out inequities when we see them and to hold ECE organizations and their staff accountable. What is new is that we've finally reached another Racial Reckoning in our nation and the Master Plan gives us an opportunity to take bold and decisive action.

Just over a month ago, Keisha Nzewi uttered a few words on a national webinar that brought on deep introspection among those who genuinely care about and work towards the improvement of our child care system: **QRIS is racist**. Though shocking to a few, this idea is not new. The overwhelming response has been that Keisha put into words, then said out loud, what many have felt for far too long. QRIS, though good in its intentions, has caused much harm since its inception, should be dismantled as a racist system and rebuilt as an anti-racist support for *all* child care providers, no matter the setting. It should be noted that Keisha was speaking of QRIS as a whole, not specifically about our own QCC. The following questions, analysis and requests were developed and answered in collaboration between California Child Care Resource & Referral Network and Parent Voices staff:

### **What motivated its creation?**

QRIS was created as a consumer education tool so parents have more information about the child care programs they are choosing from, and as a way to direct higher subsidy reimbursements to “higher quality” programs.

### **Who designs QRIS?**

Typically, the system has been designed by highly educated people, mostly women, and mostly white women. Those who have the greatest influence over QRIS, do not reflect the field that tries to work within the system. It was designed with child care centers in mind, resulting in trying to fit a round peg in a square whole when applying it to home based providers. This is evident when looking at the tools used in the system, which are dogmatic and eurocentric.

### **Who benefits from QRIS?**

While many providers have undoubtedly benefited from the system, whether in increased training and education, and perhaps pay, the real winners are those who implement the system. For instance:

- Teachstone (CLASS)
- Brooks Publishing Company (ASQ)
- WestE
- Pinwheel and other QRIS management systems

### ***These companies have a financial interest in keeping QRIS as is.***

QRIS research is ongoing, keeping many institutional pockets lined while producing more unanswered questions. Local First 5 agencies determine who is worthy of receiving quality funds. In fact, [the majority of Quality funding in California goes towards QRIS](#), much of it controlled by First 5. Additionally, QRIS was a way for R&Rs to earn more money during the Great Recession, perpetuating the inequity of pay between degreed coaches (more often white women) and R&R staff without degrees who still support provider quality (most often BIPOC women). Coaches are paid exponentially better than the teachers and Family Child Care providers that are being assessed, also furthering the inequities/racism that exists.

### **Who does QRIS leave out or overburden?**

Exempt providers, providers, parents, R&R trainers who are most representative of the providers they serve, children and families are harmed the most. For instance:

- QRIS was designed without the people it was meant to support. It was something “done to them, not with them;”

- Traditional requirements and supports for center based program staff are not necessarily the most effective for FFN/Exempt providers
- There are few points of access to the field for home-based caregivers, especially FFN/Exempt, unless they go through an R&R, yet their funding has not been substantial or sustained for the level of support needed and provided across communities using evidence-informed practices
- Power and gatekeeping lies with the coaches, often pushing providers out of the field;
- QRIS dismisses parents' expertise on what is quality to them;
- The further away a child care professional is from children, the more they are paid, leaving the mostly BIPOC workforce undervalued and underpaid;
- Education is more often a measure of how well a provider speaks and understands English and not about the skills, or knowledge, or experience they bring.

While California has yet to link quality to reimbursements, much can be learned from the Low Income Child Care Subsidies Distribution in the State of Mississippi [memorandum](#), from The Mississippi Advisory Committee, to the U.S. Commission on Civil Rights:

- Quality Star rating system is progressive, so a center may meet a number of high quality indicators, however if staff does not hold the prescribed professional credentials, or costly structural center upgrades are required, they can't achieve the higher rating and subsequent reimbursement incentives
- Providers who accept or rely on vouchers to support facility operations are predominantly "operated by black women, staffed by black teachers, and located in low-income black communities, and serve black children"
- Rates are 60% below MSs market rate, so providers can't afford to make necessary improvements to earn higher ratings
- RAND Corporation: **QRIS does not necessarily capture differences in program quality that are predictive of gains in key developmental domains**
- NWLC Karen Schulman: some directors believe that the classroom environment standards do not place enough emphasis in teacher-child interaction...while paying attention to maybe other things on a checklist that may not reflect the actual...very important aspects of the quality of care.
- So: the state's promotion of child care centers with higher QRIS ratings to parents may unfairly harm primarily Black owned and operated centers that cannot afford the required upgrades
- FY15 data: 17% of facilities owned or operated by providers of color held a score of 3 or better, compared to 28% of white owned/operated.
- "There is racial bias on the part of the center visitors--we don't know how the standards are weighted" (National Equity Project quote from a provider)

Until a new Quality Improvement System is developed, led by the providers who will benefit from the new system, the California Child Care Resource & Referral Network requests the Master Plan include the following actions:

1. An acknowledgement and authentic apology for past and present harms caused by the inherently racist QI system;
2. Make amends by providing meaningful supports and resources to Black, Indigenous, Latinx, APIA, immigrant, or monolingual caregivers and teachers in every setting who have been harmed by the QI system;
3. Provide access to opportunities determined by those who have been most vulnerable to harm for healing and building resilience.

Numbers 2 and 3 should likely be a standing part of any new QI system for some time to come. While we have not laid out what a new Quality Improvement System should look like, we would like to reiterate that it must include and be led by child care providers, who actually care for children-not administrators, not coaches, not ECE educators-but providers who are in the classrooms of child care centers, and in their own homes caring for children. It should also include parent leadership- quality is in the eye of the parent. **Not another dime should go towards quality until an equity analysis is done on our state's quality spending, and every provider, in every setting, is paid what they are worth.**

Finally, for further context, we recommend the following reading:

[The Howard Colored Orphan Asylum: New York's First Black-Run Orphanage](#)

[The History of Women's Work and Wages and How it Has Created Success For Us All](#)

[Black women's labor market history reveals deep-seated race and gender discrimination](#)

[Mandarin-speaking nanny revolution grips America](#)

[The Historical Roots of American Domestic Worker Organizing Run Deep](#)

[For California Child Care Workers, Inequality Is Baked Into The System](#)

[Nannies and housecleaners have some of the hardest, least secure jobs in the nation. Now they're organizing to change that.](#)

[LATINA NANNIES / ANGLO FAMILIES : The INTIMATE EXPERIMENT : What Happens When Two Cultures Meet at the Playpen and the Cradle?](#)

In Solidarity,

Keisha Nzewi, Director of Public Policy  
California Child Care Resource & Referral Network

Mary Ignatius, Statewide Organizer  
Parent Voices CA

Kim Kruckle, Executive Director  
Child Care Law Center

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

Attachments

<b>Agenda Item- Executive Director's Report</b>
<b><i>Background</i></b>
The Executive Director updates the Commission on activities and developments.
<b><i>Executive Director Overview</i></b>
Updates: <ul style="list-style-type: none"><li>○ Statement to F5CA Commission as part of Executive Director/First 5 Association presentation on local First 5 work for underserved children</li><li>○ Fire Victim Supplies-Jessica Alba Baby2Baby Foundation Donation to First 5 Yolo</li><li>○ Cannabis Funds Update: Cannabis Education for Perinatal Population</li><li>○ First 5 CA Book Distribution</li></ul>
<b><i>Additional Information</i></b>
<b><i>Action Requested</i></b>
Receive Executive Director's Report.

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

Attachments

<b>Agenda Item- Commissioner Reports</b>
<b><i>Background</i></b>
Commissioners have the opportunity to provide updates on activities and events relating to their role as First 5 Yolo Commissioner and/or professional capacity in the County.
<b><i>Executive Director Overview</i></b>
<b><i>Additional Information</i></b>
<b><i>Action Requested</i></b>
Receive Commissioner reports.