



## COMMISSIONERS

Absentees are marked with x

- Nichole Sturmfels – District 1
- Heidi Kellison – District 4
- Jennie Pettet – 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

*September 11, 2019*

3:00-5:00 pm

First 5 Yolo Conference Room  
502 Mace Blvd. Ste. 15  
Davis, CA 95618

**Commissioners in attendance:** Heidi Kellison, Nichole Arnold, Sally Brown, Jennie Pettet, Jim Provenza

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

**Public in attendance:** none

1. Call to order  
J. Provenza called the meeting to order at 3:05 p.m.
2. Roll Call  
  
Absentees were as noted above.
3. Approval of the Agenda  
  
Chair J. Provenza deemed the agenda approved.
4. Statement of Conflict and Recusal:  
  
None.
5. Public Comment:  
  
None.
6. Updates and Announcements from the Chair:

J. Provenza provided an update regarding the ability for Commissioners to call-in to Commission meetings. If Commissioners are in Yolo County when calling-in, they count towards the quorum assuming proper notice in advance was provided to First 5 Yolo Staff for inclusion on the agenda posted in accordance to the Brown Act. This notice must be received prior to the meeting agenda being posted (on the Thursday prior to the scheduled Commission meeting). If a Commissioner participates via phone from a location outside of Yolo County, and

it is properly noticed on the agenda, the Commissioner may vote, but will not count toward a quorum. In both cases, a copy of the agenda has to be posted at the Commissioner's location— for example, the front door of the Commissioner's home or hotel room. The door should be left open for access by the public for listening and comment. G. Daleiden added that the address of the Commissioner's location is required for the agenda and minutes.

Items #7-9 Consent Agenda

7. Approve First 5 Yolo Commission Meeting Minutes from 06/12/2019 and 08/14/2019
8. Receive Sponsorship Fund Allocations Report (Yolo County FIMR Committee- Yolo County Remembrance Ceremony)
9. Approve Additional Salary Steps for Executive Director Position

**Approve consent agenda items 7-9**

**MOTION** H. Kellison      **SECOND** S. Brown      *Motion carried unanimously*

10. Review and Adopt FY2019-2021 Evaluation Plan

G. Daleiden highlighted that First 5 Yolo hired LPC Consulting Associates, Inc. and they will be reviewing the Evaluation Plan as well and could propose additional changes. In particular, there may be changes that result from OCAP's decision to make part of the CHILD Project: Road to Resilience (R2R), a research study that they submit to the IRB for review.

S. Brown commented that she appreciated the fact that there are many common measures across programs.

G. Daleiden mentioned this is partly due to the fact that this is the first strategic plan where there is much more alignment across programs in terms of outcome goals and objectives.

**Adopt FY2019-2021 Evaluation Plan**

**MOTION** Heidi Kellison      **SECOND** Sally Brown      *Motion carried unanimously*

11. Receive The CHILD Project: R2R Update

A few typographical errors were noted on the R2R coversheet. Errors will be corrected by First 5 Yolo Staff.

G. Daleiden provided an update on the status of the contract with OCAP. First 5 Yolo staff received the contract from OCAP yesterday. This is more than two months later than expected. Thus, implementation was delayed without the signed contract from OCAP in place. OCAP contractors are only allowed to bill for the month in which the contract is signed, thus much of the implementation had to wait until receipt of the contract from OCAP.

The term of the contract remains the same despite the delays—but there is some unused funding First 5 Yolo can reallocate from “savings” in staff from delay in implementation, which will be used in part to cover a new database for the project. G. Daleiden noted that prior to OCAP's decision to add more evaluation language and add a research component to the

project, First 5 was already discovering the need for a common data base for the Project and exploring databases to improve the quality of data and communication, based on partner feedback and lessons learned from The CHILD Pilot Project.

V. Zimmerle mentioned First 5 Yolo looked at different options for databases (ETO, Persimmony, for example) and settled on Salesforce, as it meets the needs of the Project and funded partners. First 5 Yolo staff spoke to many companies and, after receiving three bids, identified Ten2Eleven, a small local firm, well versed in client level data and state and federal laws surrounding privacy and confidentiality of data and have extensive experience working with very similar projects. The bid price was also the most competitively priced. The vendor made a generous offer to teach staff some coding to help First 5 Staff maintain the database and make small adjustments. First 5 Yolo expects a budget of \$40,000 for implementation but is waiting on a final budget from the vendor. Licenses are paid through Salesforce, and CommuniCare can get a non-profit rate which will be approximately \$2,000.00 annually. Their contracts for building the database and making future improvements as well as having managed services after the implementation are very flexible. They are willing to bill for hours used instead of a fixed rate, on an on-going basis.

V. Zimmerle added that there has been a lot of discussion regarding performance measures and data collection among the First 5 team, and it became very clear that a more robust database was needed for the complexity of this project and to help improve the communication between partners and the quality of data for the project. The programming and automation the database allows, will help remove varying interpretations of performance measure reporting that has led to errors in the past.

M. Ortigas added that First 5 Alameda also helped First 5 staff by sharing their lessons learned from working through their own implementation of a Salesforce database for their county. That information helped prepare First 5 Yolo for the conversations and negotiations with the various vendors.

12. Receive Year End Funded Partner Performance Measure Summary Report

G. Daleiden provided a summary of the PMs that are reported in Clear Impact by funded partners. Additionally, a sample of the full written analysis for Help Me Grow and The CHILD Project Pilot, as provided to the City of Davis, was included (Data Summary and Performance Measure Analysis) to show the depth and level of program analysis that larger funded programs are completing bi-annually. The CHILD Project Pilot report is a compilation of the PMs for both CommuniCare and HFA/ Yolo County Children's Alliance.

There were very encouraging results from the 9-month Pilot that suggest the innovations are reaching higher-risk populations.

G. Daleiden noted First 5 Yolo submitted a narrative Executive Summary of CHILD (as per the MOU) to City of Davis and will send that to Commissioners.

13. Accept Year End Revenue and Expenditure Report

V. Zimmerle provided an overview of the Revenue and Expenditure report noting that First 5 Yolo had a strong close of the fiscal year (in the black) and highlighted key items for the Commission.

First 5 Yolo realized savings in the Management Services Officer (MSO) position in FY 2018/2019 due to the half-time status of the previous MSO from October 2018 through March 2019 and later full vacancy of the position through the middle of May of 2019.

First 5 Yolo received donations through the County portal for approximately \$4,200.

The “Additional Funds Available for Program”, in accordance with the Strategic Plan will be allocated to projected expenses for the last two years of the current Strategic Plan, necessary because of leveraged, multi-year programs.

G. Daleiden noted that the MHSA contract with the County allows for automatic rollover from the past fiscal year, which was an agreement reached thanks to support from J. Pettet. This more streamlined process allowed First 5 Yolo to extend the Maternal Mental Health component with the unspent funds to serve more clients.

V. Zimmerle highlighted that the majority of the Fund Balance excess were planned for because the funds were meant to cover the current Strategic Plan and future years since First 5 Yolo is now funding larger multi-year, leveraged projects, such as R2R and Help Me Grow. The work of First 5 Yolo is different than it used to be, in this regard. First 5 Yolo is trying to create a greater impact and leverage with funders and partner with multiple agencies and that requires planning in order to allow the funds to cover multiple years into the future.

J. Provenza asked about the greater than 600% increase in interest. V. Zimmerle clarified that First 5 Yolo makes a very conservative estimate on interest because it is difficult to predict. In the next couple of years V. Zimmerle did slightly increase the amount, however, this line item will likely still remain conservative.

Regarding Administrative, Program and Evaluation costs—each is within the Commission-set requirements. The numbers may appear slightly askew currently because there is much more money in the program category due to leveraged funding. In the future, M. Ortigas’s time will be allocated more towards evaluation, as the cost centers adjust to a full time position after the previous months of under-filling the Management Services Officer position.

***Accept Year End Revenue and Expenditure Report***

**MOTION** Nichole Arnold

**SECOND** Heidi Kellison

*Motion carried unanimously*

14. Executive Director Report

G. Daleiden provided an update on upcoming meetings. In October, M. Ortigas and V. Zimmerle will go to the HMG convening in Fresno. It is important for First 5 Yolo to attend the meeting this year, as it is not designed for program staff but for First 5’s to plan strategically for statewide coordination and sustainability.

In December, the Association will host their Annual First 5 Staff Summit, and all First 5 Yolo full-time staff will attend.

G. Daleiden also noted that NPP training for NPP program staff and R2R Behavioral Health Navigators was confirmed and will begin the following week (September 16<sup>th</sup>).

G. Daleiden asked J. Provenza and J. Pettet about the status of the MHSA contracts expected in September. They both confirmed the BOS had not yet voted on the Early Mental Health Training or the additional Bilingual FTE and developmental Playgroups contracts for CTC. It will likely go on the agenda for the Board of Supervisors for the last meeting in September.

J Provenza commented that the Governor's Task Force may be restricting or specifying the categories in MHSA PEI, and First 5 programs fall in two of the three categories (children and mental health), which is great progress for 0-5 mental health.

G. Daleiden provided an update on the First 5 CA Dual Language Learner grant, and commented that the grant will support L. Duisenberg's time working on the project. A small amount of V. Zimmerle's and G. Daleiden's time will also be invoiced for fiscal and management work connected to the program.

G. Daleiden also updated the Commission on the status of IMPACT 20/20, a grant expected from First 5 CA. As First 5 Association and First 5 CA discuss the parameters of the RFA expected to be released in December, First 5 Association has an interest in the language for the requirements being as flexible as possible for local commissions. It has been confirmed that funding will go directly to local First 5s, and there will be an emphasis on alternative early learning sites and "family, friends, and neighbor" care. The grant will most likely no longer require nor support a QRIS rating piece.

The new funding will not be simply for a continuation of existing IMPACT services, but rather will require a new plan. It is important that it is clear that IMPACT 2020 is not expected to be a rollover of the current program, and will require a *new* strategy and plan.

In addition, G. Daleiden noted there is likely going to be additional funding coming soon for coordination of home-visiting which could possibly leverage with efforts in the R2R project.

G. Daleiden also commented that Kate Duran is working on a proposal for First 5— she is a local parent, with a health education background, who led a parent support course held at Mother and Baby Source. She has asked for support to continue the parent course now that Mother and Baby Source has closed. She believes it will be a small dollar amount and is willing to explore other cities where they can use more parent support. G. Daleiden is thinking of ways to align this support group to the R2R project so it can function as another light touch service for those clients not willing to engage in high intensity home visiting.

N. Arnold added that this is a great parent support group and she has personally participated in it with two of her children.

## 15. Commissioner Reports

Nichole Arnold provided an update on her new job with the California Association of Caregivers. The Association allows caregivers to join and receive information, education and trainings.

*The open session of the meeting concluded at 3:45 p.m. and The Commission went into closed session.*

## **CLOSED SESSION**

The Commission convened to closed session at: 3:45 p.m.

**Commissioners in Attendance:** Jim Provenza, Heidi Kellison, Nichole Arnold, Sally Brown, Jennie Pettet

**Staff in Attendance:** Gina Daleiden

Item #1. Conference with Labor Negotiator (§ 54957.6):  
Unrepresented Employee: (First 5 Executive Director)

### **Report out from Closed Session:**

Oral recommendation of changes regarding proposed changes to salary and/or fringe benefits of First 5 Executive Director.

### **The Commission Re-Convened in Open Session after Closed Session:**

***Approve step increase for Executive Director, plus parity in life insurance with the County Department Head Unit, effective from anniversary date of hire in February 2019.***

**Motion:** J. Pettet      **Second:** N. Arnold      Motion carried unanimously

### 16. Adjournment

The meeting was adjourned at 4:05 p.m.

*The next Commission Meeting will be on October 9, 2019 from 3-5pm at the First 5 Yolo office, 502 Mace Blvd. Ste. 15, Davis, CA 95618.*

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact First 5 Yolo for more information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the First 5 Yolo as soon as possible and preferably at least 24 hours prior to a meeting. First 5 Yolo may be reached at telephone number 530-669-2475 or at the following address: **First 5 Yolo, 502 Mace Blvd. Ste. 11, Davis, CA 95618.**