



COMMISSIONERS

Francisco Castillo – District 1
Heidy Kellison – District 4
Jennie Pettet – County of Yolo

Sally Brown – District 2
Sue Heitman – District 5
Jim Provenza, Chair -
Board of Supervisors

Jenn Rexroad – District 3
Jesse Ortiz – YCOE
Nichole Arnold – Children
w/ Special Needs

AGENDA

September 12, 2018

3:00-5:00 pm

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

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 **7-10**

General Administrative Function

7. Chair Approve First 5 Yolo Commission Meeting Minutes from **06/13/2018 and 07/16/2018**
8. Staff Adopt Calendar for **Fiscal Year 2018-2019**
9. Staff Receive Sponsorship Fund Allocations Report (Yolo County Resource Family Approval Foster Care Appreciation Picnic, YCCA Community Baby Shower, HHSA Safe Sleep Module/SIDS Awareness Month, and NCCTC Annual Dinner and Auction)
10. Executive Director Approve Dedicated Grants to Empower Yolo, RISE, Inc, Yolo County Children's Alliance, and Northern California Children's Center for Delta MERP Education Project

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

- | | | | |
|-----|---------------------------|--|------------|
| 11. | Executive Director | Review and Adopt FY2019-2021 Evaluation Plan | 10 minutes |
| 12. | Executive Director | Receive The CHILD Project Pilot Update | 25 minutes |
| 13. | Business Services Officer | Review and Accept the Year End Revenue and Expenditure Summary Report (FY2017-2018) | 15 minutes |
| 14. | Executive Director | Receive Year End Funded Partner Performance Measure Summary Report | 20 minutes |
| 15. | Executive Director | Approve FY2018-2019 Contract Augmentations for Yolo Crisis Nursery Intervention Services and Empower Yolo Play School Experience | 10 minutes |
| 16. | Executive Director | Executive Director Report | 5 minutes |
| 17. | Commissioners | Commissioner Reports | 10 minutes |
| 18. | Chair | Adjournment | |

Next meeting scheduled: Commission Meeting
October 10, 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 6, 2018** 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) On the bulletin board at the First Yolo office, 502 Mace Blvd. Ste. 11, Davis, California 95618
Victoria Zimmerle, Business Services Officer
First 5 Yolo Children and Families Commission

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.**

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

Attachments ☒

Agenda Item- Commission Meeting Minutes
<i>Background</i>
Final minutes from the First 5 Yolo Commission Meetings held on 6/13/18 and 7/16/18.
<i>Executive Director Overview</i>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on June 13, 2018 from 3:00-5:00PM at First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618 and a special meeting on July 16, 2018 from 4:45-5:00PM at Yolo County Office of Education, 1280 Santa Anita Court, Woodland, CA 95776.
<i>Additional Information</i>
The next regularly scheduled Commission meeting will be held October 10, 2018 at 502 Mace Blvd. Ste. 15, Davis, CA 95618 from 3:00-5:00PM.
<i>Action Requested</i>
Approve minutes from 6/13/18 and 7/16/18 as submitted or propose edits.

FIRST 5 YOLO
Commission Meeting Minutes
June 13, 2018

The First 5 Yolo Children and Families Commission met on the 13th day of June, 2018 at First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618.

Chair Jim Provenza called the meeting to order and the Commission convened in closed session for 1. Public Employee Evaluation and 2. Conference with Labor Negotiator at 3:00PM.

Commissioners in Attendance: Jim Provenza, Jenn Rexroad, Heidi Kellison, Nichole Arnold, Jill Cook, Sally Brown, Jesse Ortiz, and Sue Heitman

Staff in Attendance: Gina Daleiden

The Commission reconvened in open session at 3:54PM.

Commissioners in Attendance: Jim Provenza, Jenn Rexroad, Heidi Kellison, Nichole Arnold, Jill Cook, Sally Brown, Jesse Ortiz, and Sue Heitman

Staff in Attendance: Gina Daleiden, Lauren Adams, and Victoria Zimmerle

Public in Attendance: Justine Jimenez

Item #1: Call to order

J. Provenza called the meeting to order at 3:54 p.m.

Item 2: Report Out From Closed Session

H. Kellison and J. Provenza will meet with Gina to discuss her annual review.

Item #3: Roll Call

Absent: Francisco Castillo

Item #4: Approval of Agenda

Chair: J. Provenza deemed it approved.

Item #5: State of Conflict and Recusal

None.

Item #6: Public Comment

None.

Item # 7: Updates and Announcements from the Chair

J. Provenza announced that J. Cook, now in the County Deputy Administrator position, will be concluding her term on First 5 Yolo to allow a subject matter expert from a County Department to serve. She has served the Commission for 6 years, and her guidance and effort on the Commission will be missed. J. Provenza presented J. Cook with a gift from the Commission.

All Commissioners expressed their gratitude for the expertise she has shared with the Commission and her continued service in Yolo County.

Item # 8-11 Consent Agenda

8. Approve 5/09/18 Commission Meeting Minutes
9. Adopt FY 2018/19 Commission Calendar
10. Approve 5/25/18 First 5 Yolo Finance Committee Meeting Minutes
11. Receive Sponsorship Fund Allocation Report (CAP-C Retreat, YC HHSA Mandatory All Staff Branch Meeting, and Empower Yolo Summer Solstice)

Approve consent agenda items 9-10.

MOTION J. Cook **SECOND:** S. Heitman Motion carries unanimously

Item 8: Approve 5/09/18 Commission Meeting Minutes***Approve 5/09/18 Commission Meeting Minutes***

MOTION: H. Kellison **SECOND:** J. Rexroad Ayes: J. Provenza, J. Rexroad, H. Kellison,
N. Arnold, J. Cook, and S. Heithman

Abstention: S. Brown and J. Ortiz

Item 11: Receive Sponsorship Fund Allocation Report (CAP-C Retreat, YC HHSA Mandatory All Staff Branch Meeting, and Empower Yolo Summer Solstice)

G. Daleiden noted an update to this agenda item to include the sponsorship of Empower Yolo Summer Solstice. This sponsorship request was received after the Commission packet was disbursed. This event will raise funds for an Empower Yolo Kitchen for families in the shelter to utilize.

Approve received sponsorship fund allocations, including the Empower Yolo sponsorship.

MOTION H. Kellison **SECOND:** S. Heitman Motion carries unanimously

Item #12: Approve Cost of Living Adjustment (COLA) of 2% for First 5 Yolo Employees for Fiscal Year 2018-2019

G. Daleiden noted that all First 5 Yolo employees are “at-will” Yolo County employees serving at the pleasure of the Commission. Yolo County has approved a 2% COLA for the Department Head and Management Bargaining Units however, the Commission determines the compensation of all First 5 employees. No COLA was considered/approved for First 5 Yolo for FY 2016-2017. The current budget projections include the 2% COLA, as is best practice for fiscal planning. The Commission determines whether or not to allocate COLA in any given year, and must vote to approve.

Approve Cost of Living Adjustments (COLA) of 2% for Frirst 5 Yolo Employees for Fiscal Year 2018-2019.

MOTION: J. Ortiz **SECOND:** J. Cook Motion carries unanimously

Item #13: Review and Adopt FY 18/19 Budget

V. Zimmerle briefed the Commission on First 5 Yolo’s current proposed budget for FY 18/19 noting the following items:

1. Prop 10 funding in FY18-19 is expected to increase by approximately \$194,000 over the prior year as Prop 10 will receive its first full year of backfill related to Prop 56 implementation.
2. Personnel includes 3.0 Regular FTE and an allocation for Extra Help

3. New Line Item: CalPERS Trust includes supplementary CalPERS related contributions to Yolo County's newly established Section 115 Trust
4. New Line Item: Additional Funds Available for Program include projected funds at the close of the proposed strategic plan in excess of target fund balance levels spread across the life of the proposed strategic plan. The total for these funds across the life of the strategic plan is \$319,500.
5. New Line Item: Systems and Support includes contractor time related systems support (e.g., Website, Clear Impact, Social Media, etc.)
6. New Line Item: City of Davis Community Benefit funds includes dedicated funding to The CHILD Project Pilot, based on Davis City Council action May 29, 2018.
7. An error was noted in the revenue section of the proposed budget as the "Delta Conservancy MERP" revenues should have been allocated into the Administrative Cost Center and were left of unintentionally.
8. Operating Expense projections have been further refined based on having a better understanding of the actual costs of each line item. This results in a budgeted reduction to Operations of approximately \$24,000.
9. In an effort to maintain steady funding for programs across the life of the Strategic Plan, not all FY2019 anticipated revenues are projected to be spent during the coming fiscal year. This will allow for steady program funding near the end of the Strategic Plan when revenues are expected to decline.

Commissioners reviewed the proposed budget and asked for clarification about how Prop 56 backfill is determined. Staff noted that CA's Department of Finance is responsible for the determination of Prop 56 backfill and while the formula for calculation is unknown to First 5 at this time, backfill is anticipated to decline annually, as Prop 56 implementation did not impact cigarette consumption as much as originally anticipated. Cigarette consumption continues to decline at a rate of approximately 1-3% annually. The decline for FY18/19 is slightly less than originally anticipated.

Commissioners expressed a desire for additional information regarding the backfill calculation to ensure that First 5 receives its fair share, and noted that the First 5 Association may help in garnering that information.

IGT funding is tentatively budgeted for \$45,000 which is half of what was received the prior three years. These funds are not yet secured as an updated IGT policy will go to the Yolo County Board of Supervisors on July 10th. After the policy is adopted, First 5 will begin the process of seeking IGT funding and this line will be updated accordingly.

J. Cook noted that it is refreshing to understand the budget details, and noted the high transparency of the First 5 Yolo Budget.

Adopt FY 18/19 Budget.

MOTION: J. Ortiz

SECOND: J. Cook

Motion carries unanimously

Item 14: Public Hearing: Review and Adopt Long Term Fiscal Plan

G. Daleiden updated the Commission on the 5 year fiscal projections to illustrate the likely outcomes of particular courses of action or factors affecting the environment in which it operates. Out year projections are based on current, best available information and included historical information related to the previous 5 fiscal years.

OPEN PUBLIC HEARING at 4:25pm. Chair Provenza opened the Public Hearing.

No Public Comments.

CLOSED PUBLIC HEARING at 4:26pm.

Adopt Long Term Fiscal Plan.

MOTION: S. Heitman

SECOND: N. Arnold

Motion carries unanimously

Item #15: Public Hearing: Adopt FY 2019-2021 Strategic Plan

G. Daleiden reviewed the final draft of the FY2019-2021 Strategic Plan noting the following changes and additions to the “working draft” that have been submitted by Staff, approved by the subcommittee, and incorporated into the final draft of the Plan for acceptance by the full Commission:

1. First 5 Yolo’s Guiding Principles (p.4)—Third bullet changes the word “individual” to “disconnected” to better describe grants suiting more focused investments.
2. Sustainability (p.7)—The beginning Prop 10 allocation amount has increased to \$1.56 million and declines to \$1.45 million, per most recent F5 CA/State Department of Finance estimates.
3. Funding Plan (p.15)—Funding Plan “Additional Funding Available for Allocation to Programs” also increases to an estimated range of \$280,000-\$417,000.
4. References, Resources, and Contributions (p.21)—This page has been updated to include the full list.

OPEN PUBLIC HEARING at 4:27pm. Chair Provenza opened the Public Hearing.

No Public Comments.

CLOSED PUBLIC HEARING at 4:28pm.

J. Ortiz requested that the final copy of the Strategic Plan include the date of Commission Adoption.

The Commission noted the accomplishment of completing the Plan.

Adopt FY 2019-2021 Strategic Plan with the addition of the date of Commission approval of the Strategic Plan.

MOTION: S. Heitman

SECOND: J. Cook

Motion carries unanimously

Item #16: Approve FY 2018-2019 Contracts and Professional Services List

G. Daleiden briefly reviewed the Contracts and Professional Services list and noted the Commission is entering the first year of its new Strategic Plan. While it may be the intent of the Commission to award multi-year funding to some programs, First 5 Yolo contracts are awarded to providers as single year

contracts. The Commission has chosen to adopt a single year Funding Plan for FY18/19. Most FY18/19 contracts are renewals of existing contracts, or changes to existing contracts (meeting the sole source requirements), while more information about the changing landscape (as noted in the previous item on Strategic Plan) unfolds over the coming months.

The following information about individual contracts was detailed:

- First 5 Yolo is partnering with County of Yolo Health and Human Services Agency (HHSA) to leverage First 5 Yolo funds and MHSA-PEI funds to expand and enhance Help Me Grow Yolo. First 5 Yolo has entered a contract with the County to fund HMG for three years, with the option to renew at the end of the third year. The HMG contract will be in its second year in FY18/19.
- First 5 Yolo is also partnering with HHSA Child, Youth, and Families Branch to co-fund the Attachment and Bio-behavioral Catch-Up Program for families already involved with Child Welfare Services. This one-year contract began in June 2018 and ends June 2019, slightly out of sync with fiscal year timing to accommodate for specialized training in this evidence-based program offered in June 2018.
- First 5 Yolo is co-funding The CHILD Project Pilot with the City of Davis. The CHILD Project contract listed represents anticipated City of Davis Funds and First 5 Yolo's contribution to the project which allows the inclusion of some rural area residents along with Davis residents. Should additional City of Davis and/or private funds become available, the amount allocated may increase. This project is currently in planning stages.
- The \$57,312 for foster care will be pulled out for now, as the provider is fairly sure she will not be providing that service for next year.
- The Boost \$5,000 is authorized for negotiation, the details still need to be worked out with IMPACT personnel.
- All PSE teachers will be trained in NPP.

Approve FY 2018-2019 Contracts and Professional Services List, with a removal for \$57,312 for foster care services.

MOTION: N. Arnold

SECOND: J. Rexroad

Motion carries unanimously

Item #17: Executive Director Report

- First 5 Leadership Network Part 1
 - G. Daleiden is excited about the First 5 Network effort statewide. It will allow all the counties to make a coordinated effort at the state level and to better support each other locally.
- Possible Visit by F5 Santa Cruz, City of Santa Cruz to First 5 Yolo and City of Davis
 - City of Santa Cruz and First 5 Santa Cruz want to work with City of Davis and First 5 Yolo to learn from and support each other in leading edge cannabis-revenue policies. It is possible the County of Santa Cruz may attend. If so, First 5 will invite Yolo County representatives.
- Healthy Start Index and Birth Risk Mapping
 - Children's Data Network and Emily Putnam-Hornstein has a new project that will map all births and identify the areas of highest risk births in counties across the state. Information

is expected to be given to First 5's in November 2018.

Item #18: Commissioner Reports

J. Provenza shared that the Cannabis tax passed by 75%. Currently, the amount coming into the County is unknown, but the County will have a better idea in a year. Supervisor Provenza, the BOS Chair, CAO, and First 5 ED will work together to explore structural mechanisms for joint projects involving new funding from County cannabis revenues.

J. Ortiz noted that the County of Office of Education his hosting an event for Children Now on Friday September 28th. Margret Brodtkin will be the keynote speaker.

H. Kellison shared that she is on a state committee for victims of sexual assault. H. Kellison has been working on promoting preventative care and will be touring Yolo Crisis Nursery with the state committee to show the preventative work they are providing to the community.

Adjourn to Celebrate S. Heitman's 20 years of service for First 5 Yolo.

Item #19: Adjournment

The meeting was adjourned at 4:42 p.m. The next Commission Meeting will be September 12, 2018 from 3-5pm at the First 5 Yolo, 502 Mace Blvd. Ste. 11, Davis, CA 95618.

FIRST 5 YOLO Special Meeting Minutes July 16, 2018

The First 5 Yolo Children and Families Commission met on the 16th day of July, 2018 at Yolo County Office of Education located at 1280 Santa Anita Court, Woodland, CA 95776 at 4:45 p.m.

Commissioners in Attendance: Jim Provenza, Sally Brown, Jesse Ortiz, Nichole Arnold, and Jenn Rexroad

Staff in Attendance: Gina Daleiden

Public in Attendance: Mauricio Arnold

Item #1: Call to order

J. Provenza called the meeting to order at 4:45 p.m.

Item #2: Roll Call

Quorum present.

Item #3: Approval of Agenda

Chair J. Provenza deemed it approved.

Item # 4: Consent Agenda

4. Accept Sole Source Justification Forms for FY18/19

Approve Consent Agenda (Item #4)

MOTION: S. Brown

SECOND: J. Rexroad

Motion carries unanimously

Item #5: Approve Contracts for The CHILD Project Pilot

G. Daleiden explained that the contract and amount were not yet ready at the previous meeting when other FY18/19 projects were approved, as the start date for the pilot was anticipated to be later in the fall. However, both direct service providers, Communicare (in-kind) and YCCA (services in the amount of \$115,000) appear to be ready to launch in August.

The contract amount includes City of Davis and First 5 Yolo funds (including private, directed donations received to date).

Approve Contract to Yolo County Children's Alliance for The CHILD Project Pilot in the amount of \$115,000.

MOTION: S. Brown

SECOND: J. Rexroad

Motion carries unanimously

Item #9: Adjournment

The meeting was adjourned at 4:56 p.m. The next Commission Meeting will be September 12, 2018 from 3-5pm at the First 5 Yolo Office located at 502 Mace Blvd. Davis, CA 95618.

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

Attachments ☒

Agenda Item - Commission Calendar: Fiscal Year 18/19

Background

The Commission Calendar shows meetings and events and is updated as necessary.

Executive Director Overview

The Commission Calendar includes each month in the fiscal year, and shows dates for upcoming Commission meetings.

Additional Information

The October Commission Meeting will be held at First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618.

Action Requested

Adopt calendar for Fiscal Year 2018-2019 with any needed adjustments.

FY 18/19 Commission Meeting Calendar

July 2018	August 2018	September 2018	October 2018
No Regularly Scheduled Meeting	No Regularly Scheduled Meeting	September 12th 3-5 PM	October 10th 3-5 PM
November 2018	December 2018	January 2019	February 2019
November 14th 3-5 PM	No Regularly Scheduled Meeting	January 9th 3-5 PM	No Regularly Scheduled Meeting
March 2019	April 2019	May 2019	June 2019
March 13th 3-5 PM	No Regularly Scheduled Meeting	May 8th 3-5 PM	June 12th 3-5 PM

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

Attachments ☒

Agenda Item- Receive Sponsorship Fund Allocations Report (Yolo County Resource Family Approval Foster Care Appreciation Picnic, YCCA Community Baby Shower, HHSA Safe Sleep Module/SIDS Awareness month, and NCCTC Annual Dinner and Auction)

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

Six sponsorships have been approved since the start of Fiscal Year 2018-2019. The total allocation of Sponsorships fiscal year to date is \$1,400.

Event	Agency	Date	Allocated Amount
HHSA Child, Youth, and Family All Staff Branch Meeting	Yolo County HHSA	9/6/18	250
World Café Training	Yolo County Children's Alliance-Family Strengthening Network	11/7/2018	200
Foster Care Appreciation Picnic	Yolo County Resource Family Approval	7/28/18	200
Yolo County Safe Sleep Module/SIDS Awareness Month	Yolo County HHSA—Community Health Branch	10/2018	250
25 th Annual Dinner and Auction	Northern California Children's Therapy Center	9/21/18	250
3rd Annual Community Baby Shower	Yolo County Children's Alliance Home Visiting	9/29/18	250
Total			\$1,400

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.

The Yolo County
Collaborative
3rd Annual

Item 09- Attachment A

Community BABY SHOWER

a resource fair for parents & babies

**Home Arts Hall
Yolo County Fairgrounds
1250 Gum Ave., Woodland**

FREE resources
FREE food
FREE prizes

**SATURDAY
SEPTEMBER 29, 2018
10:00am - 2:00pm**



Special Thanks to our Generous Sponsors:



3ra
Colaboración Anual
del condado de Yolo

BABY SHOWER

para La Comunidad

una feria de recursos para los padres y los bebés

Salon Home Arts
Yolo County Fairgrounds
1250 Gum Ave., Woodland

En los terrenos de la feria del condado de Yolo

recursos **GRATIS**
comida **GRATIS**
premios **GRATIS**

SÁBADO
29 de SEPTIEMBRE 2018
10:00am - 2:00pm

Muchas Gracias a:



Adolescent Parenting Program



Parenting with a young heart



YOU'RE INVITED!



Child, Youth and Family Branch All Staff Event

Who: We invite you!

When: September 6th at 9:00am-12:00PM Where: 137 N. Cottonwood Street, Woodland. Thomson/Walker Rooms Why: To provide the opportunity for staff to learn about the services provided to our community!

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

Attachments ☒

Agenda Item- Approve Dedicated Grants to Empower Yolo, RISE, Inc., Yolo County Children's Alliance, and Northern California Children's Center for Delta MERP Education Project implementation.

Background

The Delta Conservancy approached First 5 Yolo to request a partnership to deliver information to families with young children on toxins in the Delta. This has resulted in a partnership between First 5 Yolo and the Delta Mercury Exposure Reduction Program (Delta MERP), and a dedicated grant from Delta MERP to First 5 Yolo.

Executive Director Overview

First 5 Yolo and Delta MERP will partner to implement a Delta Fish Education Project, with the objective of raising awareness and reducing risks of harm from eating contaminated fish. First 5 Yolo will integrate the DELTA MERP messages, designed for families, into First 5 Yolo's Help Me Grow (HMG) and Playschool Experience (PSE) programs.

HMG will serve as an information delivery system, adding Delta materials into their general information packet available to parents. Individual PSE teachers will train with Delta staff and incorporate messages into their classes with parents/caregivers and their children.

Additional Information

A copy of the MOU between First 5 Yolo and Delta Conservancy is included as Attachment A to this item.

The grant amount for YCCA is higher than the other two agencies implementing PSE because YCCA PSE Staff is the lead instructor for PSE and will be attending additional training.

Action Requested

Approve Dedicated Grants to Empower Yolo (\$1,000), RISE, Inc. (\$1,000), Yolo County Children's Alliance (\$1,200), and Northern California Children's Therapy Center (\$2,300) for Delta MERP Education Project implementation.

**Delta Mercury Exposure Reduction Program
(MERP)
Community Grant**

**Memorandum of Understanding
(MOU)**

Effective Dates: August 15, 2018 to April 30, 2019

This Memorandum of Understanding (MOU) outlines the partnership agreement between Yolo County First 5 and the Delta Mercury Exposure Reduction Program (Delta MERP) for implementation of the Yolo First 5 Delta Fish Education Project.

The Delta MERP is a collaborative effort of the Sacramento-San Joaquin Delta Conservancy (Conservancy), the Central Valley Regional Water Quality Control Board (Central Valley Water Board), the Department of Water Resources (DWR), and the Office of Environmental Health Hazard Assessment (OEHHA) to reduce human exposure from eating contaminated fish. The objective of Delta MERP is to raise awareness to reduce risks of harm from mercury. The Aquatic Science Center administers the funds for the Delta MERP Community Grant.

Yolo County First 5 has been awarded a Community Grant of \$9,600 to implement a project that integrates the Delta MERP messages into Yolo County First 5 programs as outlined in the Yolo County First 5 Delta Fish Education Project Budget and described below.

Yolo County First 5 Delta Fish Education Project.

- A.** In accepting the awarded funds, Yolo County First 5 agrees to:
- 1) Plan and coordinate with the Delta MERP to receive training about the Delta MERP educational messages. The Conservancy and Central Valley Water Board will provide two training sessions, one for Yolo County First 5 and its two programs: Help Me Grow and Play School Experience Providers, and a second for the staff of these programs.
 - 2) Integrate the Delta MERP's educational messages and materials into Yolo County First 5 programs, collect outcome data to assess the quality of services, and oversee the implementation of Yolo County First 5 Delta Fish Project by their two programs.
 - 3) Compile and interpret the outcome data from programs and report to the Delta MERP.
 - 4) Include the Delta MERP's messages on the Yolo County First 5 website and promote them on social media (Facebook, Twitter, Instagram).

- 5) Attend Community Stakeholder Group meetings (up to two meetings) during the duration of the project and provide brief updates on implementation of the Community Grant at these meetings.
- 6) Allow the Delta MERP staff to observe the implementation of Delta MERP activities by attending at least one meeting or activity related to integration of Delta MERP educational messages.
- 7) Include a statement that references the Delta MERP and the project website (<http://www.deltaconservancy.ca.gov/delta-mercury-exposure-reduction-program-merp>) as a source for more information on all educational materials for distribution to the public that are developed under this project.
- 8) Submit a mid-term report to Delta Conservancy by February 28, 2019. The report must describe progress of activities listed in the Yolo County First 5 Delta Fish Education Project Budget that were performed from August 15, 2018 through January 30, 2019.
- 9) Submit a final report to the Delta Conservancy by April 30, 2019. The final report must describe the progress of all activities listed in the Yolo County First 5 Delta Fish Education Project Budget, the final outcome data, and challenges in implementing the project.

B. The Delta MERP agrees to the following:

- 1) The Central Valley Water Board and the Conservancy will provide training on fish contamination issues in the Sacramento-San Joaquin Delta to the participating Yolo County First 5 staff and their respective programs as needed.
- 2) The Conservancy will convene for up to two Community Stakeholder Group meetings and provide a forum for Yolo County First 5 to report on the project's progress.
- 3) The Central Valley Water Board will provide educational materials for training Yolo County First 5 staff and for implementing the Yolo County First 5 Delta Fish Education Project.
- 4) The Central Valley Water Board and the Conservancy will meet with Yolo County First 5 staff as needed to address questions and review project progress.
- 5) The Central Valley Water Board and the Conservancy will observe implementation of project activities by attending one meeting or activity.

C. Schedule of Payments of Community Grant Award

The Aquatic Science Center will provide the Delta MERP Community Grant

award of \$9,600 by check to Yolo County First 5 for the activities listed above.
The award will be paid as follows.

- 1) First payment of 60% (\$5,760) will be given at the beginning of the project, after the MOU is signed.
- 2) Second payment of up to 30% (\$2,880) will be made after the Delta Conservancy receives, reviews, and approves the mid-term progress report.
- 3) Final payment of 10% (\$960) will be given after the completion of the project and the Central Valley Water Board's approval of the final report.

We agree to work together to implement the aforementioned tasks as part of the Delta MERP Community Grant.



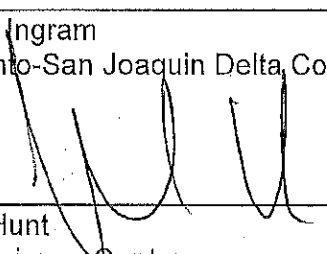
Digitally signed by Gina Daleiden
DN: cn=Gina Daleiden, o=First 5 Yolo, ou=Executive
Director, email=GDaleiden@first5yolo.org, c=US
Date: 2018.08.24 15:06:07 -07'00'

Gina Daleiden
Yolo County First 5

Date

Campbell Ingram
Sacramento-San Joaquin Delta Conservancy

Date



Jennifer Hunt
Aquatic Science Center

Date

8/16/2018

CC: Selina Cole, Central valley Water Board

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

Attachments ☒

Agenda Item- Review and Adopt FY2019-2021 Evaluation Plan

Background

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 for funded programs. This Plan is updated each year during the Strategic Plan update, or once program contracts are finalized.

While the Plan provides an overview for all funded programs, program service contracts include detailed requirements for evaluation and reporting that are program specific (e.g., individualized performance measures).

Executive Director Overview

With the adoption of the FY2019-2021 Strategic Plan, a new Evaluation Plan comprised of Matrix 1 and Matrix 2, has been developed for programs funded for FY18/19.

Evaluation Matrix 1, the evaluation framework, lays out the strategies and programs for each of the three Goal Areas (Improved Child Health, Improved Safety, and Improved Early Learning) and the corresponding evaluation activities. All funded programs will report Performance Measures, in a Friedman Results Based Accountability format, in Clear Impact, First 5 Yolo's tracking and reporting software. 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.

Additional Information

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

Please note Healthy Families America is in the process of adopting a new home visitor observation tool. More detail may be added to Matrix 2 for this item. Locally, First 5 Yolo is exploring the development of a new retrospective pre/post exit survey for HFA. For now, this option is denoted as "new retrospective pre/post" in Matrix 1 for HFA.

Action Requested

Review and Adopt FY 2019-2021 Evaluation Plan

First 5 Yolo • Fiscal Year 2018-19 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 towards looking at cross-cutting indicators and outcomes for key programs and services funded by First 5 Yolo.

Evaluation staff 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, lays out the strategies and programs for each of the three Goal Areas (Improved Child Health, Improved Safety, and Improved Early Learning) and the corresponding evaluation activities. 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

Item 11- Attachment A

Activity			Evaluation			
Program	Agency	Contract Amount	Performance Measures	Demographic Data	Early Learning Parent Survey	Other Methods
Goal: Improve Child Health						
Help Me Grow (HMG)	Northern California Children's Therapy Center	\$339,000	X	X		HMG National Indicators
Help Me Grow (HMG)	Yolo County Children's Alliance	\$75,000	X	X		HMG National Indicators
Help Me Grow (HMG)	Yolo Crisis Nursery	\$25,000	X	X		HMG National Indicators
Help Me Grow (HMG)	RISE Inc.	\$10,000	X	X		HMG National Indicators
Goal: Improve Child Safety						
Yolo Crisis Nursery Services	Yolo Crisis Nursery	\$67,280	X	X		<ul style="list-style-type: none"> • Crisis Nursery Parent Survey • Administrative Data
Nurturing Parent Program (NPP)	RISE Inc.	\$63,000	X	X		<ul style="list-style-type: none"> • Adult-Adolescent Parenting Inventory-2 (AAPI-2)
The CHILD Project, Davis/Rural Pilot	Yolo County Children's Alliance	\$115,000	X	X		<ul style="list-style-type: none"> • Healthy Families Parenting Inventory (HFPI) and/or New Retrospective Pre/Post • Administrative Data
"Step by Step" Healthy Families America Home Visiting	Yolo County HHSA	\$50,000	X	X		<ul style="list-style-type: none"> • Healthy Families Parenting Inventory (HFPI) and/or New Retrospective Pre/Post • Administrative Data
ABC Home Visiting Joint Project	Yolo Crisis Nursery	\$105,000	X	X		<ul style="list-style-type: none"> • University of Delaware Assessment (Play Assessment)
Family Hui	Lead4Tomorrow	\$15,000	X	X		<ul style="list-style-type: none"> • Pre/Post Parent Survey
Goal: Improve Quality Early Learning						
IMPACT	City of West Sacramento	\$50,000	X	X		<ul style="list-style-type: none"> • Provider Survey • CLASS • ERS
Play School Experience (PSE)	Yolo County Children's Alliance	\$52,500	X	X	X	
Play School Experience (PSE)	Empower Yolo	\$42,500	X	X	X	
Play School Experience (PSE)	RISE Inc.	\$24,000	X	X	X	
Early Literacy for Families	Yolo County Library	\$31,000	X	X	X	
Boost Training	Janet Anderson & Cheryl Moore	\$5000				Supplemental Questions

*Note: The Improving Strategies & Network Goal Area is not represented as a separate category, as funded external contracts also fall into other Goal Areas.

Evaluation Matrix 2: Data Collection Summary

Data Collection Instrument	Type of Data Collected	Mode	Frequency	Reviewed
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, special needs, ethnicity, language, city, and child health insurance type of children 0-5, parents/guardians, other family members, and providers, per First 5 CA requirements.	Clear Impact Software	Biannually	Biannually
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 submitted by programs	Biannually	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 & Clear Impact Software	Biannually	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.	TBD	Biannually	Biannually
Home Visiting Observation Form	The Home Visiting Observation Form is utilized by Home Visitors monthly to ensure what is being taught is being implemented.	TBD	Biannually	Biannually
Classroom Assessment Scoring System (CLASS™)	CLASS is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. The CLASS is collected by trained assessors in the spring.	Email	Bi-Yearly	Bi-Yearly
Environment Rating Scales (ERS)	The ERS are designed to assess process quality in an early childhood or school age care group. ERS data is collected by trained assessors in the fall.	Email	Bi-Yearly	Bi-Yearly
BOOST Teacher Survey	Participants are administered a survey after the Boost Training to assess if the teachers were better able to model and implement social and behavior skill strategies to support their students.	Email	Yearly	Yearly
Crisis Nursery Parent Satisfaction Survey	The Crisis Nursery Parent Survey is collected at program exit 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.	Email	Biannually	Biannually
Healthy Families Parenting Inventory	The Healthy Families Parenting Inventory and/or Retrospective Pre/Post captures data related to problem-solving, mobilizing resources, home environment, depression, parent/child behavior, personal care, social support, role satisfaction, and parenting efficacy.	Email and Clear Impact	Biannually	Biannually

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

Attachments ☒

Agenda Item- Receive The CHILD Project Update

Background

At the Commission Strategic Planning Retreat in February 2018, Commissioners received and reviewed information about best practices improving assessment and coordinating care for highest-risk families. Commissioners expressed great interest in models, such as the maternal child “Bridges” network in Orange County and “Welcome Baby” in Los Angeles, that identify and then serve highest-risk families at birth with services ranging from high intensity to auxiliary, depending on need.

At the First 5 Yolo meeting in March 2018, The Commission approved strategies for specific goal areas of the First 5 Yolo Strategic Plan. Under the goal of “Improving Systems and Networks,” strategies include providing services “along a continuum of care” and reaching “highest-risk children and families at the greatest point of leverage, the earliest years, through expanded and improved assessment prenatally and at-birth, and direction to high-intensity home visiting and auxiliary services.”

In June 2018, consistent with the emphasis in the new Strategic Plan, the Commission approved The CHILD (Coordinated Healthy Interventions for Lifelong Development) Project Pilot as a funded program for FY18/19. This pilot is co-funded with City of Davis.

Executive Director Overview

The intent of The CHILD Project is to better identify and assess families and children, with multiple points of entry, and to increase access to services to high-intensity and other auxiliary services meeting individual needs. The goal of the project is to improve systems and networks, specifically to improve child health and safety.

The Pilot Project launched August 1, 2018 with Communicare Davis Perinatal Clinic and Yolo County Children’s Alliance Healthy Families America (HFA). The Pilot includes an initial screening of prenatal families receiving services at CommuniCare. First 5 Yolo has worked with UC Davis to develop an administrative data screen based on Emily Putnam-Hornstein and Children’s Data Network research weighting risk factors, with input from the teams at First 5 LA and First 5 Orange.

Families that screen at highest risk will be offered a 1:1 assessment by HFA to identify those qualifying for home visiting options. HFA has hired an assessment worker and a home visitor to dedicate to the Project, and Yolo Food Bank is providing “welcome” food baskets for families served.

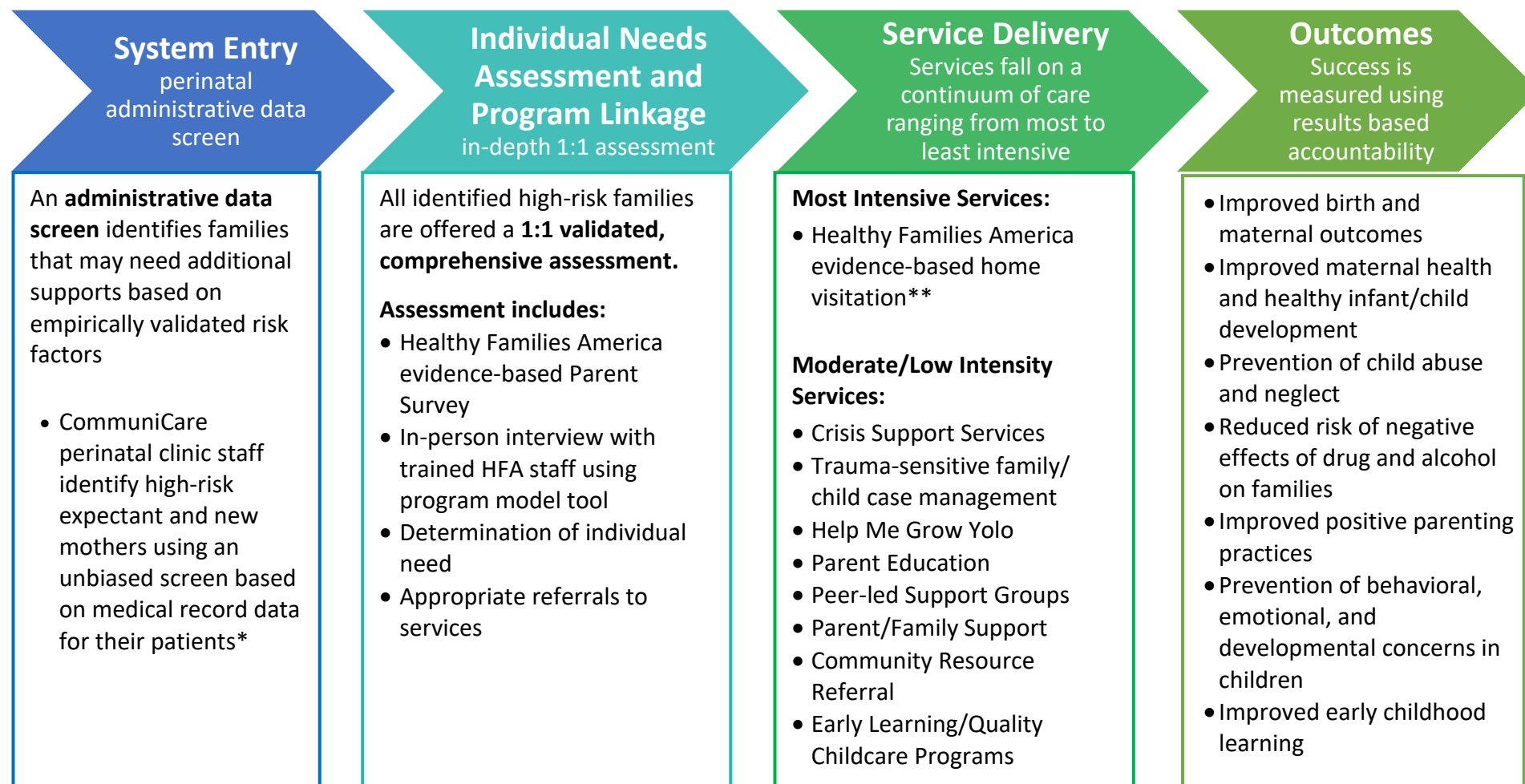
Further updates will be provided at the meeting, as First 5 Yolo Staff have been working over the last few months to coordinate the runway and launch of this program.

<i>Additional Information</i>
<p>A higher level graphic depicting The CHILD Project Davis/Rural Pilot is attached to this item as Attachment A.</p> <p>Specific performance measures have been developed for this Project and approved by City of Davis. First 5 Yolo will share performance measure reports with City of Davis.</p>
<i>Action Requested</i>
<p>Receive The CHILD Project update and provide comments or ask questions.</p>



The **CHILD** Project Davis/Rural Pilot

Coordinated Healthy Interventions for Lifelong Development



*As additional funding becomes available, other medical providers may be included in The CHILD Project.

** As additional funding becomes available additional program models may be included in The CHILD Project.

**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 (FY2017-2018)

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.

Executive Director Overview

Presented revenue and expenditures for FY17/18 reflect all receipt and expenditure of funds for the entirety of FY17/18. Revenues and expenditures are reported on a modified accrual basis and as such, FY17/18 expenditures reflect all incurred expenses and earned revenues as of 6/30/2018 though cash funds may or may not have been expended or received prior to 6/30/18. The presented allocations across the administrative, program, and evaluation cost centers are based on percentage allocations as defined in the Cost Allocation Plan.

Of note are the following variances:

1. Revenues were higher than budgeted by approximately \$80,000 primarily as a result of higher than budgeted P10 revenues (actual revenues were in line with CA DOF May 2018 P10 Projections) and higher than budgeted interest revenues.
2. First 5 Yolo realized a budget surplus of approximately \$85,000 as a result of savings realized in every budget category including Funded Programs.
3. Total expenditure for the development of the FY19-21 Strategic Plan was \$1,661, significantly lower than budgeted as a result of bringing the majority of the work associated with its development in-house.
4. There was approximately \$7,200 unspent in Yolo Crisis Nursery's Mobile Client Navigator contract. The Crisis Nursery has requested a contract augmentation for FY2019 in this amount to support activities directly related to the MCN service component of their FY2019 Intervention Services Contract.
5. A large savings in the CWS Resource Family Approval contract was realized as HHSA did not bring on as many extra help employees as anticipated and therefore did not expend the majority of the contract funds.

Additional Information

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

Action Requested

Approve the Year End Revenue and Expenditure Summary Report (FY2017-2018)

FIRST 5 YOLO
Year End Revenue and Expenditure Summary Report
FISCAL YEAR 2017-2018

Report Period: July 1, 2017- June 30, 2018

Descriptions	Original Adopted Budget	Final Budget	Actual Through 6/30/2018	Favorable (Unfavorable) Vaiance	% Budget Variance	Cost Allocations YTD		
						Admin (6975)	Program (6976)	Eval (6977)
SOURCES OF FUNDS								
A. Revenue								
First 5 California Tobacco Tax Allocation	\$ 1,581,358	\$ 1,319,998	\$ 1,398,199	78,201	5.92%			
MHSA-PEI Grant Funding	225,000	225,000	196,286	(28,714)	-12.76%			
Intergovernmental Transfer Funds	90,000	90,000	90,000	-	0.00%			
Interest Earnings	3,000	3,000	16,988	13,988	466.26%			
Other Income and Adjustment	-	-	15,721 *	15,721	-			
TOTAL SOURCES OF FUNDS	1,899,358	1,637,998	1,717,193	79,195	4.83%			
EXPENDITURES								
B. Personnel								
FTE	3.25	3.25						
Salaries and Benefits	413,070	413,070	412,145	925	0.22%	130,512	219,810	61,822
Extra Help	16,772	16,772	7,023	9,749	58.13%	2,224	3,746	1,053
OPEB	20,923	20,923	20,842	81	0.39%	6,600	11,116	3,126
Workers Comp, Unemployment, & Liability Ins.	1,930	1,930	2,042	(112)	-5.82%	647	1,089	306
Total Personnel	452,695	452,695	442,051.93	10,643	2.35%	139,983	235,761	66,308
C. Program Funding								
Funded Programs								
Help Me Grow/ Developmental Screening	450,000	475,000	446,266	28,734	6.05%	-	446,266	-
Avance	150,000	150,000	147,693	2,307	1.54%	-	147,693	-
Play Groups/Play School Experience	119,000	119,000	118,950	50	0.04%	-	118,950	-
Parent Education / Family Hui	15,000	15,000	14,743	257	1.71%	-	14,743	-
Foster Care	103,500	103,500	99,165	4,335	4.19%	-	99,165	-
Healthy Families America/Step by Step	50,000	50,000	50,000	-	0.00%	-	50,000	-
Preschool/IMPACT	50,000	50,000	50,000	-	0.00%	-	50,000	-
Subtotal	937,500	962,500	926,818	35,682	3.71%	-	926,818	-
Special Projects								
Emergency Childcare	10,000	10,000	10,000	-	0.00%	-	10,000	-
Enhancement of the Arts	6,000	6,000	6,000	-	0.00%	-	6,000	-
Early Literacy for Families	50,643	50,643	47,230	3,413	6.74%	-	47,230	-
BOOST	20,505	20,505	20,505	-	0.00%	-	20,505	-
Child Development Conference Speakers	2,500	2,500	2,500	-	0.00%	-	2,500	-
Mobile Client Navigator at FVCPP (Pilot)	40,950	39,533	32,255 ¹	7,278	18.41%	-	32,255	-
Foster Care: Resource Family Approval Assist (CWS)	27,000	27,000	7,862 ²	19,138	70.88%	-	7,862	-
Preschool Equipment and Improvements	20,000	20,000	20,000	-	0.00%	-	20,000	-

Citizenship Course and Power of Attorney Workshop	-	2,000	707	1,293	64.66%	-	707	-
ABC Home Visiting	-	17,836	17,891	(55)	-0.31%	-	17,891	-
Subtotal	177,598	196,017	164,951	31,066	15.85%	-	164,951	-
Capacity Building and Evaluation Support								
Clear Impact	10,000	10,000	6,000	4,000	40.00%	-	6,000	-
Subtotal	10,000	10,000	6,000	4,000	40.00%	-	6,000	-
Other Program Funding								
Sponsorship Fund	5,000	5,000	2,550	2,450	49.00%	-	2,550	-
Unallocated	36,402	40,636	-	40,636	100.00%	-	-	-
Subtotal	41,402	45,636	2,550	43,086	149.00%	-	2,550	-
Total Program Funding	1,166,500	1,214,153	1,100,319	113,834	9.38%	-	1,100,319	-
D. Operating Expenses								
Telephones, Internet, and Web Hosting	4,500	4,500	4,334	166	3.70%	1,372	2,311	650
Food	650	650	22	628	96.61%	5	15	2
Office Expenses	2,000	2,000	512	1,488	74.41%	163	272	77
Postage	200	200	26	174	87.00%	8	14	4
Printing	600	600	-	600	100.00%	-	-	-
Maintenance - Equipment	1,200	1,200	326	874	72.87%	103	174	49
First 5 Association Membership Dues	4,500	4,500	3,975	525	11.67%	1,259	2,120	596
Household Expense	-	-	125 ³	(125)	n/a	40	67	19
Program Expense	1,500	1,500	-	1,500	100.00%	-	-	-
Publication & Legal Notices	100	100	-	100	100.00%	-	-	-
Rent - Buildings	23,328	23,328	23,332	(4)	-0.02%	7,388	12,444	3,500
Smalls tools and Minor equipment	2,000	2,000	456	1,544	77.21%	144	243	68
Board Retreats	200	200	-	200	100.00%	-	-	-
Transportation, Travel, Training & Conferences	5,600	7,900	7,778	122	1.55%	2,463	4,148	1,167
Total Operating Expenses	46,378	48,678	40,885	7,793	16.01%	12,946	21,807	6,132
E. Professional Services								
Consulting/Contracting								
Evaluation	25,000	25,000	24,984	16	0.06%	-	-	24,984
Communications	1,000	1,000		1,000	100.00%	-	-	-
Program	2,000	2,000	1,900	100	5.00%	-	1,900	-
Other	500	500	125	375	75.00%	-	-	125
Strategic Planning	8,000	8,000	1,661 ⁴	6,339	79.23%	1,661	-	-
Legal and Accounting								
Yolo County Counsel (Legal Services)	3,500	3,500	2,517	983	28.08%	797	1,343	378
Yolo County Auditor's Office (Fiscal Services)	3,000	3,000	4,273	(1,273)	-42.43%	1,353	2,279	641
Independent Financial and Expanded Audit	9,000	9,000	8,900	100	1.11%	8,900	-	-
Technology and Data Processing								
Yolo County ERP	2,620	2,620	2,365	255	9.71%	749	1,262	355
Other IT Services	2,480	2,480	280	2,200	88.71%	89	149	42
Website/Database Dev & Maintenance	750	750	1,255	(505)	-67.33%	649	469	137

Total Professional Services	57,850	57,850	48,261	9,589	16.58%	14,198	7,402	26,661
F. Contingency Funds	32,000	32,000	-	32,000	100.00%	-	-	-
TOTAL EXPENSES	\$ 1,755,423	\$ 1,805,376	\$ 1,631,517	\$ 173,859	9.63%	\$ 167,127	\$ 1,365,289	\$ 99,100
Excess of sources over exps (Exps over sources)	143,935	(167,378)	85,676			10%	84%	6%
Fund Balance, July 1, 2017	\$ 1,268,943							
Net of Revenues - Expenditures	\$ 85,676							
Projected Fund Balance, June 30, 2018	\$ 1,354,619	⁵						
Unassigned Balance (target \$500K)	604,619	⁶						
Catastrophic Reserve (6mo. PY Total Budget)	750,000	⁷						

Notes:

* Includes \$5,600 in restricted Cash for the CHILD Project, Davis

1. Yolo Crisis Nursery has requested the use of non-spent funds during the fiscal year to augment the FY18-19 Contract. Savings realized were attributed to an underspending of budgeted benefits
2. First 5 contracted with HHSA in an effort to reduce the back log of families waiting for Resource Family Approval. HHSA did not bring on as many Extra Help Employees as originally anticipated and therefore did not expend the majority of the contract funds.
3. The City of Davis requires an annual fire inspection for all business located within city limits.
4. As a result of brining the development of the FY19-21 Strategic Plan in-house, First 5 Yolo realized a significant cost savings in completing its new Strategic Plan.
5. The projected fund balance is comprised of both the Unassigned Balance and the Catastrophic Reserve
6. The target balance for this reserve is \$500,000 allows for the smoothing of operations in the event that there is significant fluctuation in revenues year to year
7. The target balance for this reserve is \$750,000 and is intended to cover approximately 6 months of Commission Operations (including funded programs) in the event that funding becomes significantly delayed or ends.

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

Attachments ☐

Agenda Item- Receive Year End Funded Partner Performance Measure Summary Report

Background

First 5 Yolo funded partners are required to submit demographic data quarterly and performance measure data twice yearly, in January (Q2) and July (Q4).

First 5 Yolo Staff verifies that funded partners are making satisfactory progress across the fiscal year and provides an update to the Commission after performance measure data is submitted by funded partners and reviewed by staff at the close of Quarters 2 and 4. Performance measure and demographic data are used to inform First 5 Yolo's annual Local Evaluation Report which is reviewed and adopted by the Commission on or around January of the following year.

Executive Director Overview

With First 5 funded programs now reporting in the same performance measure template, consistent with the Friedman Results Based Accountability method, funded partners are able to more easily communicate how children and families are "better off" and programs are making a difference.

The Q4 summary performance measure reports, the PM3 standard (or "better off" measurements), now in "presentation scorecard" format in Clear Impact, *will be presented at the meeting*. All performance measures were developed in collaboration with each funded partner, per process directed by Friedman RBA. The refinement of individual performance measures is a continual process.

More detailed data analysis, forecasting, and recommendations for each performance measure (in sections PM2 and PM3) are recorded and available in the system for review by First 5 Yolo and individual funded partners. Full analysis is completed at Q4, when data is tracked over a greater period of time and trends are more apparent. Please note that some performance measures are only reported annually, at Q4, as appropriate to the program and evaluation tools.

Data analysis is not only for First 5 Yolo reporting, but for agencies to use for internal purposes and continuous program improvement. All funded partners have now had an initial training in Clear Impact, and technical assistance and RBA training from First 5 Yolo Staff is on-going, particularly as personnel may change at various agencies. All First 5 Yolo Staff are trained in Friedman RBA.

<i>Additional Information</i>
<p>The FY17/18 Local Evaluation Report, with fuller detail on program outcomes, is expected January 2019.</p> <p>This year's Roundtable will be later in the fall, due to scheduling.</p>
<i>Action Requested</i>
<p>Approve Report on End of Year Contract Reporting.</p>

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

Attachments ☒

Agenda Item- Approve FY2018-2019 Contract Augmentations for Yolo Crisis Nursery Intervention Services and Empower Yolo Play School Experience

Background

The First 5 Yolo Commission reviews and approves contracts for funded programs and services. Most contracts are entered into on an annual basis beginning July 1 and ending June 30.

Occasionally, program needs or program budget shifts will result in a request for an augmentation of existing contracts.

Executive Director Overview

The Yolo Crisis Nursery (YCN) has a FY18/19 contract for “Intervention Services” that now includes emergency overnight care, respite care for foster children, and Mobile Client Navigator (MCN) services. YCN is requesting \$7,200 to fund items directly related to the MCN services, as well as general operations of the Nursery, as detailed in their attached request letter (Attachment A to this item). These funds are essentially “roll over” funds unspent in the MCN contract from the prior fiscal year.

Empower Yolo has a FY18/19 contract for Play School Experience. For the first time, this contract will include a 10-week Nurturing Parent Program (NPP), an evidence based parent education strategy. The original contract amount was based on an estimate of the cost of required materials for NPP. The actual cost is \$500 more than anticipated for this new program piece, and thus Staff recommends a contract augmentation in this same amount.

Additional Information

Both contract augmentations, for a total of \$7,700, can be covered by available, unallocated Program dollars in the First 5 Yolo FY18/19 Budget.

Action Requested

Approve FY2018-2019 contract augmentations for Yolo Crisis Nursery Intervention Services in the amount of \$7,200, and Empower Yolo Play School Experience in the amount of \$500.



YOLO CRISIS NURSERY

July 31, 2018

Ms. Gina Daleiden
Executive Director
First 5 Yolo
502 Mace Boulevard, Suite 11
Davis, CA 95618

Dear Gina,

I write to respectfully request a grant of \$7,200 from First 5 Yolo to support the Yolo Crisis Nursery (YCN) Mobile Client Navigator (MCN) position and on-call overnight staff. Specifically, we seek support to purchase a vehicle for use by the Mobile Client Navigator and two lap-top computers for use by the Mobile Client Navigator and by on-call overnight staff.

We are very pleased to have the MCN position embedded in the Family Violence Pilot Project to bring direct services to parents experiencing domestic violence and other crisis that put their young children at risk of abuse or neglect.

The YCN Mobile Client Navigator position has built out our services to families across Yolo County and is a natural extension of our relationship with First 5 Yolo for on-call care staffing. This position has put Yolo Crisis Nursery at ground zero for reaching those children and parents whose safety and health are most at-risk in our community. ***As a result, YCN has seen a 47% increase in the number of children served over the previous year.***

This increase has put a strain on YCN's one van used to transport clients from across the County to and from the Nursery and other services. We are fortunate to have an excellent relationship with University Honda, which graciously discounted our current van. In addition, a former YCN Board member makes a generous annual gift each year for vehicle maintenance. As such, we are well-positioned to take on another vehicle with a grant to assist with the increased need for transporting clients.

Due to the increased number of families and children YCN is serving, we also seek support for two lap-top computers for use by the Mobile Client Navigator and by the on-call overnight staff. The lap-tops will allow these positions to work more independently and efficiently. The proposed budget is as follows:

Vehicle: \$5,200
(2) Laptops: \$2,000 (Includes software purchase as needed)
Total: \$7,200

Yolo Crisis Nursery is grateful to First 5 Yolo for the opportunity to broaden and deepen our reach to the most vulnerable children in Yolo County – those children from birth to age five whose families are facing domestic violence and other life-threatening situations. Please feel free to contact me if further information is needed. On behalf of the Yolo County children and families we will serve, thank you for your thoughtful consideration of our request.

Sincerely yours,

Heather Sleuter
Executive Director

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

Attachments ☐

Agenda Item- Executive Director Report
<i>Background</i>
The Executive Director updates the Commission on activities and developments.
<i>Executive Director Overview</i>
Updates: <ul style="list-style-type: none">○ Nurturing Parent Program Training (July 2018)○ Annual Report to First 5 CA (October 2018)○ Staffing○ First 5 Network Updates
<i>Additional Information</i>
<i>Action Requested</i>
Receive Executive Director Report

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

Attachments ☐

Agenda Item- Commissioner Reports
<i>Background</i>
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.
<i>Executive Director Overview</i>
<i>Additional Information</i>
<i>Action Requested</i>
Receive Commissioner reports.