

FIRST 5 YOLO
Commission Meeting Minutes
November 8, 2017

The First 5 Yolo Children and Families Commission met on the 8th day of November, 2017 at First 5 Yolo located at 502 Mace Blvd. Ste. 11, Davis, CA 95618 at 3:00 p.m.

Commissioners in Attendance: Jim Provenza, Francisco Castillo, Nichole Arnold, Sally Brown, Heidy Kellison, and Jill Cook

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

Public in Attendance: Lana Magness

Item #1: Call to order

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

Item #2: Roll Call

Absent: Sue Heitman

Late Arrival: Jesse Ortiz and Jenn Rexroad

Item #3: Approval of Agenda

Approved

Chair: J. Provenza deemed it approved.

Item #4: State of Conflict and Recusal

None.

Item #5: Public Comment

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

Public comment: None

Item # 6: Updates and Announcements from the Chair

None

Item # 7-9 Consent Agenda

7. Approve 10/11/17 Commission Meeting Minutes

8. Adopt December 2017 Commission Calendar

9. Receive Sponsorship Fund Allocations Report (YCCA Domestic Violence)

Item 9 Clarification: Receive Sponsorship Fund Allocations Report (YCCA Domestic Violence)

YCCA requested the maximum amount of \$250. First 5 Yolo has received three requests, each for the maximum amount of \$250, since July 2017. A total of \$5,000 was allocated for sponsorship grants for the current fiscal year.

Approve consent agenda items 7-9.

MOTION: F. Castillo

SECOND: N. Arnold

Motion carries unanimously

Item #10: Receive and Discuss Strategic Plan Update

G. Daleiden updated the Commission on progress on preliminary staff work for developing the new First 5 Yolo Strategic Plan.

Given the fiscal climate, the skills and abilities of current staffing, and previous discussions with The Commission, the Executive Director will bring much of the development of the next Strategic Plan in-house. It is intended that this Strategic Plan be pragmatically useful to guide the work of the agency and reflect The Commission's commitment to children prenatal to five and their families in Yolo County.

As an initial step, the Community Survey approved by the Commission was sent via email to a wide range of community stakeholders, including representatives of public agencies, community based organizations, healthcare, private business, elected officials, First 5 Yolo Commissioners, First 5 Yolo funded partners, clients of funded services, and others. The Community Survey was also posted to the First 5 Yolo website, and thus available to the general public.

The Commission reviewed a preliminary summary of the results of the Survey. G. Daleiden noted that the survey results will be incorporated into the strategic planning retreat meeting (in February) to help inform Commission decisions. V. Zimmerle provided an overview of the strategic plan survey results. The Strategic Planning Survey was open for approximately three weeks. It was sent to individuals and organizations, many of whom passed the survey along their staff and other contacts. 153 responses were collected across a well distributed mix of individual community members, organization representatives, professional fields, and First 5 Yolo funding status. Respondents were asked to rate the need for additional resources in specific service areas to meet the three goals of First 5 Yolo (ensuring that all children are **healthy, safe, and ready to learn**).

G. Daleiden reported that staff has been working on a draft template for the Strategic Plan, using parts of First 5 Alameda's most recent Strategic Plan. A framework utilizing Friedman Results Based Accountability (RBA) has been developed to align population level indicators, First 5 Yolo agency goals and results, and individual funded program performance measures. Executive Director briefed the Commission on this work, Commissioners asked questions, provided input, and discussed next steps for a strategic planning retreat schedule. Additional work on the specific representative performance measures, indicators, and agency level goals, as well as consideration of strategies will be done at the Strategic Planning Retreat.

J. Cook suggested detailing which County of Yolo Strategic Plan goals match with First 5 Yolo Strategic Plan goals.

The Commission and staff discussed next steps. It was determined that Commissioners will meet for 30 minutes to an hour for an introductory strategic plan session with a facilitator in January, either prior to or after the regularly scheduled Commission meeting. A Strategic Planning Retreat will then be held in February, likely lasting from later morning to later afternoon. Strategic Plan meetings are usually held off-site, where there is space for facilitated discussion and work. G. Daleiden suggested El Macero County Club or a county office as options. Staff will send out a poll to Commissioners to determine a mutually agreeable time and G. Daleiden will investigate location options.

Item 11: Accept Q1 Revenue and Expenditure Report

The Business Services Officer presented the Q1 Revenue and Expenditure Report for Commission review and acceptance. V. Zimmerle explained that the Q1 Revenue and Expenditure report includes all funds received and expended from July 1-September 30. Additionally, the August allocation for Prop 10, as well as the Quarter 1 disbursements for funded partners, are included in this summary to provide a full picture of the Commission's activities during this period though funds may have been received and expended after September 30 (funds were received within the period of availability).

V. Zimmerle noted the following items:

1. In the original budget, the Prop. 10 revenue projection was based on a 3% decline from FY15/16 actuals. The January DOF Projections for FY17-18 allocations were substantially lower, and the Commission voted to utilize reserves for any under realization of revenue due to the uncertainty surrounding the impact of Prop 56. On July 28, 2017, the DOF released revised projections that were largely consistent with the January projections. These projections included a one-time decline of approximately \$270K as a result of a delay in backfill from the implementation of Prop 56. Because the impact of Prop 56 is unfolding presently, the actual impact on revenues through FY17/18 remains unclear. At this time, to provide additional clarity in the Commission's financial position and plan, revenue projections are in light with DOF estimates. Unfortunately, it is hard to predict consumer spending and there is tremendous variation month to month in the P10 allocations.
2. The opening Fund balance was updated to reflect the fund balance reported in the Audited Financial Statements which accurately reflects the financial reserves of the Commission as of July 1, 2017.
3. Other Income and Adjustments include a projected income of \$5,628 as the Commission received MAA reimbursement outside of the reporting period but prior to this Commission meeting. Funds received were for the Q1 FY 15/16 submitted claim. It is unclear whether additional MAA reimbursement funds will be received in FY17-18. J. Cook will look into determining whether First 5 submitted MAA claims in any other quarters meaning the potential to receive further reimbursement. V. Zimmerle noted that when we received unanticipated funding or realize cost saving in the budget the reserved required to balance the budget decrease.
4. The Help Me Grow contract was increased by \$25,000 (specifically, the Children's Therapy Center Contract) due to a request for a one-time rollover of a portion of unspent funds from the previous fiscal year. The total amount to CTC remains unchanged.
5. Currently, there is just over \$40,000 in unallocated program funding available to the Commission. These funds can be expended on programs this fiscal year or the Commission can vote to roll a portion or all of the unallocated funds into the next strategic plan.

Staff additionally noted that in an effort to smooth the interface with Yolo County, reduce entry errors, and create additional First 5 Yolo control over its bookkeeping, First 5 Yolo will bring accounting entry in-house. The Business Services Officer is beginning training on the INFOR system at the County, and will be receiving the necessary system components to allow for independent entry into the system.

Accept Q1 revenue and Expenditure Report

MOTION: H. Kellison **SECOND:** F. Castillo

Motion carries unanimously

Item #12: Adopt FY 17/17 Budget Revision

Staff presented the request for a FY16/17 Budget Revision. The Budget presented included all previous Commission approved changes (e.g., contractor rollover funds, use of unallocated funds, etc.). Additionally, the following revision were recommended:

1. Adopt DOF Prop. 10 revenue projections. In the original budget, the Prop. 10 revenue projection was based on a 3% decline from FY15/16 actuals. The January DOF Projections for FY17-18 allocations were substantially lower, and the Commission voted to utilize reserves for any under realization of revenue due to the uncertainty surrounding the impact of Prop 56. On July 28, 2017, the DOF released revised projections that were largely consistent with the January projections. These projections included a one-time decline of approximately \$270K as a result of a delay in backfill from the implementation of Prop 56. Because the impact of Prop 56 is unfolding presently, the actual impact on revenues through FY17/18 remains unclear. At this time, to provide additional clarity in the Commission's financial position and plan, adoption of the DOF estimate is recommended, with the continued understanding that any budget deficit will be covered by reserves from the Unassigned Balance of the Fund Balance.
2. Adopt updated Cost Allocations across Admin, Evaluation, and Program. Under the current cost allocation plan, shared costs are allocated based on the current roles and responsibilities of each staff member to accurately reflect the distribution of First 5 Yolo resources across the three cost centers. The allocation percentages were updated to correct for a minor error in the Business Services Officer allocation percentage. This update reduces administrative costs and increase program and evaluation costs.
3. The "Travel, Transportation, and Conferences" and "Staff Training/Development" lines of the budget have been collapsed into a single line item "Travel, transportation, training and conferences" to better align with Yolo County bookkeeping practices. **(No action needed)**

V. Zimmerle noted that this action is solely for budgeted monies and does not impact the projections from the previous agenda item.

The Commission reviewed and asked clarifying questions.

Adopt FY 17/18 Budget Revision

MOTION: F. Castillo **SECOND:** N. Arnold Motion carries unanimously

Item #13: Thrive by Five Update and Direction on Continued Advocacy for Dedicated Funding Stream from Cannabis Revenue

G. Daleiden briefed the Commission on the status of Thrive by Five discussions.

Thrive by Five highlights the critical importance of investment in early childhood prevention and intervention, and requests that a portion of cannabis-related revenue be dedicated to this purpose. While not every dollar of new revenue will be allocated to early childhood, First 5 advocates that the first dollar is spent 0-5, invested in quality programs at the greatest point of leverage.

G.Daleiden reported that the Thrive by Five Yolo document has been sent to the Board of Supervisors and County Chief Administrative Officer. Executive Director is aware that there are some industry representatives who want to invest in programs with broad based strategies for healthy children and families and are drafting development agreement proposals that dedicate a portion of revenue to early childhood.

G. Daleiden, former State Senator Lois Wolk, former Assemblywoman Helen Thompson, and H. Kellison attended the November Board of Supervisors meeting to introduce and support Thrive by Five concept in public comment.

H. Kellison shared that she spoke on the critical need to invest in young children and families, noting that Thrive by Five is a women's issue as well. She commented that local governments have a real opportunity to not only say that women and children are "first," but to act to put them first when prioritizing investments.

On December 12th the BOS will discuss options and perhaps determine a tax or revenue generating mechanism for cannabis-related industry. Executive Director has been asked by CAO to present Thrive by Five on December 12 as an agenda item, as First 5 Yolo is a county agency funding programs for children 0-5. Thrive by Five funding can help scale up effective early childhood prevention and intervention programs in Yolo County. A tax is also likely, over time, to drive down consumption, similar to the goals of Proposition 10.

G. Daleiden mentioned that The Davis City Council will be discussing the addition of a 1% to cannabis-related business for "community benefit" at the meeting on December 5. First 5 Yolo will be advocating for cities to also commit some portion of new revenue to early childhood prevention and intervention.

First 5 Yolo is a partner public agency funded by prop 10 that can serve as a vehicle and potential partner to take on upstream investment focusing on prevention. First 5 Yolo is a county entity that the BOS and voters put trust in to allocate money to aid children 0-5.

Direction Given: Continue on the current path of presenting Thrive by Five Yolo to both the County and cities.

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

Item 15: Receive Executive Director's Report

Executive Director presented the following items:

- First 5 Summit- all three of First 5 Yolo staff (including Executive Director) will be at the Summit 11/13-11/15.
- First 5 CA Annual Meeting is scheduled for April 2018, and Executive Director may attend as part of a panel discussion.

Item 15: Receive Reports from Commissioners

Commissioner reported on activities.

- J. Ortiz –Announced a preschool advocates meeting Tuesday at County Office of Education at 5pm to discuss progress on a preschool initiative for the November 2018 ballot.
- J. Rexroad- The State just released new information on the Emergency Childcare Bridge Program, and counties have the opportunity to opt into the program. The Emergency Childcare Bridge Program will fund childcare vouchers for foster parents, establish a "navigator" to help find the best possible childcare setting for foster children, and provide a small amount of funding for trauma-informed training for preschool providers. Ideally the child will continue to stay in the childcare system, even upon reunification. This may be a chance to collaborate among agencies. The Commission could look at ways to leverage funding if Yolo County opts in. G. Daleiden offered to follow up with Child Welfare.

Item #16: Chair Adjournment

The meeting was adjourned at 4:54 p.m. The next commission meeting will be held December 13, 2017 from 3 to 5 p.m. at First 5 Yolo located at 502 Mace Blvd. Ste. 15, Davis, CA 95618.