

FIRST 5 YOLO
Commission Meeting Minutes
November 14, 2018

The First 5 Yolo Children and Families Commission met on the 14th day of November, 2018 at First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618.

Commissioners in Attendance: Jim Provenza, Nichole Arnold, Francisco Castillo, Jennie Pettet, Melissa Roberts, Jenn Rexroad

Staff in Attendance: Gina Daleiden and Victoria Zimmerle

Public in Attendance: none.

Item #1: Call to order

J. Provenza called the meeting to order at 3:05 p.m.

Item #2: Roll Call

Absent: Heidy Kellison, Sally Brown, and Jesse Ortiz

Item #3: Approval of Agenda

Chair J. Provenza deemed it approved.

Item #4: State of Conflict and Recusal

None.

Item #5: Public Comment

None.

Item # 6: Updates and Announcements from the Chair

J. Provenza welcomed new Commissioner Melissa Roberts, representative from District 5.

Item # 7-9 Consent Agenda

7. Approve 10/12/18 Commission Meeting Minutes
8. Received Sponsorship Fund Allocations Report (CWS RFA Pumpkin Patch Day)
9. Approve Additional Salary Steps for Business Services Officer Position

Approve consent agenda items 7-9.

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

Item #10: Presentation: Developmental Screening/Help Me Grow and Home Visiting “Explainer Videos”

G. Daleiden shared that First 5 LA recently created two “explainer videos” to educate the public about developmental screening and home visiting. These could be valuable in helping to share with the public the importance of Help Me Grow and evidence-based home visiting programs. First 5 LA has given First 5 Yolo permission to use these videos, and staff is considering the feasibility of editing the videos for local use with the support of Extra Help personnel with applicable skills. The Commission viewed the videos and discussed the feasibility of using the videos locally.

F. Castillo recommended following up with First 5 CA to express the desire for additional, ready-made explainer videos that can be used by local county commissions. J. Rexroad also expressed interest in the possibility of creating videos that share Yolo County-specific data related to children.

G. Daleiden will work with staff to begin to prepare the home visiting video for First 5 Yolo. The developmental screening video can be used “as is” for a basic explanation of a key component of Help Me Grow.

Item #11: Accept Quarter 1 Revenue and Expenditure Summary Report

V. Zimmerle reviewed the Q1 Revenue and Expenditure Summary Report noting the following items and recommendations:

- Actual revenues received and expenditures through September 30, 2018 are included in this report. Additionally, revenues earned and expenses incurred (e.g., July and August Prop 10 disbursement, Q1 funded partner reimbursements) are also included to provide a more accurate picture of the activities of the Commission as of September 30, though funds may have not been expended or received prior to September 30.
- An additional \$28,000 in MHSA funding is expected, as First 5 Yolo is working with MHSA to amend the Help Me Grow contract to include unspent MHSA funds from FY17/18.
- Staff recommends removing IGT funds from the FY18/19 budget as Yolo County is still in process of determining how IGT funds will be allocated for the FY18/19-FY20/21 funding cycle
- Staff project a saving within the Personnel Category of approximately \$47,000 related to the Management Services Officer position which is currently under-filled at .5FTE. G. Daleiden shared that she intends to use *up to* .25 of the unfilled FTE for temporary extra help while the Management Services Officer is at .5FTE. This temporary, extra help position will do more project-specific and policy level work. G. Daleiden plans to hire a person with deep community connections and experience as required for this type of work.
- Staff recommend removing the “CalPERs Trust” line item and showing those expenditure as part of Salary and Benefits to align with current Yolo County Accounting practices.
- Since the adoption of the FY18/19 budget in June 2018, additional information related to F5Y’s projected revenues, FY19 funded programs, and final FY17/18 expenditures has become available. The largest change in revenues relates to \$45,000 in IGT funds that were included in projections for Fiscal Years 2019, 2020, and 2021. The net impact (taking into consideration all new information) is a decrease of \$30,460 in additional funding available for programming in the Unallocated Program line item for the current fiscal year. This one-time reduction is inclusive of the 3-year impact of the loss of IGT funding and has **no effect** on currently funded programs, **nor does it affect** funding available for program in the next two years of the First 5 Yolo FY19-21 Strategic Plan
- While the Unassigned Balance is projected to be higher than the target balance of \$500,000 at the close of the fiscal year, the FY19-21 Strategic Plan places an emphasis on maintaining a steady level of program funding across the life of the Strategic Plan. Per Commission direction, funds held in the Unassigned Balance that are in excess of the target balance will be used to smooth program funding across the next two year of the First 5 Yolo Strategic Plan such that the Unassigned Balance is at the target level at the close of the FY19-21 Strategic Plan (June 30, 2022).

The Commissioners reviewed the Q1 Revenue and Expenditure Summary Report and asked clarifying questions regarding IGT funding. J. Provenza noted that the BOS will review the IGT policy at the next BOS meeting and J. Pettet provided a brief overview IGT funds for the commission.

Accept Quarter 1 Revenue and Expenditure Summary Report

MOTION J. Rexroad **SECOND:** N. Arnold Motion carries unanimously

Item 12: Approve Augmentation to The CHILD Project Budget and Authorize Contract with CommuniCare Health

G. Daleiden shared that the CHILD Project Pilot, after much coordination and work on the part of First 5 Yolo and all partners, is officially launched. CommuniCare Perinatal Clinic is now running the administrative data screen on all clients, even if they don't qualify for the CHILD Project, in an effort to glean additional information to support their clients. The Project at this point is now running smoothly. The CommuniCare team is currently completing project work on an in-kind basis per the current MOU with First 5 Yolo, however, they have gone above and beyond in ensuring that this project is integrated into their system, staff are trained, and the program is well-coordinated. This has required more time of the CommuniCare Perinatal Clinic staff than originally anticipated. First 5 Yolo has also received some private donation funds, with additional private donations promised, for a total of \$15,000 expected this fiscal year. G. Daleiden noted that CommuniCare Perinatal is contributing significantly with the data and coordination of the CHILD Project Pilot, and recommends consideration of a grant for CommuniCare to support the additional work of staff and unanticipated overtime associated with the implementation of this project.

Commissioners discussed and asked clarifying questions. J. Provenza asked about the possibility of providing two smaller grants, and G. Daleiden noted that we might consider a single grant for this fiscal year and a grant for the following fiscal year. F. Castillo asked how the funds would be spent and G. Daleiden noted the funds would primarily be used to fund staff overtime. J. Provenza also asked what additional outcomes First 5 can expect in providing this funding to CommuniCare. G. Daleiden shared that we will receive additional ongoing information/data, time from staff and supervisory staff, and needed response/turnaround time from CommuniCare. Commissioners appreciated CommuniCare Perinatal Clinic's willingness to move forward with the Project initially, on an in-kind basis, and supported the idea of granting some funds in recognition of the work and staff time involved.

Approve Augmentation to the CHILD Project Budget and Authorize a contract with CommuniCare for \$20,000 for the remainder of FY19

MOTION J. Rexroad **SECOND:** N. Arnold Motion carries unanimously

Item #13: Consider United Way Request for Partnership on Imagination Library

G. Daleiden shared that Imagination library is a national book gifting program created by Dolly Parton that provides books for children for free monthly. Imagination library handles all the administrative and back end support of implementing this program, but works with local agencies to handle enrollment, advertising, and to pay for books at the local level.

United way Woodland will be merging under Sac Regional United Way in the near future, however, Woodland United Way has some funds that have been collected that they would like to spend on Woodland families prior to the merger and has chosen to implement Imagination Library for children born in Woodland at Dignity Woodland Hospital in 2019. Woodland United Way has asked First 5 Yolo to be a funding partner on Imagination Library. G. Daleiden also noted that while this program is

in-line with First 5's objectives, it does not easily track with the strategies defined in the First 5 Yolo strategic plan.

This program does seem to better track with the Sponsorship Policy as it is an opportunity for improving public awareness of First 5 and providing a general benefit to children 0-5. While the sponsorship policy is currently budgeted at \$5,000 and this request is for \$10,000, as mentioned in a previous item, there are funds available in the "Unallocated Funds Available for Funding" line of the FY19 Budget.

G. Daleiden noted Staff recommends allocating \$12.50 per child (half of the cost of receiving 12 books in a calendar year) up to \$10,000 or "up to" another approved amount for a calendar year.

J. Rexroad asked if it was possible to limit the enrollment to Medi-Cal births. G. Daleiden noted that it was not a possibility given the structure of the program. United Way will be including births that received prenatal care at CommuniCare, thus capturing more Medi-Cal clients.

J. Castillo noted that in the past we provided one-time funding and shared that he thinks Imagination Library is a good program that can help to support early childhood education. Commissioners agreed and discussed the importance of early childhood literacy.

Support \$10,000 for United Way's Imagination Library Program as outlined by First 5 Yolo staff recommendation (\$12.50 per child up to \$10,000 for one year).

MOTION: F. Castillo

SECOND: J. Pettet

Motion carries unanimously

Item #14: Receive Executive Director Report

- The annual First 5 Association Summit is Dec 10-12 in Palm Springs and G. Daleiden and V. Zimmerle will be attending. This is an all staff summit that features intensive work on building The First 5 Network and alignment across the State. It will be the next step in rolling out the First 5 Network Strategy.
- First 5 CA is implementing a Dual Language Learner Pilot study as part of its emphasis on early learning. First 5 CA surveyed all 58 counties and chose 16 to work with the pilot. Yolo is one of the 16 selected, and there is particular interest in Yolo County Library's Bi-lingual Story Time (funded by First 5 Yolo) as an "alternative site" for a dual language program. While the amount is currently unknown, it is anticipated that this project will come with some funding, which may be helpful as the Commission turns its focus to funding the highest-risk families in Yolo County. This funding could possibly help backfill Library Story Time funding for next year.
- The Annual Local Evaluation Report usually comes to the commission in January. In the past, this report was generated by Harder + Co, however, because of their more limited involvement with First 5 Yolo's programs, it is difficult to use the report they generate without heavy editing by First 5 Yolo staff to share the story behind the data. G. Daleiden will bring much of the writing of the Annual Report in-house this year, though Harder+Co will be retained to do a "data scrub" and provide outside evaluator consultation. This will also result in a reduction of the Harder+Co contract and a savings of approximately \$17,000.

- Additionally, G. Daleiden recently was informed of the OCAP Road to Resilience RFP which will provide grant funding to serve parents (pregnant women and those with children up to 12 mo. of age) with a history of or current substance use, or mothers parenting a child suffering the effects of parental substance abuse to 15 counties statewide. The RFP gives priority to agencies affiliated with populations overrepresented in CWS, as well as proposals with partnership with Native American organizations. Yolo County and First 5 Yolo is in a good position to apply for this funding, especially given The CHILD Project Pilot, but G. Daleiden noted the highly competitive nature of the funding. Further, because of the timing for response to this RFP (due mid-December), there is a conflict with the timing of the Local Evaluation Report and staff time allocation. Generation of the Local Evaluation Report, and the timeline for Commission adoption of the Report, is not mandated by First 5 CA. Given this, Executive Director intends to prioritize the RFP. The Local Evaluation Report would then be prepared after January. Staff will generate the Local Evaluation Report for Commission review in early 2019 but after January, and will utilize the current Harder+Co template with the intention of leaving more significant edits to organization and style to next fiscal year. The Commission agreed that this would be the preferred course, believing application for the grant to be worth the time and effort, though there are no guarantees for funding.

Item # 15: Receive Reports from Commissioners

- J. Provenza shared that First 5 CA visited Yolo to learn about Help Me Grow Yolo. They toured Northern California Children's Therapy Center and it was a very positive experience. The information shared with First 5 CA was well-received, and this may open opportunities for partnership with First 5 CA on Help Me Grow.
- N. Arnold noted that the dispensaries in Davis will be submitting their taxes to City of Davis soon, and shared that she has heard from the owner of F Street that they are busy. Currently, N. Arnold believes that 3 of the 5 dispensaries are open and that the other 2 dispensaries will be opening soon. This is encouraging news for First 5 Yolo revenue from the Community Benefit levied by City of Davis.

Item #16: Adjournment

The meeting was adjourned at 4:46 p.m. The next Commission Meeting will be January 9, 2018 from 3-5pm at the First 5 Yolo, 502 Mace Blvd. Ste. 15, Davis, CA 95618.