

First 5 Sonoma County Commission
COMMISSION MEETING MINUTES
April 22, 2019
Santa Rosa, CA

I. Call to Order

The First 5 Sonoma County Commission met this date in regular session.

Commission Members: Kelly Bass Seibel, Michele Rogers, Jennielynn Holmes, Jeff Miller, Socorro Shiels, Barbie Robinson, Oscar Chavez

Absent: Supervisor Lynda Hopkins, Cynthia Murray

Staff: Angie Dillon-Shore, Kate Pack, Leah Benz, Carla Denner

Chair Bass Seibel called the meeting to order at 3:32pm. Commissioners Miller and Holmes had not yet arrived.

Commissioner Robinson introduced the County's new Health Officer, Dr. Celeste Philip. Dr. Philip introduced herself to the Commissioners. Chair Bass Seibel welcomed new Commissioner, Oscar Chavez, to the Commission. Commissioner Chavez is the Assistant Department Director at Sonoma County Human Services and will represent the Department.

II. Public Comment on Non-Agendized Items

No public comment

III. Consent Calendar

Approve March 25, 2019 Commission Minutes.

MOTION: ROGERS/SHIELS

AYES: BASS SEIBEL, ROBINSON, CHAVEZ

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

IV. Financial Report

Commissioner Holmes arrived at this time.

Chair Bass Seibel shared that this agenda item marks the transition of First 5's fiscal management from the Department of Health (DHS) to the Commission. She thanked Commissioner Robinson for the administrative backbone role that DHS has played for 20 years. She then shared that given the increased oversight and accountability that the Commission will have, she recommends nominating and appointing a Treasurer to the Executive Team. Angie Dillon-Shore, Executive Director, stated that she will facilitate a nomination process prior to the May Commission meeting, when a vote will occur to elect a Treasurer.

Angie Dillon-Shore gave an overview of the 3rd quarter projection for the current fiscal year and the preliminary budget for the upcoming FY 2019-2020. The Executive Committee met to review the detailed budget and long term financial update. It is a statutory requirement that the Commission and the public are presented with a preliminary budget in April, and then in June to adopt the budget. Ms. Dillon-Shore shared a high-level summary, with a comparison from FY 17-18, estimates for FY 18-19 and preliminary budget for FY 19-20.

Highlights included:

- Backfill was received this year for a decline in FY 17-18 caused by Prop. 56, a new tobacco tax.
- Revenue this year is a bit inflated because of QRIS funds from CDE during this fiscal year that were delayed from last year.
- Estimated salaries and benefits for FY 19-20 are lower, primarily due to not contributing to pensions.
- The Commission is realizing savings during the current fiscal year because of lower occupancy costs and vacant positions. Administrative costs will be significantly reduced in FY 19-20 and going forward, as expected with transitioning to an independent agency.
- Revenue will decline over the next 3 years primarily because of the QRIS grants ending, which gave the Commission such an increase in the last few years. Future QRIS funding is uncertain, as is the role First 5 will play in leading QRIS efforts.
- Prop. 10 will continue to gradually decline at about \$300,000 annually, revenue will hover around \$2.9 million for the next few years.
- Spend out of the reserves will be slower than previously projected. With the current scenario, spending of reserves is less than \$1.5 million in FY 19-20 and FY 20-21, leaving more than \$6m in reserves at the end of FY 20-21. This greater sustainability is what becoming independent was intended to achieve.

Ms. Dillon-Shore shared that the Commission will begin the process of strategic planning at the end of 2019. The improved financial outlook will provide the Commission with more flexibility to make strategic investments.

Chair Bass Seibel recommended acceptance of the update to the Long-term Financial Plan for the Commission's approval.

MOTION: ROGERS/SHIELS

AYES: HOLMES, ROBINSON, CHAVEZ, BASSSEIBEL

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

V. Presentation: 2018 READY School Readiness Assessment Update & Contract Recommendation

Norine Doherty, Sonoma County Human Services Department, shared the results of the 2018-2019 READY School Readiness Assessment.

Highlights from the READY Report include:

- 2 out of 5 students were Ready to Go when they entered Kindergarten. However, 7 out of 10 were Ready or Almost Ready to Go. Early Care and Education (ECE)
- 87% of children attended an early learning program. Children who attended an early learning program were two times more likely to enter school Ready to Go*
- 27% of parents read to their child 5 or more days a week. These children were over two times more likely to enter school Ready To Go*
- Children whose parents engaged them in 5 or more early learning activities in the home were 1.5 times more likely to enter school Ready to Go*
- Children who had 1 hour or less of screen time per day were 2 times more likely to enter school Ready to Go*

- Nearly 2 out of 4 English-speaking students are Ready to Go compared to 1 out of 4 Spanish-speaking* students who are Ready to Go
- 43% of English-speaking families earn \$100,000 or more while only 4% of Spanish-speaking families earn the same

READY Data Collection Updates:

- Generated QR code and added to parent surveys to improve access and increase return rates
- Added 60+ age category to parent surveys to capture older adult caregiving data
- Developed 2017 Firestorm impact & housing security parent survey question
- Included ECE access question in Burbank Housing survey

Next Steps for READY:

- In-depth Data Analysis – longitudinal analyses of achievement data now available
- Leverage shared data agreements with community partners in order to conduct analysis of additional early learning programs and their impact on school readiness, e.g. AVANCE, Pasitos.
- During 2019-2021, an in-depth multivariate analysis will be conducted on factors such as:
 - Equity trends, barriers, and protective factors
 - 2nd & 3rd grade reading levels of READY students
 - KSEP readiness categories and impacting factors
 - Impact of dosage of ECE, e.g., length of day, 3 hrs. vs. 8 hrs., number of days
 - Relationship between last 2 readiness categories, Ready to Go and Almost Ready
- Continue with sustainability practices – staff have applied for the Bold Upstream Integrated Local Data-Driven (BUILD) Health Challenge funding opportunity.

Commissioner Rogers stated that children with IEPs when entering Kindergarten have already received developmental screenings and perhaps the *Action Step* regarding screening should be revised. She also shared her concerns that school shootings were making children and families feel unsafe in schools and suggested that be considered as a factor in future analysis.

Angie Dillon-Shore recommended to accept the 2019 READY Report and to approve a two-year contract with the Human Services Department for \$300,000, 7/1/19-6/30/21, to continue the Kindergarten Readiness Assessment and Analysis. Chair Bass Seibel asked for a motion.

MOTION: ROGERS/HOLMES

AYES: ROBINSON, BASSSEIBEL, SHIELS

NOES: NONE

ABSTAIN: NONE

RECUSE: CHAVEZ

VI. Contract Recommendation

Angie Dillon-Shore made a contract recommendation for the external audit of the Commission’s FY 18-19 financials with Brown Armstrong. Brown Armstrong has completed First 5’s audit since 2015 and contracting with them for this year will leverage continuity of their existing relationship with DHS as the department will play an essential role in this year’s external audit.

Staff recommendation: One-year contract for FY 2019-2020 (7/1/19-6/30/20) with Brown Armstrong Accountancy for \$20,650.00 to complete FY 18-19 audit.

MOTION: HOLMES/ROGERS

AYES: SHIELS, BASSSEIBEL, ROBINSON, CHAVEZ

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

VII. Transition Update & Contract Recommendations

Angie Dillon-Shore shared updates on the transition out of DHS:

- The assignment of current grantee contracts from the County to First 5 have been approved by all funded organizations. The next step is Board of Supervisors approval on 5/21/19. This Board item will also include an MOU with the County, primarily involving the County Treasury, which will continue to receive the Prop. 10 revenue.
- Accounting consultants at DBM assisted in the selection of the accounting system *Financial Edge*, purchased on the Commission's behalf and set up with the new chart of accounts. The goal is to be actively using this system on June 1st.
- Ms. Dillon-Shore has selected a payroll service, *Innovative Business Solutions*, which will be ready for the first pay period in July.
- Recruitment is underway for an Office Manager, targeting a hire date in mid-May. Recruitment for the Program Director and Project Manager will begin in May, for a July 2 target hire date.
- *InterWest* will be the benefits broker and manage insurance enrollment for employees

Ms. Dillon-Shore recommended the following short-term contract and amendments to support the transition to independence:

Short-term contract for up to \$14,000 with Certified Employment Group to cover payroll for the period of 4/1/19-6/30/19 for the Office Manager position to be hired prior to July 1.

MOTION: ROBINSON/ROGERS

AYES: SHIELS, CHAVEZ, BASSSEIBEL, HOLMES

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

Contract amendment with Remcho, Johansen & Purcell to increase by \$7,000 for a total of \$30,000, to negotiate an MOU for post-conversion and develop legally compliant contract templates. Contract ends June 30, 2019 (no term change).

MOTION: SHIELS/ROBINSON

AYES: ROGERS, CHAVEZ, BASSSEIBEL, HOLMES

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

Short-term contract for up to \$12,000 with Early Learning Institute to support the continuity of the Help Me Grow initiative, for six months (7/1/19-6/30/19) during transition to new staff as well as a corresponding increase to the allocation for Watch Me Grow for the FY 19-20 to account for the contract.

MOTION: CHAVEZ/SHIELS

AYES: ROBINSON, BASSSEIBEL, HOLMES

NOES: NONE

ABSTAIN: NONE

RECUSE: ROGERS

VIII. Contract Recommendations & Acceptance of Funding – Quality Counts

Leah Benz reported that First 5 Sonoma County has exceeded targets set by First 5 CA for serving QRIS sites with the Quality Counts program and therefore has received a second ‘Incentive Layer’ to be added to the current IMPACT grant. The target for Sonoma County is 59 sites served a year, last year Sonoma County served 112 sites. Incentive layer funds will be used to continue coaching, assessing, rating, and incentives.

Commissioner Shiels requested a map of current sites served by Quality Counts.

Staff recommends accepting and increasing the allocation as follows:

Amount: \$103,500 additional to the First 5 CA IMPACT Grant and to the Quality Counts allocation

Term: 7/1/15-6/30/20

New IMPACT Grant total: \$1,701,608.00

MOTION: SHIELS/HOLMES

AYES: ROGERS, ROBINSON, CHAVEZ, BASSSEIBEL

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

Leah Benz shared a staff recommendation for a contract amendment with Early Learning Institute to include a Navigator training in the current Teaching Pyramid (CSEFEL) contract. This training will support improved capacity for navigation and linkage to support for families.

Staff recommends contract amendment with Early Learning Institute’s CSEFEL contract to increase by \$10,000 for FY 18-19 to bring current year budget to \$70,000 to provide Navigator Training.

MOTION: CHAVEZ/SHIELS

AYES: ROBINSON, CHAVEZ, BASSSEIBEL

NOES: NONE

ABSTAIN: NONE

RECUSE: ROGERS

IX. Public Hearing: First 5 CA Annual Report

Commissioner Miller arrived at this time. Commissioner Robinson left at this time.

Kate Pack presented highlights from the First 5 California Annual Report for FY 17-18. Highlights include a breakdown of the \$341 million in expenditures across the state in the three Result Areas; Improved Child Health (40%), Improved Child Development (33%) and Improved Family Functioning (27%).

First 5 California's Investments with a Child Development focus include investments in:

- First 5 IMPACT
- Quality Counts CA
- Educare
- Funded Research and Evaluations
- Small County Augmentation

First 5 California's Investments with a Teacher Investment focus include investments in:

- Transforming the workforce for children birth through age 8
- Training and Technical Assistance Infrastructure Development
- Support for Effective Interactions

Additionally Ms. Pack shared that First 5 Sonoma County's local Commission highlight detailed the Commission's fire response and support for recovery.

Chair Bass Seibel invited a motion to accept the First 5 CA Annual Report for 2017-2018.

MOTION: MILLER/SHIELS

AYES: CHAVEZ, BASSSEIBEL, ROGERS, HOLMES

NOES: NONE

ABSTAIN: NONE

RECUSE: NONE

X. Leadership Advisory Roundtable Update

Melanie Dodson, 4Cs, shared that the newly formed Leadership Advisory Roundtable met on 3/4/19 and agreed upon membership criteria, a focus and goals for the coming year. This group will play a key role in upcoming strategic planning and work to integrate and leverage at the systems level as well as collective advocacy. Commissioners Rogers and Holmes are the Commission representatives on the Roundtable. The group meets quarterly and their next meeting will be 6/10/19 at 4Cs.

XI. Staff Report

Angie Dillon-Shore shared that AVANCE graduations are set for end of May for all five sites:

- Via Esperanza, 6pm on 5/23 at Cook Middle School
- Amarosa & Healdsburg, 6pm on 5/24 at Cook Middle School
- Petaluma, 6pm on 5/22 at Kenilworth Junior High
- Sonoma Valley, 5:30pm on 5/29 at Hanna Boys Center

As part of the work that the Commission is funding around Employer Supported Child Care (ESCC), the Santa Rosa Metro Chamber hosted a screening of *No Small Matter* at Santa Rosa City Hall chambers, attended by approximately 30 elected officials and community leaders.

The Chamber is also hosting an event on 4/24 at Job Link, a panel discussion on ESCC that will include the Director of Global Services from Patagonia. Patagonia has been a national leader around the benefits to business of supporting onsite childcare for employees and has tracked the return on investment. Bright Horizons, a national corporate child care provider that specializes in onsite child care will also be on the panel.

The third event will be a roundtable discussion with housing developers, both market rate and affordable housing, about the incentives for including child care facilities in multi-family housing development held on May 29th. Bridge Housing and the Low Income Investment Fund helped to plan this event – their time on this is an investment by First 5 California.

Ms. Dillon-Shore also shared a *Close to Home* article that was submitted to the Press Democrat in collaboration with Cradle to Career. Authored by Peter Rumble and Supervisor Hopkins, it discusses why employers should care about the child care crisis and be part of the solution.

XII. Adjourn

The meeting was adjourned at 4:36pm.