



**Commission Actions 9/23/2019:**

- ⇒ Approved Consent Agenda
- ⇒ Adopted Fiscal Policy: Internal Controls
- ⇒ Authorized Renee Alger, Program Director as Check/EFT Signatory
- ⇒ Approved Contract with UC Regents, *Sonoma County ECE Workforce Study*, \$36,654, 9/1/19-8/31/21
- ⇒ Approved Quality Counts contracts (3 revenue contracts and 5 subcontracts) for 7/1/2019-9/30/20 (see detail of contract terms in Minutes, Item X.)
- ⇒ Sept 23, 2019 Minutes were approved at the Special Commission Meeting 11/18/2019

**First 5 Sonoma County  
COMMISSION MEETING MINUTES  
September 23, 2019  
Santa Rosa, CA**

**I. Call to Order**

The First 5 Sonoma County Commission met this date in regular session.  
A quorum was present, Chair Bass Seibel called the meeting to order at 3:36pm

**Commission Members Present:** Kelly Bass Seibel, Oscar Chavez, Jennielynn Holmes, Jeff Miller, MD, Cynthia Murray and Michele Rogers

**Absent:** Barbie Robinson, Socorro Shiels and Supervisor Lynda Hopkins

**Staff:** Angie Dillon-Shore, Renée Alger, Andrea Carter, Natalie Kramer and Sandra Uribe

**II. Potential Conflicts of Interest**

Chair Bass Seibel requested that Commissioners identify potential conflicts of interest recuse themselves from discussing or voting on the identified matter.  
No Commissioners recused.

**III. Public Comment on Non-Agendized Items**

No public comment at this time.

**IV. Consent Agenda**

Chair Bass Seibel noted that to allow more time for Commissioner discussion, topical presentations and staff reports, the consent agenda will be utilized going forward for routine business.

The 9/23/19 Consent Agenda includes meeting minutes of 9/26/19, as well as staff reports on legislative advocacy activity and financial activity July and August, 2019.

**Approve Consent Agenda**

**MOTION:** MILLER/HOLMES  
**AYES:** BASS SEIBEL, CHAVEZ, ROGERS  
**NOES:** NONE  
**ABSTAIN:** MURRAY  
**RECUSE:** NONE

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**V. Recommendation to Adopt Fiscal Policy: Internal Controls**

Christina Hollingsworth, the Commission’s CPA, provided an overview of the recommended new policy for internal controls, including cash, receivables & deposits, bank reconciliation, payroll, reporting and budget management.

Internal controls include an upper threshold of \$5,000 for a single signature on a check. Any single payment by check above \$5,000 must have two authorized signatures.

**Consultant Recommendation: Adopt Fiscal Policy on Internal Controls**

*MOTION: MURRAY/CHAVEZ*  
*AYES: BASS SEIBEL, HOLMES, MILLER, ROGERS*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**VI. Recommendation to Authorize Check/EFT Signatory: Renee Alger, Program Director**

Angie Dillon-Shore, Executive Director, presented a recommendation to authorize Renee Alger, Program Director as signatory on the checking account. A second signatory on staff will support First 5’s capacity to expedite payment on invoices, reimbursements.

**Staff Recommendation: Authorize Check/EFT Signatory - Renee Alger, Program Director**

*MOTION: CHAVEZ/MILLER*  
*AYES: BASS SEIBEL, HOLMES, MURRAY, ROGERS*  
*NOES: NONE*  
*ABSTAIN: NONE*  
*RECUSE: NONE*

**VII. Presentation: *The Cost of Child Abuse in Sonoma County***

Robin Bowen, Executive Director of Child Parent Institute presented on the cost of child abuse in Sonoma county. Some costs of child maltreatment are difficult to quantify, such as reduced life expectancy, decreased quality of life and other long term impacts of trauma to victims. However, quantifiable costs have been estimated at \$3,024,900 per victim over a lifetime. Per substantiated case of abuse:

- Cost of child welfare services = \$6,891,161
- Cost of education = \$9,221,832. Victims are 77% more likely to require special education.
- Cost of mental health care = \$28,169,548
- Cost of criminal justice = \$3,194,399 Child victims are 59% more likely to be arrested as a juvenile
- Lifetime productivity loss = \$109,355,884



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Ms. Bowen reviewed the Protective Factors that keep families safe and healthy:

- Parent resilience
- Social connections
- Concrete support in times of need
- Knowledge of parenting and child development
- Social and emotional competence of children

Ms. Bowen reminded the Commission that April is Sonoma County Blue Ribbon month, the importance of raising public awareness, prioritizing prevention, holding public officials accountable.

**4:31** Commissioner Oscar Chavez left the Commission meeting temporarily to take an emergency call related to the PG & E power shutdown

**4:38** Commissioner Jennielynn Holmes left the Commission meeting to receive an Emergency Operations Center report related to the PG & E power shutdown

**VIII. Staff Report**

Angie Dillon-Shore, Executive Director, provided the following updates to the Commission:

- **READY:** The READY team at the Human Services Department held a successful convening of over 50 kindergarten teachers and ECE providers to share successes, discuss KSEP results and develop new strategies to strengthen the linkage between early care an education and kindergarten.
- **Commissioner recruitment:** Ms. Dillon-Shore requested Commissioner involvement for targeted outreach to fill the two seats – prioritizing representation from the private sector and healthcare.
- **Funding for Census outreach:** Commission’s investment of \$50,000, leveraged with co-funding from United Way of the Wine Country and Community Foundation Sonoma County has been awarded to 8 community-based organizations for outreach to ensure an accurate count of children, 0-5, in the 2020 Census.

Ms. Dillon-Shore pointed out that the return on the investment is, in itself, a sustainability strategy for services that support children and families. An undercount in the Census can mean significant reductions in federal funding for Head Start, other anti-poverty efforts through CAP Sonoma, health care and health care coverage, WIC, and other critical programs that support children and families.

CBO outreach grants made by UWWC leveraging the following amounts from First 5:

- |  |   |
|--|---|
| <b>Community Action Partnership - \$10,000</b>   | <b>Petaluma People Services - \$5,000</b>           |
| <b>Community Child Care Council - \$10,000</b>   | <b>Center for Well Being - \$2,000</b>              |
| <b>La Luz - \$10,000</b>                         | <b>Catholic Charities - \$2,000</b>                 |
| <b>Corazon Family Resource Center - \$10,000</b> | <b>River to Coast Children’s Services - \$1,000</b> |

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- Mini-grant program update: Sandra Uribe, Program Coordinator, will convene three 1-hour Mini-grant orientations in English and Spanish, in collaboration with 4Cs, to help providers put together a successful application. The Mini-grants Committee will meet in November and will present the recommendations for awards at the 12/2/19 Commission meeting.

**IX. Contract Recommendations: Sonoma County ECE Workforce Study**

**4:41** Commissioner Oscar Chavez returned to the Commission meeting, and a quorum was present.

Angie Dillon-Shore presented a recommendation to contract with the UC Regents/Center for the Study of Child Care Employment for the Sonoma County Early Childcare & Education Workforce Study. CSCCE will conduct oversampling in Sonoma County to provide reliable local data on the status of the early care and education workforce. The study will help understand the factors that impact the adequacy of ECE workforce, workforce development pipeline, retention as well as the impact on accessibility of affordable child care.

**Staff recommendation: Approve Contract**

*Sonoma County Early Childcare & Education Workforce Study*

Regents of the University of CA/ Center for the Study of Child Care Employment  
\$36,654 -- 9/1/19 - 8/31/21

**MOTION:** MURRAY/CHAVEZ  
**AYES:** BASS SEIBEL, HOLMES, MILLER, ROGERS  
**NOES:** NONE  
**ABSTAIN:** NONE  
**RECUSE:** NONE

**X. Recommendation to Approve Quality Counts Contracts**

Natalie Kramer, Program Manager, presented a recommendation to approve revenue and subcontracts related to the implementation of Quality Counts, 2019-2020. Ms. Kramer described how building a local and regional system of quality in early learning environments includes coaching, convening, professional development, assessment/rating and incentives. Staff recommended and Commissioners approved contracts in three groups, as shown:

**Staff Recommendation: Approve QRIS CSPP Revenue Contract**

*QRIS - CA State Preschool Program (CSPP) Block Grant, Round 6*

MOU to accept funds from Sonoma County Office of Education (pass-through from CA Dept. of Education) \$384,331 - 7/1/19 - 9/30/20

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**MOTION:**        *ROGERS/CHAVEZ*  
**AYES:**         *BASS SEIBEL, HOLMES, MURRY, MILLER*  
**NOES:**         *NONE*  
**ABSTAIN:**     *NONE*  
**RECUSE:**      *NONE*

**Discussion:** Chair Bass Seibel asked if pass-through grant administrative costs are charged twice. Ms. Kramer stated that the administrative charge of 10% by Sonoma County Office of Education is charged once. Angie Dillon-Shore commented that over the five years of the Quality Counts initiative in Sonoma County, First 5 has captured minimal administrative and staffing costs from the various revenue sources. The Commission has leveraged a significant amount of Prop. 10 funds to support the establishment and building of an integrated and comprehensive quality rating and improvement system in Sonoma County. Providing leadership and administrative backbone to build new and enhance existing systems is a core role for local First 5 Commissions, articulated clearly in statute.

Ms. Dillon-Shore said that the Commission will learn about the successes of the local QRIS work in January or February, when a presentation will be made by providers and stakeholders. It will be important for the Commission to understand the work and to determine the most fitting role for First 5 going forward as the QRIS funding streams from CA Department of Education and First 5 CA will be changing. Sustainability of First 5 and the broad range of priorities that the Commission must weigh will be part of that discussion and in the context of overall strategic planning.

**Public Comment:** Melanie Dodson, Executive Director of 4Cs, shared some Quality Counts history and noted that the CSPP block grant has been pass-through funding since the beginning of the initiative. The local ECE Consortium developed and approved the model of QRIS administration and funding flows that would work best for the field locally.

**Staff Recommendation: Approve QRIS-CSPP Subcontracts**

*Site Assessments for CA State Preschools*  
 Sonoma County Office of Education  
 \$28,800 -- 7/1/19 – 9/30/20

*Coaching for CA State Preschools & Administration of Incentives*  
 Community Child Care Council  
 \$132,311 -- 7/1/19 – 9/30/20

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**NOES:** NONE  
**ABSTAIN:** NONE  
**RECUSE:** NONE

**Staff Recommendation: Approve Quality Counts CA (QCC) Revenue Contract & Subcontracts**

*Quality Counts California Block Grant - Revenue*  
 CA Department of Education  
 \$155,564 -- 7/1/19 - 9/30/20

*Coaching for ECE Providers*  
 River to Coast Children’s Services  
 \$47,050 -- 7/1/19 – 9/30/20

*Coaching for ECE Providers*  
 Community Child Care Council  
 \$69,719 -- 7/1/19 – 9/30/20

*Site Assessments to Support Quality Improvement*  
 Sonoma County Office of Education  
 \$15,000 -- 7/1/19 – 9/30/20

**Staff Recommendation: Approve Regional Certification & Coordination Revenue Contract**

*Regional Certification & Coordination – QRIS Region 1 Hub*  
 CA Department of Education  
 \$72,476 -- 7/1/19 - 9/30/20

**MOTION:** MURRAY/CHAVEZ  
**AYES:** BASS SEIBEL, HOLMES, MILLER, ROGERS  
**NOES:** NONE  
**ABSTAIN:** NONE  
**RECUSE:** NONE

**XI. Adjourn**

The meeting was adjourned at 4:57 pm.