

First 5 San Mateo County
Finance and Administration Committee Minutes
December 14, 2009
Location: 1700 South El Camino Real, Suite 405, San Mateo CA

Committee Members Present: Jean Fraser, Harvey Kaplan, Rich Gordon
Staff Present: Debby Armstrong, David Fleishman Jason Gordon, Maricela Watt
Public Members: Sarah Kinahan, Stewert Klein

1. Agenda Review/Announcements

Agenda accepted.

2. Approve Minutes from the October 2009 Finance Meeting

Minutes of the October 2009 Finance meeting were reviewed and approved.

3. Finance and Administration Report

Debby Armstrong provided an overview of the Committee Meeting. The Committee will be reviewing the Long Term Financial Plan and the Cycle One Funding for the School Readiness Initiative, Oral Health and Service Corps.

Prior to commencing additional agenda items members of the public introduced themselves to Committee Members.

School Readiness Initiative

Executive Director Debby Armstrong along with First 5 Program Specialist David Fleishman provided the Committee members with an update related to implementation of the School Readiness Initiative. The future plans include a process that allows increased opportunity for First 5 San Mateo to promote and facilitate a climate of collaboration between the Preschool System and the K-12 Systems. In turn, individual communities would have better systems of support and could tailor the program services to their needs. San Mateo County School Districts would become better aligned as children transition from preschool programs into kindergarten.

Three administration options along with two funding mechanisms were presented to Committee members for the First 5 San Mateo County (F5SMC) School Readiness Initiative "Bridges to Success" Program as part of Cycle One Funding.

Rather than generate a Request for Proposal (RFP), F5SMC staff have recommended the Commission move forward with an Intent to Negotiate (ITN's) process for School Readiness Initiative. Committee members were in agreement with this recommendation.

Additional information will be provided at the January 2010 Commission Meeting.

Oral Health

An update was provided to the Committee members for the approved Oral Health Cycle One funding. Debby Armstrong informed members that the grantee originally selected no longer is in a position to provide these services. F5SMC Staff will provide Committee members with implementation recommendations at a future meeting.

F5SMC ServiceCorps

F5SMC funding for this project is scheduled to end on June 30, 2010. Currently, the project is administered by F5SMC and Child Care Coordinating Council of San Mateo (4C's) jointly. F5SMC is currently the Lead Agency. The 4C's is seeking out funding partners to continue the program beyond FY 2009/2010 in which they would become the Lead Agency. 4C's is inviting F5SMC to become a funding partner and provided four funding scenarios if F5SMC would consider becoming a partner. Each scenario would allow 4C's to leverage additional funds from other agencies.

Committee members recommended funding for the ServiceCorps project in the amount of \$158,849 for 24 months starting July 1, 2010. This recommendation will be reviewed by the full Commission at a future Commission meeting.

4. Review Long Term Financial Plan

An overview of the Revised Long Term Financial Plan was provided by the Finance and Administration Manager Maricela Watt. Despite the interest revenue loss from the Lehman Brothers in FY 2008/2009 the ending Fund Balance was still close to projections due to grantee underspends. Committee members had concerns that grantee's with underspends could request use of those funds at a later date. F5SMC staff explained that due to the fact the agreements with those grantees have expired, funds could not be requested at a later date.

Some highlights from the Revised Long Term Plan

- Projected Revenue will be lower due to New Federal Legislation (SCHIP) reduction of approximately \$0.5 million annually through FY 2013/2014
- Interest Revenue will be reduced due to lower interest rate
- Unallocated amount for Cycle 1 is approximately 2.3 million which will be used for new areas of funding strategies

Follow-up Items from this meeting:

- 1. Present School Readiness Initiative recommendation to the full Commission at the January 2010 meeting.**
- 2. Refine Oral health funding implementation option(s).**
- 3. Present funding recommendation for the Service Corps Project to the full Commission.**
- 4. Staff to develop Recommendations for Unallocated Funds in Revised Long Term Financial Plan.**