

First 5 San Mateo County
Finance and Administration Committee Minutes
June 14, 2010
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, and Maricela Watt

1. Agenda Review/Announcements

Agenda accepted.

2. Approve Minutes from the January 2010 Finance Meeting

The January 2010 Finance meeting minutes were reviewed and approved.

MOTION: A motion to approve the January 2010 Minutes was made by Commissioner Fraser and seconded by Commissioner Gordon.

3. Finance Report

Finance & Administration Manager Maricela Watt informed Committee members that 98% of Cycle 1 contracts have been approved and executed. Two contracts remaining to be approved for Cycle 1 are for Bridge to Success (BTS) and Oral Health. The BTS contracts were to be discussed under Agenda Item 5. Executive Director Debby Armstrong informed the Committee members about a new oral health clinic in its beginning stages of opening a location in Mountain View, which may become a resource for First 5 San Mateo County in the future. F5SMC Program Specialist Emily Roberts planned to continue to meet and discuss plans for the Oral Health component of Cycle 1 during the upcoming months with community partners.

Additional information was given to the Committee members regarding items on the June 2010 Commission meeting agenda. The agenda will include the annual F5SMC Policy review and approval. This review and approval will be conducted again in January 2011 and continue annually thereafter. Some changes were being made to the Supplantation Policy along with the Intellectual Property Protocol (IPP).

4. Approve Child Care Coordinating Council (Service Corps) Amendment extending Contract term to September 30, 2010

The Child Care Coordinating Council Service Corps Contract Amendment to extend the contract to September 30, 2010 was presented to the Committee for approval.

MOTION: A motion to approve the Amendment for Service Corps was made by Commissioner Gordon and seconded by Commissioner Fraser.

5. Review Bridges to Success Project Lead Agency Recommendations

Committee members were presented a recommendation by Debby Armstrong for Silicon Valley Community Foundation (SVCF) and Youth and Family Enrichment Services (YFES) to be co-leads for the new program. She reiterated that the proposals were also reviewed and discussed by the Evaluation and Program subcommittee along with input from community partners and consultants. Along with the recommendation Committee members also received a handout from Debby Armstrong detailing the funding strategy for the Lead Agencies and changes that Bridges to Success

Attachment 2

(BTS) would have in comparison to previous programs. This would include Kickoff to Kindergarten (KTK) being funded through three summers with services in all nine BTS communities. YFES would also conduct home visiting in all nine BTS communities allowing for a more targeted short term approach. The focus of this strategy would be on non duplication of services, increasing family support, and to build on the Head Start model.

Committee members requested more information on the benefits of recommending Silicon Valley Community Foundation as a co-lead in the BTS program. Staff provided more in depth information about SVCF history and role for this new program. They would assist with aligning the programs with schools and providing technical assistance to subcontractors. This will be accomplished by meeting regularly with subcontractors, hosting parent orientation meetings, creating school-community teams and also utilizing the kindergarten readiness tools in order to foster articulation between early childhood and the K-12 systems.

Follow-up Items from this meeting:

- 1. Cycle 2 Funding will be discussed within the next 6-9 months with full commission regarding which funding strategies F5SMC will focus on as revenue declines in that period.**