



**Program and Planning Committee  
June 7, 2010 Minutes  
9:30 a.m. to 10:30 a.m.**

**Meeting Location: 1700 S. El Camino Real, Suite 405, San Mateo, CA 94402**

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**Committee Members Present:** Jean Holbrook (by teleconference), Beverly Beasley Johnson, Angel Barrios (by teleconference)

**Committee Members Absent:** None

**Public:** Mary Hansell, La Vette Graham, Tim Collins

**Staff:** Debby Armstrong, Michelle Blakely, Karen Pisani

**Minutes:** Karen Pisani

**9:30 a.m. Meeting called to order**

**Item 1:** Agenda was reviewed and approved.

**Item 2:** Minutes from April 5, 2010 POP meeting were reviewed and approved.

**Item 3:** Karen Pisani provided an update on Shelter Network funding enhancements and the Service Corps new contract:

**Shelter Network:** POP reviewed the original program enhancement request, totaling \$75,000, on March 1, 2010. The request included administrative support for Shelter Network staff, janitorial services at First Step and Haven House, and a part time Occupational Therapist with accompanying movement enrichment activities. At its March meeting POP members instructed staff to explore the need for: additional Occupational Therapy hours; providing warm hand-offs for children exiting the program; and tracking children six months post-treatment to evaluate the effectiveness of the Occupational Therapy.

F5SMC staff worked with Shelter Network and Family Service Agency (FSA) to create three possible funding scenarios addressing the issues noted above. They are as follows:

Scenario #1: The original request of \$75,000 comprised of: \$18,000 for Shelter Network administrative and collaborative services; \$14,000 for janitorial expenses at First Step and Haven House; and \$42,000 for an Occupational Therapist 12 hours per month, including movement enrichment activities.

Scenario #2: \$150,000 comprised of all Scenario #1 elements with an Occupational Therapist 20 hours per month and a .5FTE Care Coordinator to help with case management activities and provide warm "hand offs" to children exiting the program.

Scenario #3: \$180,000 comprised of all of Scenario #2 elements with a full time Care Coordinator to provide broader case management activities, warm "hand-offs", and tracking of children six months post treatment to evaluate effectiveness of the Occupational Therapy.

The staff recommendation is to move forward with the enhancements in two phases: Phase 1) fund the Shelter Network-related services beginning July 1, 2010, with streamlined janitorial expenses; and Phase 2) fund the FSA-level enhancements if warranted beginning July 1, 2011 with fine-tuned enhancements. This recommendation is based on the need to work more closely with FSA in the coming 6-9 months to see how their recently acquired Early Head Start funding

and involvement with Bridges to Success impact the children. Karen Pisani will be conducting multiple site visits at First Step and Haven House with an eye toward honing in on specific program enhancements that are non-duplicative but have the greatest benefit to the children. Karen will report back to POP at their January 2010 meeting.

Funding mechanism: There is no need for a contract amendment at this time as the Shelter Network-related enhancements can be executed utilizing the existing contract amount. All Cycle 1 contracts included a fiscal "buffer" to allow for program modifications and/or COLAs over the course of the grant period. Shelter Network's \$30,000 "buffer" will be utilized to implement Phase I enhancements; a contract amendment will be needed next Spring to underwrite Phase 1 enhancements in the final year of the grant (along with Phase 2 enhancements if warranted).

Commissioner Barrios requested that the cost-per-child be calculated and disclosed at the January 2011 meeting. Although F5SMC no longer funds child care "slots", this analysis may still be helpful in ensuring F5SMC has conducted its due diligence.

Committee member Beasley Johnson noted that Shelter Network also receives money from HSA and that it is important to be mindful of all funding streams when considering the request. Staff research on this issue revealed that HSA dollars do not directly support the Therapeutic Child Development Centers, but staff will continue to monitor the status of the HSA grant to ensure it is taken fully into account.

Commissioner Barrios clarified that an investigation into the current funding of janitorial expenses is warranted. F5SMC staff have already begun this process and will be conducting due diligence to substantiate the janitorial request, most likely funding it at a reduced level. Staff will report back to POP on this issue.

POP concurred with the recommendation to proceed with Phase 1 enhancements, provided janitorial expenses are reduced and the total augmentation funding in Phase 1 does not exceed \$30,000.

**Child Care Coordinating Council (4Cs) Service Corps Proposal Update:** Karen Pisani informed the Committee that California Volunteers had not yet made a determination regarding funding the 4Cs for this project. Although California Volunteers is scheduled to notify grantees of awards in early June, as of this morning at 9:20 the 4Cs had not received notification.

If California Volunteers awards the Service Corps contract to 4Cs, the F5SMC Commission will need to approve a matching-funds contract at its June 28, 2010 meeting in order for services to begin on July 1, 2010. Staff is preparing a conditional contract for Commission approval in June with contingency language that allows the Commission to approve it, but also allows the contract to become null and void if the 4Cs is not granted the award from California Volunteers.

4Cs staff has already begun investigating alternative Service Corps programs in the event they do not receive the California Volunteers grant. POP will be kept apprised of these activities in the event California Volunteers does not fund 4Cs.

**Item 4:** Meeting Dates and Adjourn: The next POP meeting would fall on July 5<sup>th</sup>, one day after the Fourth of July holiday. POP members agreed to hold their July meeting on July 12, 2010 at 11:00 a.m. The September POP meeting would naturally fall on the Labor Day holiday; POP members agreed to set the September meeting for September 13, 2010 at 9:30 a.m. There is no August meeting.

**Item 5:** Two visitors to the POP meeting introduced themselves:

La Vette Graham is a teacher at Bright Horizons day school located in the Gilead building in Foster City. She teaches Preschool and is interested in working on the Bridges to Success Initiative.

Tim Collins sat on the Fatherhood Collaborative for over 5 years, took a break and is now rejoining. He also founded the San Mateo Men's Group.

**10:05 a.m. Meeting adjourned.**