

**First 5 San Mateo County  
COMMISSION MEETING  
MINUTES  
June 28, 2010**

**Present:**

- Commission Members: Angel Barrios, Beverly Beasley Johnson, Jean Fraser, Jorge Glascock, Rich Gordon, Harvey Kaplan, David Mineta, and Laura Walker
- Staff: Cynthia Alvarez, Debby Armstrong, Michelle Blakely, Jenifer Clark, David Fleishman, Jason Gordon, Karen Pisani, Emily Roberts, Chonne Sherman, and Mey Winata
- County Counsel: David Silberman
- Youth Commissioners: Terry Chan and Sylvia Chen

**Absent:** Jean Holbrook

**1. Call to Order and Roll Call**

Commissioner Kaplan called the meeting to order at 4:02 p.m.

**2. Approval of Agenda**

There being no changes to the agenda, the June 28, 2010 agenda was approved.

**MOTION: A motion for approval of the June 28, 2010 Agenda was made by Commissioner Beasley Johnson and seconded by Commissioner Fraser. Unanimously Approved.**

**3. Oral Communication from the Public**

None.

**4. Oral Communication from the Commission**

None.

**5. Approval of Minutes for the May 24, 2010 Commission Meeting**

There being no additions or comments to the minutes, the May 24, 2010 Commission Meeting Minutes were approved.

**MOTION: A motion for approval of the May 24, 2010 Commission Meeting Minutes was made by Commissioner Beasley Johnson and seconded by Commissioner Fraser. Unanimously Approved.**

**6. Executive Director's Report**

Debby Armstrong provided the following verbal update:

- State Budget Update: The Governor's May Revise includes proposals to eliminate CalWORKs and nearly all state child care services. The governor's budget plan, as well as proposals put forth by state Senate and Assembly Democrats, all included an assumption of nearly \$2 billion in federal assistance through an extension of the American Recovery and Reinvestment Act (ARRA).
- First 5 San Mateo County is currently in the process of conducting the annual financial audit with an external auditor.
- The First 5 Association of California is collecting information and data from all 58 county commissions which in turn will be disseminated to the state commission and state legislators.

The purpose is to inform both the state commission and state legislators of the work being done statewide from all county commissions. In a recent analysis of F5SMC funding, over 200 positions have been created which has greatly benefited the local workforce in San Mateo County.

- Debby Armstrong reminded the Commission that there will not be a Commission meeting in July.
- Dr. Scott Morrow and Anand Chabra, M.D., contacted Debby Armstrong to discuss F5SMC's assistance in providing factual information about Bordetella Pertussis to the public. F5SMC will be coordinating with the Health System to distribute a Health Bulletin which will be sent to grantees and contacts countywide.

The Commission commented on the importance of disseminating information about infectious diseases to the community. A request had been made from the San Mateo County Health System to include information on Bordetella Pertussis in the Kit for New Parents. Debby Armstrong elaborated that due to the limited amount of customized pieces that can be included in the Kit for New Parents, the information relating to Bordetella Pertussis could not be included at this time; however the information could be presented through a coordinated Health Bulletin with the San Mateo County Health System as previously mentioned.

**7. Consideration of Committee Updates and Reports**

Full reports of the Program and Planning Committee, Finance and Administration Committee, and Early Childhood Advisory Committee were provided to the Commission and members of the public.

**8. Approve First 5 San Mateo County Policies**

First 5 San Mateo County is required to review the Commission's policies on an annual basis. At the Finance and Administration Committee's January 2010 meeting, the committee discussed the review of the six policies. Four of the policies are mandated and include the following: Contracting and Procurement; Conflict of Interest; Salary and Benefits; and Administrative Costs. The remaining two are F5SMC's internal control policies and include the following: Supplantation and Intellectual Property Protocol. All recommended changes to each policy, which have been discussed with County Counsel, are included for review at today's meeting. With regard to the Intellectual Property Protocol policy, the recommendation is to eliminate the policy and incorporate it into F5SMC's contract language template.

**MOTION: A motion to approve First 5 San Mateo County Policies was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.**

**9. Approve Contract Recommendations for Bridges to Success (School Readiness Initiative) Lead Agencies**

Debby Armstrong and Michelle Blakely provided a presentation on Bridges to Success. Commissioners Barrios and Walker recused themselves from both discussion and voting. The following are highlights from the presentation:

- Nine communities will participate in the Bridges to Success program. These communities include both North and South Counties and Coastsides communities.
- All communities will receive services from the four desired Bridges to Success areas of Ready Children, Ready Families, Ready Schools, and Ready Communities.
- The leadership for the Bridges to Success project will be based on a co-lead model with Silicon Valley Community Foundation (SVCF) and Youth and Family Enrichment Services (YFES) as the co-leads respectively.

**Attachment 5**

- The breakdown of overall funding resources for BTS includes: 75% of F5SMC direct funding, 6% leveraged (other sources), 11% in-kind (partners), and 8% F5SMC braided (other F5SMC contracts).
- The funding recommendation for SVCF would be for 30 months through December 2012 in the amount of \$2,230,000. SVCF funding includes the Kickoff to Kindergarten program in the summer of 2012. The funding recommendation for YFES would be for 24 months through June 2012 in the amount of \$1,757,716.

Commissioners had the following questions following the presentation: whether all nine of the participating communities will receive all of the services and what the role of the partners will be in this project. Michelle Blakely explained that all nine of the participating communities will be receiving all the outlined services based upon the available resources within each community. There will also be opportunities for partners to participate in the project through training, development, planning, and triaging. In conclusion, Erica Wood, Vice President of Community Leadership at SVCF, and Michael Garb, CEO of YFES, expressed their support of the Bridges to Success project and briefly shared their experiences with the project thus far.

**MOTION: A motion for approval of contract with Silicon Valley Community Foundation in the amount of \$2,230,000 for a 30 month term July 1, 2010 through December 31, 2012 was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.**

**MOTION: A motion for approval of contract with Youth and Family Enrichment Services in the amount of \$1,757,716 for a 24 month term July 1, 2010 through June 30, 2012 was made by Commissioner Gordon and seconded by Commissioner Fraser. Unanimously Approved.**

ROLL CALL:            YESSES:        Commissioners Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta

NOES:            None

RECUSED:      Commissioners Barrios and Walker

ABSENT:        Commissioner Holbrook

**10. Approve Child Care Coordinating Council (Service Corps) Amendment Extending Contract Term to September 30, 2010**

At its June 29, 2009 meeting, the First 5 San Mateo County Commission approved extending the current Service Corps contract by one year through FY 09/10, to allow time to transition the program administratively and structurally. A no-cost term extension through September 30, 2010 is being requested to allow for final invoice processing and fiscal reconciliation of the Child Care Coordinating Council's two grantors of the current Service Corps program (Prevent Child Abuse - California and First 5 Orange County) which follow an October through September timeframe. Commissioner Walker recused herself from both discussion and voting.

**MOTION: A motion to approve the Child Care Coordinating Council (Service Corps) Amendment Extending Contract Term to September 30, 2010 was made by Commissioner Fraser and seconded by Commissioner Mineta. Unanimously Approved.**

ROLL CALL:            YESSES:        Commissioners Barrios, Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta

NOES:            None

RECUSED: Commissioner Walker

ABSENT: Commissioner Holbrook

**11. Approve Child Care Coordinating Council Agreement (First 5 Building Kids Up Service Corps Program) in the Amount of \$160,000 for FY2010/11**

F5SMC Commission approved transitioning the program administratively and structurally in order to realize savings via reduced administrative overhead, and to address the direct-service needs of our community by converting the program to an AmeriCorps-only effort. 4Cs and F5SMC were recently notified that California Volunteers did not grant an award for "Building Kids Up" and that 4Cs will be invited to apply again next fiscal year. Prevent Child Abuse California (PCA-CA), however, is eager to work with 4Cs and is ready to enter into a contract to pilot "Building Kids Up" starting July 1, 2010. On December 14, 2009, the Finance Committee recommended funding the Service Corps Program (via the 3-5 year-old component of the California Volunteers application) in the amount of \$160,000 during FY2010/11. The funding for "Building Kids Up" via PCA-CA is in line with the Finance Committee's prior recommendation, F5SMC's Strategic Plan and Long-Term Financial Plan, and is allocated within the approved Cycle 1 budget.

The Commission asked for the reason of the late notification from California Volunteers and how will this affect the number of children served. Debby Armstrong explained that 4Cs had anticipated hearing from California Volunteers at the beginning of the month; however notification wasn't received until last week. The number of children served will remain the same and only be targeted to the 0-5 population instead of the previously targeted group of 0-8 years old. Commissioner Walker recused herself from both discussion and voting.

**MOTION: A motion to approve the Child Care Coordinating Council Agreement (First 5 Building Kids Up Service Corps Program) in the Amount of \$160,000 for FY2010/11 was made by Commissioner Fraser and seconded by Commissioner Beasley Johnson. Unanimously Approved.**

ROLL CALL: YESSES: Commissioners Barrios, Beasley Johnson, Fraser, Glascock, Gordon, Kaplan, and Mineta

NOES: None

RECUSED: Commissioner Walker

ABSENT: Commissioner Holbrook

**12. First 5 San Mateo County 2008-2009 Annual Report to the Community**

Debby Armstrong presented the First 5 San Mateo County Annual Report to the Community for 2008-2009 which was available to the Commission and members of the public. The Annual Report highlights the work and achievements that have been made through F5SMC investments. The Annual Report will be distributed county-wide from government entities to local businesses, community partners, and media. Additionally, Debby Armstrong thanked F5SMC staff for their contributions in producing the Annual Report.

Debby Armstrong and Commissioner Kaplan presented F5SMC's 1<sup>st</sup> Spotlight on Excellence Award to Jeanie McLoughlin, Director of the Early Childhood Quality Improvement Project (EQUIP), for her outstanding achievement of strategies & activities in the Focus Area of Early Learning through her successful implementation of the Preschool for All Program while demonstrating the Core Values and Guiding Principles of Excellence, Innovation, and Leadership. Jeanie McLoughlin expressed her thanks to the Commission, F5SMC staff, and community partners for the award and support throughout the years.

**13. Farewell to Commissioner Mineta**

## **Attachment 5**

Debby Armstrong and Commissioner Kaplan thanked Commissioner Mineta for his work as a F5SMC Commissioner and wished him well in his new post as Deputy Director of Demand Reduction for the Obama Administration.

### **14. Meeting Adjournment**

Commissioner Gordon motioned to adjourn the meeting. Commissioner Walker seconded. The meeting adjourned at 5:15 pm.