

**Meeting of March 3, 2015 – 5:00-7:30 PM**  
**601 Texas Street, Conference Room B, Fairfield, CA**

**CALL TO ORDER / SALUTE TO THE FLAG**

- I. Public Comment** **Information**  
*This is the opportunity for members of the public to address the Commission on matters not listed on the Agenda that are otherwise within the subject matter jurisdiction of the Commission. Please submit a Speaker Card and limit your comments to 3 minutes.*
- II. Consent Calendar** (5 min) **Action**  
A. Approve the Commission Meeting Agenda for March 3, 2015  
B. Approve Minutes of the January 13, 2015 Commission Meeting
- III. First 5 Solano FY2015/16 Proposed Budget** (30 min) **Action**  
A. **Consider approval of the First 5 Solano FY2015/16 Proposed Budget**  
B. **Consider approval of allocations of funding of up to \$2,936,560 for a one year extension of current grants as listed in the staff report**  
*Megan Richards, Deputy Director*
- IV. Awards of Funding for First 5 Solano Pre- Kindergarten Academies** (15 min) **Action**  
A. **Consider approval of awards of funding of up to \$139,836 in response to Request for Applications #2015-01 for 2015 Pre-Kindergarten Academy services as follows:**  
1. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Benicia Unified School District  
2. Up to \$39,888 for 4 Pre-Kindergarten Academy sessions to Fairfield Suisun Unified School District  
3. Up to \$10,000 for 1 Pre-Kindergarten Academy session to River Delta Unified School District  
4. Up to \$39,948 for 4 Pre-Kindergarten Academy sessions to Travis Unified School District  
5. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Vacaville Unified School District  
6. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Circle of Friends Child Development Center (Fairfield)  
7. Up to \$10,000 for 1 Pre-Kindergarten Academy session to World Changers Academy-Miracle Christian Worship Center (Dixon)  
B. **Consider approval of a sole source award of funding of up to \$50,000 to Vallejo City Unified School District for 5 Pre-Kindergarten Academy sessions**  
*(Motions A & B Source of funding: \$190,000 Per-Kindergarten Academy Allocation)*  
C. **Consider approval of additional award of funding of up to \$49,860 to Fairfield Suisun Unified School District for 5 additional Pre-Kindergarten Academy sessions**  
*(Motion C Source of funding: FY2014/15 Discretionary Fund)*  
*Cherelyn Ellington Hunt, Childcare and Community Engagement Manager*



Erin Hannigan  
Gerald Huber  
Liz Niedziela  
Jay Speck  
Michele Harris, ED

CHILDREN ARE OUR BOTTOM LINE

**Meeting of March 3, 2015 – 5:00-7:30 PM  
601 Texas Street, Conference Room B, Fairfield, CA**

- V. Committee Reports** (90 min) **Discussion**
- A. Systems and Policy Committee (Commissioner Barbosa)
1. Planning for 2016 and Beyond
    - a. Strategic Planning – Strengths, Weaknesses, Opportunities, & Challenges (SWOC)
    - b. Strategic Planning – Mission, Vision, Values*Michele Harris, Executive Director, Lori Allio, Hatchuel, Tabernik and Associates*
- B. Program and Community Engagement Committee (Commissioner Niedziela)
- VI. Executive Director’s Report** (5 min) **Information**  
*Michele Harris, Executive Director*
- VII. Commissioner Remarks** (5 min) **Information**
- VIII. Future Agenda Items, Meeting Time/Date/Location** (5 min)
- The next Commission meeting will be held on April 7, 2015 at 5:00 PM at 601 Texas Street, Fairfield. Future agenda items include: Committee Reports; Strategic Planning; First 5 CA Annual Report Public Hearing

**ADJOURN**

**Vision:** *All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities.* **Mission:** *First 5 Solano Children and Families Commission creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities.*

*The First 5 Solano Children and Families Commission does not discriminate against persons with disabilities. If you require a disability-related modification or accommodation in order to participate in the meeting, please call (707) 784.1332 at least 24 hours in advance of the meeting to make arrangements. Non-confidential materials related to an item on this Agenda submitted to the Commission are available for public inspection at the First 5 Solano business office, 601 Texas Street, Suite 210, Fairfield, CA during normal business hours.*

**First 5 Solano Children and Families Commission  
Commission Meeting**

January 13, 2015, 5:00 PM – 7:30 PM  
601 Texas Street, Suite 210, Fairfield, CA

**Minutes**

Commissioners present: Aaron Crutison (Chair), Marisela Barbosa (Vice Chair), Jay Speck, Elise Crane, Erin Hannigan, Dan Ayala, Liz Niedziela, Jerry Huber, Dana Dean (arrived at 5:19pm)

First 5 Solano Staff present: Michele Harris (Executive Director), Megan Richards (Deputy Director), Ciara Gonsalves (Policy and Fund Development), Cherelyn Ellington Hunt (Early Childhood Development), Christine Shipman (Health and Well-Being), Venis Boyd (Family Strengthening), and Christiana Lewis (Office Assistant III)

Members of the public present: Debbi Davis, Denise Winters and Josh Bongawil (Children's Nurturing Project & Help Me Grow Solano), Dr. Lori Allio (Hatchuel Tabernik and Associates), Cheryl Stumbaugh and Kay Hartley (Fairfield-Suisun Unified School District), Nancy Calvo (Health and Social Services), Lisa Colvig and Christina Branom (Applied Survey Research)

Chair Crutison called the meeting to order at 5:00pm.

**I. Public Comment**

Chair Crutison welcomed Jerry Huber as a new First 5 Solano Commissioner. Commissioner Huber introduced himself to the Commission, staff, and the public.

Ms. Stumbaugh, Fairfield-Suisun Unified School District (FSUSD), expressed her thanks to the Commission for the parent education grant in the amount of \$100,000/per year which is administered through the adult school. The Solano Parent and Child Education (SPACE) program is its third year of operation and was awarded the Golden Bell Award from the State School Board Association for their Kindergarten Readiness Roundup. Commissioner Speck commented that the Golden Bell Award is very prestigious and there were only two districts in the County that received it. Ms. Stumbaugh invited the Commissioners to come to the third annual Kindergarten Readiness Roundup and assist or observe the program. Ms. Stumbaugh provided each Commissioner an invitation and an informational packet.

**II. Consent Calendar**

- A. Approve the Commission Meeting Agenda for January 13, 2015
- B. Approve Minutes of the December 2, 2014 Commission Meeting

***Motion: Approve the January 13, 2015 Commission Meeting Agenda and the December 2, 2014 Commission Meeting Minutes***

**Moved by Commissioner Ayala; Seconded by Commissioner Hannigan**

**Approved 8-0-0**

**Yea: Commissioners Crutison, Barbosa, Speck, Crane, Hannigan, Ayala,  
Niedziela, Huber**

**Nay: None**

**Abstain: None**

### **III. Introduction of 2015 Officers; Chair Appoints Committee Chairs**

Chair Crutison presented Commissioner Jay Speck with a plaque of appreciation for his service as the 2014 Commission Chair. Commissioner Speck accepted the plaque and thanked the Commission for their support.

Chair Crutison re-appointed Commissioner Niedziela as Chair of the Program and Community Engagement Committee, and appointed Commissioner Barbosa as Chair of the Systems and Policy Committee.

### **IV. Committee Reports**

#### **A. Systems and Policy Committee**

1. Commissioner Barbosa introduced the Business Challenge Grant Fund Policy as a fundraising strategy to incentivize the business community to contribute donations matched by dollars from First 5 Solano. Grants can range from \$1,000 to \$10,000 and will be pre-approved by the Commission. Ms. Gonsalves further explained the Policy and was available for questions.

Debbi Davis from Children's Nurturing Project expressed her support for the Business Challenge Grant Fund Policy.

***Motion: Consider approval of the Business Challenge Grant Fund Policy***

**Moved by Commissioner Hannigan; Seconded by Commissioner Ayala**

**Approved 8-0-1**

**Yea: Commissioners Crutison, Barbosa, Speck, Crane, Hannigan, Ayala,  
Niedziela, Huber**

**Nay: None**

**Abstain: Commissioner Dean**

2. Planning for 2016 and Beyond

Dr. Lori Allio, Hatchual, Tabernik, and Associates (HTA) presented the revised timeline for the Strategic Planning and Collective Impact Activities for 2015, and the Systems Map as of January 7, 2015 for discussion.

Commissioner Barbosa commented that she believes the underlying problem that connects all four sectors of the Systems Map is poverty. Commissioner Hannigan asked if there was a way to identify how many people are served at each of the entities listed on the map. Dr. Allio responded that each agency would have to

individually report the number of people they serve, but it would not accurately reflect the actual number of people utilizing services throughout the County because there would be significant duplication. Commissioner Dean asked if entities listed are currently participating in Collective Impact (CI) and pointed out that the map seemed to be missing potential players. Dr. Allio responded that not all entities are listed, nor are they all participating at this time. The map is intended to show known resources that are available in the County. Commissioner Dean suggested First 5 Solano be included in all four sectors.

Denise Winters from Children's Nurturing Project commented that the Commission is currently supporting data collection on the number of people utilizing services provided by grantees through Persimmony.

Lisa Colvig, Applied Survey Research (ASR), presented a matrix of the potential indicators that best describe the wellbeing of children and families in Solano County by system area and asked Commissioners to provide feedback and suggestions. Ms. Colvig pointed out that the matrix includes indicators that can be measured now, as well as some that are areas of data development. Commissioners provided additional suggested indicators. These indicators will be used as the basis for data collection and monitoring for the Commission's Strategic Planning and Collective Impact framework. ASR will return in April to present the data supporting the indicators.

## B. Program and Community Engagement Committee

### 1. 2014 Pre-K Academy Services Report and Recommendations for FY2015/16

Ms. Hunt presented the 2014 Pre-K Academy Report. The 19 sites funded by the Commission administered the Kindergarten Student Entrance Profile (KSEP) that measures social-emotional and cognitive elements of children's readiness to kindergarten. Of the 570 children enrolled, 531 children were assessed. Most of the sites reached full capacity, however, some faced challenges with parents being unable to commit to a full 4 week period.

Commissioner Dean asked if it was possible that low enrollment was due to Pre-K Academies reaching saturation in the respective area. Ms. Ellington answered that there are more children who would benefit from Pre-K Academies, but the bigger challenge is the time commitment during the summer. Commissioner Hannigan suggested adjusting the start and/or end date of the Academies, for example beginning directly after the previous school year or before the next school year.

Commissioner Crane asked if the KSEP was being used in other programs throughout the County. Ms. Ellington responded she is not aware of any. Commissioner Crane suggested that First 5 Solano require any childcare or organization that provides services to children ages 0-5 and receives funding from First 5 Solano use the KSEP assessment.

Recommendations for FY2015/16 include a primary focus on outreach, bilingual staff on site, at least ½ hour of non-class time to allow staff to connect with parents, and the sharing of KSEP results with kindergarten teachers.

***Motion: Consider approval of an allocation of up to \$110,000 for FY2015/16 Pre-Kindergarten Academy Services***

**Moved by Commissioner Hannigan; Seconded by Commissioner Huber**

**Approved 9-0-0**

**Yea: Commissioners Crutison, Barbosa, Speck, Crane, Hannigan, Ayala, Niedziela, Huber, and Dean**

**Nay: None**

**Abstain: None**

2. Ms. Calvo presented the Maternal, Child, and Adolescent Health (MCAH) Needs Assessment Report which provided an overview of the indicators on health and wellbeing of women, infants, children and youth in Solano County. MCAH's recommendations in the Needs Assessment are the continued support of the appropriate policies, legislation and budget action and investing in evidence-based strategies and programs.

## **V. Executive Director's Report**

Ms. Harris explained that First 5 Solano staff contacted the eligible grantees and offered assistance in applying for 50 Fund 'Game Changer' Grant in honor of the Super Bowl in Santa Clara in 2016.

Ms. Harris invited the Commissioners to several upcoming events: the Solano Safety Net Summit #8 on January 29, 2015; the premier screening at the Kroc Center of "The Raising of America: Early Childhood and the Future of our Nation" on January 31, 2015; and the 2<sup>nd</sup> Annual Children and Families Policy Forum at Solano Community College on February 22, 2015.

## **VI. Commissioner Remarks**

Commissioner Huber commented that he hopes First 5 Solano and MCAH can coordinate their outcomes. Commissioner Hannigan announced the Board has approved an ordinance that establishes a smoke-free work environment at Solano County campuses. Commissioner Speck announced he is being sworn in for a second term.

## **VII. Future Agenda Items, Meeting Time/Date/Location**

The next Commission meeting will be held on March 3, 2015 at 5:00 PM at 601 Texas Street, Fairfield. Future agenda items include: Committee Reports; Strategic Planning; Pre-Kindergarten Academy Award of Funding; FY2015/16 Budget and Allocation of Funding.

**Adjourn**

Commissioner Speck adjourned the meeting at 7:49pm.

Christiana Lewis, Office Assistant III

Approved:

DRAFT

**DATE:** February 25, 2015  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Megan Richards, Deputy Director  
**CC:** Michele Harris, Executive Director  
**SUBJECT:** First 5 Solano FY2015/16 Proposed Budget

**Motions:**

- A. Consider approval of the First 5 Solano FY2015/16 Proposed Budget**
- B. Consider approval of allocations of funding of up to \$2,936,560 for a one year extension of current grants as listed in the staff report**

**Introduction**

The First 5 Solano Children and Families Commission FY2015/16 Proposed Budget is submitted by the required due date to the County Administrator (February 27, 2015).<sup>1</sup> First 5 Solano's Proposed Budget will go before the Solano County Board of Supervisors in June 2015 as part of the overall annual FY2015/16 County Budget.

Additionally, the Commission will also consider allocations of funding to existing grantee agencies to support a one-year extension of its Program Investment Plan, to facilitate and allow time for a Strategic Planning Process.

**Motion A: Consider approval of the First 5 Solano FY2015/16 Proposed Budget**

**Budget Summary**

The FY2015/15 Proposed Budget extends the Commission 2012-2015 funding cycle for an additional year to allow for an 18 month strategic planning process. This budget, which represents less than a 1% projected increase in expenditures from FY2014/15, includes approximately \$6.8 million in projected expenditures and approximately \$4.2 million in projected revenues, requiring the utilization of approximately \$2.6 million of the Commission's estimated fund balance of approximately \$8 million to fully fund the Commission's operations and contractual commitments.

Overall revenues are projected to increase \$86,441 (2%) over last year and overall expenses are projected to increase \$28,803 (0.4%) over the prior year.

**Budget Assumptions**

The FY2015/16 Projected Budget is built on certain assumptions:

- Proposition 10 tobacco tax revenues and trust account funds will be available as projected;
- First 5 California will meet its match funding obligations for CARES Plus; in addition, First 5 California will bring forward a funding opportunity for California Quality System of Support (CQSS) Initiative;
- Proposition 63 (MHSA/PEI) funds will be available as projected; and
- The State and Federal Budgets do not impact overall County, school and community services, and in turn impact First 5 Solano and its grantees

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<sup>1</sup> Commission staff have notified the CAO's office that the First 5 Solano budget will be finalized after the Commission reviews and approves its budget at the March 3, 2015 Commission meeting.



Should any of these assumptions change, the Commission will have the opportunity to consider changes to this Budget as needed and appropriate.

**Revenues**

Overall revenues are projected to increase by \$86,441 (2%) over FY2014/15 estimates. This projected increase is primarily due to an adjustment in the Proposition 10 tobacco tax revenue projections, which are not declining as significantly as projected in previous years. There is also a slight increase in interest income with expected interest on the reserves increasing from 0.25% to 0.4%.

The majority of expected overall revenues (79%) continue to be the Proposition 10 tobacco tax revenues. Interest income is up slightly and represents 1% of overall First 5 Solano revenue. Mental Health Services Act Prevention and Early Intervention funds account for 14%. In addition, this year, a small amount has been budgeted for donations (such as Pre-Kindergarten Business Champions) and small grants, which accounts for less than 1% of the overall revenue. First 5 California state match programs remain at 6% with the participation in the CARES Plus and anticipated participation in the California Quality System of Support (CQSS) program, which is replacing the current Child Signature Program.

**Expenditures**

First 5 Solano's Proposed Budget represents an overall increase of \$28,803 (0.4%) in expenditures, as the Commission implements a one year extension of 2012-2015 Program Investment Plan. The majority of expenditures (89%) are program expenditures. Approximately 2% is dedicated to evaluation and data collection expenditures. Administrative expenses constitute 9% of the expenditures, which is well below the Administrative Cost cap of 15%.

**Programs**

Program Expenditures of \$5,179,073 are included in the proposed budget. Table 1 below is a summary of these allocations which are one year extensions of the 2012-1015 Program Investment Plan.

**Table 1  
First 5 Solano FY2015/16 Grants & Programs**

<b>Program Area</b>	<b>Amount</b>
Prenatal Services	\$1,061,254
Family Support Services	688,079
Parent Education Services	204,173
Pre-Kindergarten Academies	190,000
Children's Health Access	250,000
Early Childhood Mental Health (ECMH)	1,359,870
Quality Child Care	516,480
Discretionary Fund	305,847
Collaboration	177,500
Co-Sponsorship of Conferences/Training	50,000
Community Engagement Activities	102,000
First 5 Futures	352,000
<b>Total Projected Program Expenditures</b>	<b>\$5,179,703</b>

Contractors are in place for most services. The Commission will consider the reallocation of funding to the contractors listed near the end of this staff report to facilitate the continuation of services for FY2015/16.<sup>2</sup> Exceptions include Pre-Kindergarten Academies, which selection will conclude shortly. In addition, \$77,500 budgeted in collaboration is allocated for continued Collective Impact activities which will be determined as the plan unfolds.

Another change in programs is under the program area of Quality Childcare. This Initiative contains two First 5 California matching programs: CARES Plus and the Child Signature Program (CSP). CARES Plus extends through FY2015/16, while CSP concludes at the end of FY2014/15. First 5 California has been in discussion with Counties and First 5 Association regarding how to best support local communities in the area of Quality Childcare and is proposing to transition CARES Plus and CSP, along with other quality childcare initiatives, into the California Quality System of Support (CQSS) beginning FY2015/16. CQSS will provide a menu of services which local First 5's can select from to further support child care quality in their county. First 5 California will consider allocating funding for this initiative at their April 2015 Commission Meeting and subsequently release an opportunity for funding. As First 5 Solano's FY2015/16 budget is an extension of the 2012-2015 Program Investment Plan, \$105,000 is included in both revenue and expenditure for the same level of effort that was committed to CSP. However, it is unknown at this time what funding will be available from First 5 California and which opportunities will be a best fit for Solano. Therefore, it may be necessary to adjust this level of revenue and/or expenditure when the funding opportunity becomes available. This may be done through the County's Supplemental Budget process or through accessing Contingency funds, and will be brought forward to the Commission for consideration when available.

The FY2015/16 Proposed Budget also includes the Co-Sponsorship of Conferences/Training Fund at \$50,000. Additionally, the Discretionary Fund is funded at \$305,847 for FY2015/16. This amount includes \$55,847 in rollover funding from FY2014/15 that must be allocated in FY2015/16 in accordance with the Discretionary Fund Policy. If those funds are allocated during FY2014/15, they will no longer be available in FY2015/16.

Community Engagement: The Community Engagement Activities budget has been funded at \$102,000 which is the same level as previous years. The breakdown of Community Engagement budget is represented in Table 2 below:

**Table 2  
FY2015/16 Community Engagement Budget**

Description	Amount
Undergraduate College Intern	14,000
Community Engagement Fund Grants	7,000
April Children's Month Grants	3,000
Parent Information Calendar-New Print	25,000
Kit for New Parent Customization	7,000
Event Partnerships	12,000
Promotional Materials	14,000
Messaging	20,000
<b>Total Projected Community Engagement Budget</b>	<b>\$102,000</b>

<sup>2</sup> In June, 2014, the Commission chose to extend its current Program Investment Plan (PIP) one additional year while it conducted a Strategic Planning Process. The action required in Motion B of this agenda item is to formalize the specific allocations to grantees associated with the PIP extension.

While the total Community Engagement budget is the same as what was budgeted in FY2014/15 there are some variations within line items to adjust for modifications over the previous year. In addition, the current Communications/Community Engagement plan is being reviewed and updated to reflect the current community engagement activities of the Commission. The Community Engagement budget may be adjusted through the Committee process to align with the new plan if necessary.

First 5 Futures: The First 5 Futures budget is again set at \$352,000. The breakdown of the First 5 Futures budget is represented in Table 3 below:

**Table 3  
FY2015/16 First 5 Futures Budget**

Description	Amount
Executive Director @ 0.25 FTE	39,291
Manager @ 1.0 FTE	116,002
Graduate-Level Intern	17,207
Memberships – Business Groups	1,000
Memberships – Grantmaker Organizations	5,000
Event Sponsorship	7,500
Leveraging Funds (PKBC and Business Engagement)	60,000
Grantwriting Funds (Commission and grantee)	75,000
Professional Services	15,000
Training, Travel & Operations	16,000
<b>Total Projected First 5 Futures Budget</b>	<b>\$352,000</b>

The total First 5 Futures budget is also the same as what was budgeted in FY2014/15, with some variations within line items to adjust for modifications over the previous year.

**Evaluation and Data Collection**

The FY2015/16 proposed budget for evaluation/data collection services of \$170,000 continuing contracts for both data collection and evaluation.

**Staffing**

The FY2015/16 proposed budget includes 7.0 FTEs (same as FY2014/15) and 4 Extra Help staff (one Office Assistant and 3 College Interns). The proposed budget of \$991,671 is a \$56,190 or 5% decrease over the FY2014/15 budget. The decrease is primarily due to new staff coming in at lower salary steps than previous staff.

**Services and Supplies**

Operational costs are projected to decrease by \$51,053, or 20%. This decrease is attributable to the following primary factors:

- Increase in Maintenance and Building Improvements of \$35,442 to account for the unspent funding for the renovation of 275 Beck Ave childcare facility
- Increase in Consulting Services of \$9,500 to complete Strategic Planning and Collective Impact Planning
- Decrease in Legal Services of \$47,984 to account for the resolution of AB99

- Decrease of Rents & Leases-Building by \$45,000 due to reclassifying the costs to the Interfund Services (line 3690)

**Motion B: Consider approval of allocations of funding of up to \$2,936,560 for a one year extension of current grants as listed in the staff report**

**Allocations of Funding**

At its June 3, 2014 Commission Meeting, the Commission was presented with three options for timelines to complete strategic planning, which ranged from a 6 month process of a strategic plan review to a full strategic planning process that would last 18 months. The Commission selected an 18 month strategic planning process with the intention of extending its current allocations and Program Investment Plan for an additional year to complete the strategic planning process.

To facilitate this effort, staff recommends approval of allocations of funding for current grantee organizations for FY2015/16 as follows:

<b>Initiative</b>	<b>Grantee Agency</b>	<b>Program</b>	<b>Allocation (Up To)</b>
Children's Health Insurance	Solano Coalition for Better Health	Solano Kids Insurance Program	250,000
Early Childhood Education	Children's Network	CARES Plus	131,167
	Child Start, Inc.	Head Start Wrap Around	144,000
Prenatal	Solano Coalition for Better Health	Prenatal	35,000
	Solano County Health & Social Services; Children's Nurturing Project; Planned Parenthood Northern California; and California Hispanic Commission	BabyFirst Solano	1,026,185
Family Support	City of Benicia Police Department	Family Resource Center	63,005
	Dixon Family Services	Family Resource Center	82,323
	Fairfield-Suisun Unified School District	Family Resource Center	162,621
	Fighting Back Partnership	Family Resource Center	169,644
	Rio Vista CARE	Family Resource Center	60,937
	City of Vacaville Police Department	Family Resource Center	91,701
	Children's Network of Solano County	Family Resource Center Coordination	14,495
	Interfaith Council	Heather House	43,353
	Solano County Health & Social Services	CWS & PHN	187,956
Parent Education	Children's Nurturing Project	Nurturing Parenting Program	104,173
	Fairfield Suisun Unified School District	SPACE Program	100,000
Collaboration	Children's Nurturing Project	Help Me Grow	100,000
Professional Services	Applied Survey Research	Evaluation	97,000
	Persimmony	Database	73,000
<b>Total:</b>			<b>\$2,936,560</b>

If approved, staff will work closely with grantee organizations to finalize scopes of work and budgets that are substantively similar to those that are currently held. In addition, the Commission has already allocated \$1,359,870 for FY2015/16 for Early Childhood Mental Health; \$190,000 toward Pre-Kindergarten Academies; and \$100,000 toward strategic planning and Collective Impact efforts.

### **Conclusion/Next Steps**

The First 5 Solano FY2015/16 Proposed Budget extends the 2012-2015 Program Investment Plan by one year, and includes a Discretionary Fund that provides for flexibility to deal with fiscal, policy, programmatic and organizational needs. The Proposed Budget of \$6,814,382 in expenditures and \$4,204,546 in revenues will require the use of \$2,609,836 from the Commission's fund balance. With a projected annual 5% unexpended funds being returned to the long term financial plan, the projected fund balance at the end of FY2015/16 will be \$5,744,324.

Attachment A: FY2015/16 First 5 Solano Proposed Budget

Attachment B: First 5 Solano Long Term Financial Plan Model Updated March 2015

Attachment C: FY2015/16 First 5 Solano Proposed Budget Presentation

**First 5 Solano Children and Families Commission  
Fiscal Year 2015-2016**

Department 1530 - Summary  
Budget Report - First 5

Attachment A

Number	Description	FY2014/15 Approved Budget	FY2015/16 Requested Budget	Variance	Percent Change	Comments
<b>Subsubjects 1000 - Salary and Benefits</b>						
1110	Salary/Wages RE	638,564	616,564	(22,000)	-3%	
1121	Salary/Wages EX	64,296	64,682	386	1%	OAll: 3 interns (CE, F5Futures, Anti-poverty)
1210	Retirement-Employer	100,451	93,577	(6,874)	-7%	
1211	PARS Retirement	8,427	8,148	(279)	-3%	
1212	Deferred Comp-County Match	910	546	(364)	-40%	
1213	OPEB	12,780	12,331	(449)	-4%	
1220	FICA-Employer	52,008	51,958	(50)	0%	
1230	Health Ins-Employer	118,236	88,896	(29,340)	-25%	County assigned benefits for permanent staff
1231	Vision Care Insurance	1,050	1,176	126	12%	
1240	Compensation Insurance	38,444	41,391	2,947	8%	
1241	Lt Disability Insurance ER	2,686	2,387	(299)	-11%	
1250	Unemployment Insurance	0	449	449	#DIV/0!	
1260	Dental Ins-Employer	8,292	8,016	(276)	-3%	
1290	Life Insurance-Employer	1,717	1,550	(167)	-10%	
	<b>TOTAL</b>	<b>1,047,861</b>	<b>991,671</b>	<b>(56,190)</b>	<b>-5%</b>	

<b>Subsubjects 2000 - Services and Supplies</b>						
2021	Communication-County Telephones	4,039	3,678	(361)	-9%	county assigned cost
2022	Communication-Telephone System	250	250	0	0%	voicemail/phone changes
2023	Communication-Voice Mail	421	414	(7)	-2%	county assigned cost
2026	Cell Phone Allowance	1,800	1,860	60	3%	ED/DD
2050	Insurance-Risk Management	2,649	2,988	339	13%	county assigned cost
2051	Liability Insurance	3,662	3,849	187	5%	county assigned cost
2140	Maintenance Bldgs & Improv	2,000	37,442	35,442	1772%	275 Beck improvements (roll over from FY14/15)
2170	Memberships	5,400	5,400	0	0%	First 5 Association dues
2175	Miscellaneous Expense	250	250	0	0%	
2180	Books and Subscriptions	850	500	(350)	-41%	
2200	Office Expense	5,600	5,600	0	0%	
2203	Computer Components	7,500	5,500	(2,000)	-27%	2 computer refreshes
2205	Postage	200	200	0	0%	
2210	Central Duplicating Service	1,000	1,000	0	0%	
2236	Consulting Service	13,000	22,500	9,500	73%	Lori Allio-strategic planning and CI
2239	Legal Service	47,984	0	(47,984)	-100%	
2245	Contracted Services	4,000	4,000	0	0%	
2250	Other Professional Services	30,000	30,000	0	0%	Com stipends/ED fund
2266	Central Data Processing Services	49,813	47,934	(1,879)	-4%	county assigned cost
2280	Publications and Legal Notices	2,000	3,000	1,000	50%	RFP notices for new funding cycle
2281	Advertising/Marketing	1,000	1,000	0	0%	
2285	Rents & Leases-Equipment	7,500	7,500	0	0%	copier lease
2295	Rents & Leases-Buildings	46,500	1,500	(45,000)	-97%	office space lease moved to interfund services 3690
2310	Education & Training	5,500	4,500	(1,000)	-18%	balanced with travel
2312	Special Departmental Expense	500	500	0	0%	
2335	Travel Expense	4,000	5,000	1,000	25%	
2337	Refreshments	750	750	0	0%	
2338	Employee Recognition	225	225	0	0%	
2355	Personal Mileage	3,800	3,800	0	0%	
	<b>TOTAL</b>	<b>252,193</b>	<b>201,140</b>	<b>(51,053)</b>	<b>-20%</b>	
	<b>TOTAL SALARY AND SUPPLIES</b>	<b>1,300,054</b>	<b>1,192,811</b>	<b>(107,243)</b>	<b>-8%</b>	

**First 5 Solano Children and Families Commission  
Fiscal Year 2015-2016**

Department 1530 - Summary  
Budget Report - First 5

Attachment A

Number	Description	FY2014/15 Approved Budget	FY2015/16 Requested Budget	Variance	Percent Change	Comments
<b>Subobjects 3000 - Other Charges</b>						
3007	Collaboration	100,000	177,500	77,500	78%	\$100k HMG; \$77,500 CI
3008	Discretionary Fund	299,844	305,847	6,003	2%	\$250k FY15/16; \$55,847 roll over if not used in FY14/15
3009	Health Insurance	250,000	250,000	0	0%	SKIP
3010	Co-sponsor Conferences/Grantwriting	50,000	50,000	0	0%	
3011	School Readiness Grants	160,000	190,000	30,000	19%	Pre-K Academies
3012	Pre-Natal Grants	35,000	35,000	0	0%	SCBH (BabyFirst under Interfund Services)
3014	Early Mental Health Grants	1,060,282	1,060,000	(282)	0%	PEAK
3015	Parent Education Grants	204,173	204,173	0	0%	CNP & FFSUSD
3016	SR Family Support Grants	688,079	688,079	0	0%	FRCs
3018	Child Care Grants	598,980	516,480	(82,500)	-14%	Cares Plus; HS wrap-around; CSP transition to CQSS
3051	Data Collection/Evaluation	170,000	170,000	0	0%	ASR & Persimmony
3053	Community Engagement	88,000	88,000	0	0%	
3054	First 5 Futures	172,393	179,724	7,331	4%	Total \$352K; \$180 in Sal/Bene
3690	Interfund Services	0	45,000	45,000		office space lease moved from rents & leases 2295
3691	Interfund Services - Acctg & Audit	37,018	35,000	(2,018)	-5%	
3692	Interfund Services - Legal Services	17,500	17,500	0	0%	
3694	Interfund Services - Professional	1,514,761	1,514,761	0	0%	H&SS CWS/Prenatal/EPSTDT & Storage
3695	Interfund Svcs - Materials	1,000	200	(800)	-80%	Adjusted based on prior years usage
3696	Interfund Services -Small Projects	200	1,500	1,300	650%	Adjusted based on prior years usage
3697	Interfund Svcs - Postage	2,000	1,000	(1,000)	-50%	Adjusted based on prior years usage
3698	Interfund Services - Labor	500	500	0	0%	
3710	County Administrative Overhead	0	58,511	58,511	#DIV/0!	county assigned cost A-87
	<b>TOTAL</b>	<b>5,449,730</b>	<b>5,588,775</b>	<b>139,045</b>	<b>3%</b>	

<b>Subobjects 5000 - Other Financing Uses</b>						
5040	Trans Out-POBs	35,795	32,796	(2,999)	-8%	county assigned cost
	<b>TOTAL</b>	<b>35,795</b>	<b>32,796</b>	<b>(2,999)</b>	<b>-8%</b>	

	<b>TOTAL EXPENSES</b>	<b>6,785,579</b>	<b>6,814,382</b>	<b>28,803</b>	<b>0.42%</b>	
<b>Subobjects 9400 &amp; 9500 - Revenues</b>						
9401	Interest Income	24,849	32,060	7,211	29%	Interest increase to 0.4%
9569	State - Other	3,246,085	3,311,173	65,088	2%	Prop 10 revenue
9652	Admin Overhead	5,858	0	(5,858)	0%	A-87 Revenue
9591	Other Revenue	241,313	241,313	0	0%	F5CA match programs
9690	Interfund Svcs Provide - County	600,000	600,000	0	0%	MHSA PEI funding increase
9703	Misc Revenue	0	20,000	20,000	#DIV/0!	PKBC/donations; small grants
	<b>TOTAL REVENUES</b>	<b>4,118,105</b>	<b>4,204,546</b>	<b>86,441</b>	<b>2%</b>	

**First 5 Solano Children and Families Commission**  
**LONG TERM FINANCIAL PLAN UPDATE**  
**Model Revision March 2015**

CATEGORY	FY2012-2015 Funding Cycle			FY2015/16 and Beyond		
	Y1	Y2	Y3	Y4	Y5	Y6
	Actuals FY2012/13	Actuals FY2013/14	Budgeted FY2014/15	Proposed FY2015/16	Projection FY2016/17	Projection FY2017/18
<b>REVENUE</b>						
<b>Fund Balance (Beginning)</b>	<b>12,837,121</b>	<b>11,718,955</b>	<b>10,397,379</b>	<b>8,014,881</b>	<b>5,744,324</b>	<b>3,346,295</b>
Tobacco Tax - Prop 10	3,589,748	3,574,734	3,246,085	3,311,173	3,222,514	3,141,781
Interest	72,673	44,867	24,849	32,060	22,977	13,385
Matching Funds	622,107	718,251	841,313	841,313	600,000	-
Other	106,420	40,154	5,858	20,000	-	-
Unexpended funds returned to LTFP	-		284,979	339,279	340,719	329,212
<b>TOTAL REVENUE</b>	<b>4,390,948</b>	<b>4,378,006</b>	<b>4,403,084</b>	<b>4,543,825</b>	<b>4,186,210</b>	<b>3,484,378</b>
<b>Total Available Resources</b>	<b>17,228,069</b>	<b>16,096,961</b>	<b>14,800,463</b>	<b>12,558,706</b>	<b>9,930,534</b>	<b>6,830,673</b>
<b>APPROPRIATIONS</b>						
<b>Program</b>						
Salaries and Benefits	433,884	502,378	530,610	512,414	454,967	454,967
Services and Supplies	14,922	11,434	29,470	53,370	83,715	83,715
Priority 1 - Health and Well Being	2,286,229	2,261,992	2,671,337	2,671,055	2,671,406	2,671,406
Priority 2 - Early Care & Education	642,418	721,726	758,980	706,480	706,658	706,658
Priority 3 - Family Support & Parent Ed.	1,078,663	1,082,292	1,080,208	1,080,208	1,080,208	1,080,208
Priority 4 - First 5 Futures	252,182	191,120	352,000	352,000	352,000	352,000
Other	168,996	192,157	537,844	678,847	476,497	476,497
Evaluation & Data Collection	149,600	168,996	170,000	170,000	170,000	170,000
<b>Total Program</b>	<b>5,026,894</b>	<b>5,132,095</b>	<b>6,130,449</b>	<b>6,224,374</b>	<b>5,995,451</b>	<b>5,995,451</b>
<b>Administrative</b>						
Salaries and Benefits	297,132	339,131	373,440	339,777	335,698	335,698
Services and Supplies	92,025	128,244	233,725	147,770	177,138	177,138
Other	93,063	100,112	47,968	102,461	75,952	75,952
<b>Total Administrative</b>	<b>482,220</b>	<b>567,487</b>	<b>655,133</b>	<b>590,008</b>	<b>588,788</b>	<b>588,788</b>
<b>Administrative Percentage</b>	<b>9%</b>	<b>10%</b>	<b>10%</b>	<b>9%</b>	<b>9%</b>	<b>9%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>5,509,114</b>	<b>5,699,582</b>	<b>6,785,582</b>	<b>6,814,382</b>	<b>6,584,239</b>	<b>6,584,239</b>
Net Increase/Decrease	(1,118,166)	(1,321,576)	(2,382,498)	(2,270,557)	(2,398,029)	(3,099,861)
<b>Fund Balance (Ending)</b>	<b>11,718,955</b>	<b>10,397,379</b>	<b>8,014,881</b>	<b>5,744,324</b>	<b>3,346,295</b>	<b>246,434</b>

<b>Assumptions:</b>	Prop 10 revenue estimates by BOE Expenditures continue at currently funded level First 5 CA match partially secured through FY2015/16 MHSA matching funds secured through FY2016/17
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# First 5 Solano Children and Families Commission

Fiscal Year 2015/16  
Budget Presentation

March 3, 2015

## FY2015/16 Budget Presentation Overview

### ▶ **Motions:**

- A: Consider approval of the First 5 Solano FY2015/16 Proposed Budget
- B: Consider approval of allocations of funding of up to \$2,936,560 for a one year extension of current grantees as listed in the staff report

- ▶ Provide context for strategic planning and upcoming funding decisions

## Budget Process

- ▶ Proposed FY2015/16 Budget submitted February 27, 2015 as part of the overall County Budget process
- ▶ Commission approves budget March 3, 2015
- ▶ Supplemental budget due May 2015 (Optional)
- ▶ Incorporated in County Budget June 2015
- ▶ Funds assigned to County Reserve cannot be accessed once the Budget is approved

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## Budget Assumptions

- ▶ Proposition 10 tobacco tax revenues and reserves available as projected
- ▶ First 5 California meets its match obligations for CARES Plus; provides funding opportunity for CQSS
- ▶ Proposition 63 (MHSA/PEI) funds available as projected
- ▶ The State and Federal Budgets do not significantly impact overall County, school, and community services, and in turn impact First 5 Solano and its grantees

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## FY2015/16 Budget Components

### Revenues

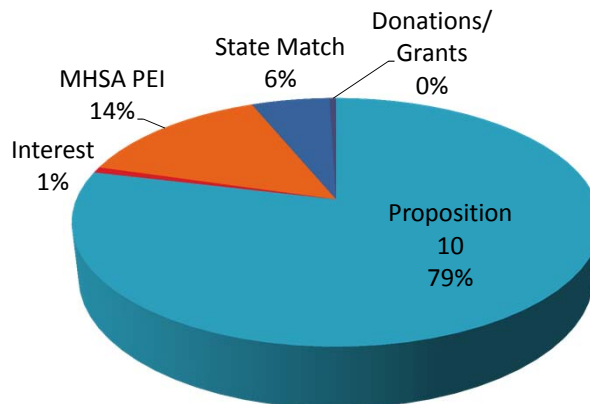
- ▶ Proposition 10 State Disbursement
- ▶ State Match Funds
- ▶ Interest Income
- ▶ MHSA/PEI Funds
- ▶ Donations/Grants

### Expenditures

- Program
- Administration
- Evaluation

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## FY2015/16 Projected Revenue



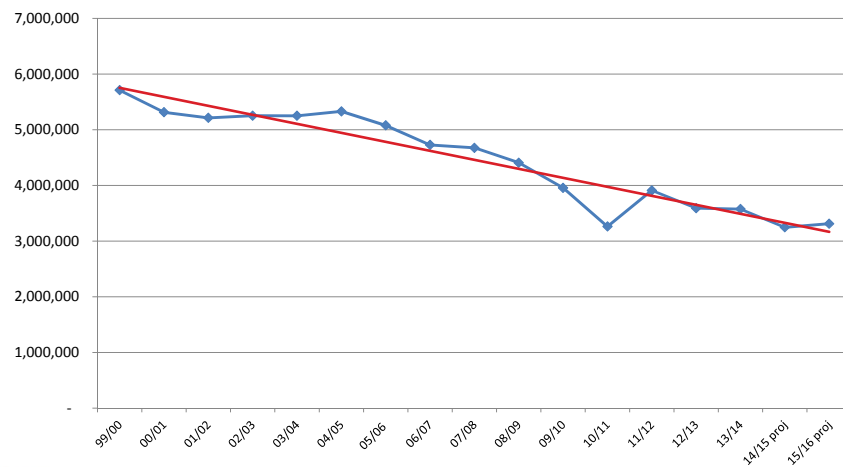
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## FY2015/16 Projected Revenue

- ▶ Adjustment in Prop 10 revenue projections
  - Estimated 2% increase over FY14/15 *budgeted* based on recent BOE projections
- ▶ Maintain MHSA/PEI revenue
- ▶ Increased interest income
  - County pool expecting 0.4% yield
- ▶ State match revenue stable for CARES Plus
- ▶ New state match opportunity for CQSS (replacing CSP)

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## Prop 10 Revenue Over Time

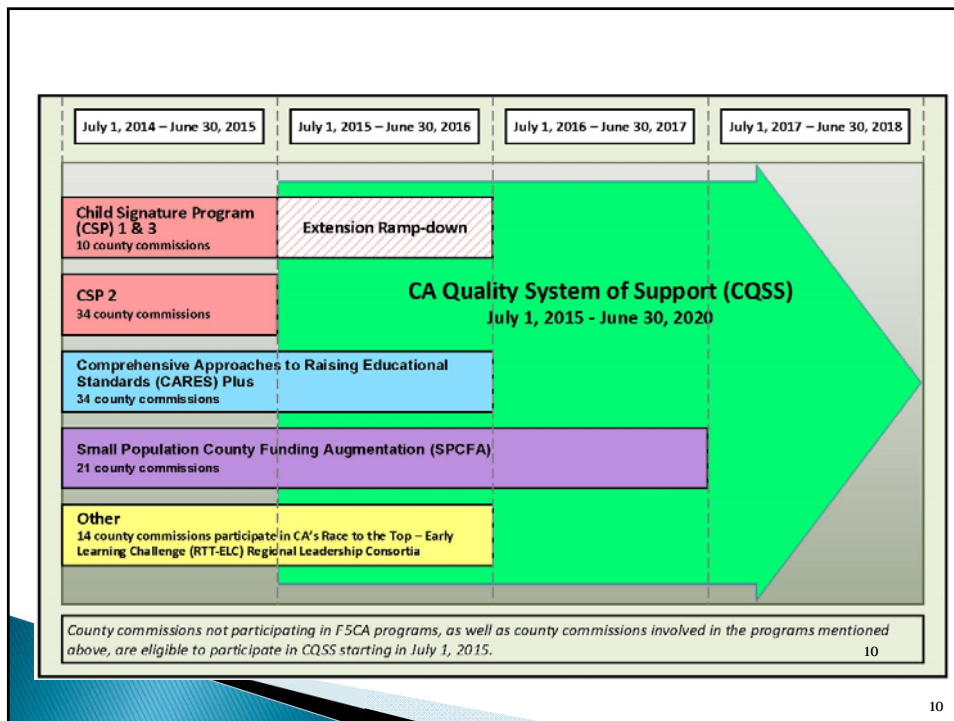


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## California Quality System of Support

- ▶ First 5 CA transition of CARES Plus and CSP
- ▶ Align with state and federal direction
- ▶ Focus on Early Learning and Development System through implementation of the QRIS
- ▶ F5CA staff recommending up to \$190 million over the proposed term of the CQSS Initiative (FY2015/16–FY2019/20)

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QRIS Core Areas	Comprehensive Early Childhood System			F5CA Current Programs	
	Early Learning & Development	Child Health	Family Support & Strengthening	CARES Plus	CSP
<b>Child Development &amp; School Readiness</b>	X	X	X		X
Observational Assessments & Learning Foundations	✓	✓	✓		✓
Developmental & Health Screenings	✓	✓	✓		✓
Social Emotional Development	✓	✓	✓	✓	✓
Health, Nutrition, & Physical Activity	✓	✓			✓
<b>Teachers &amp; Teaching</b>	X	X	X	X	X
Education & Professional Development	✓	✓	✓	✓	✓
Effective Teacher-Child Interactions	✓	✓		✓	✓
<b>Program &amp; Environment</b>	X	X	X		X
Director Qualifications & Professional Development	✓	✓	✓	✓	
Leadership & Program & Business Administration	✓		✓		
Environment	✓	✓	✓		✓
Family Engagement & Strengthening	✓	✓	✓		✓

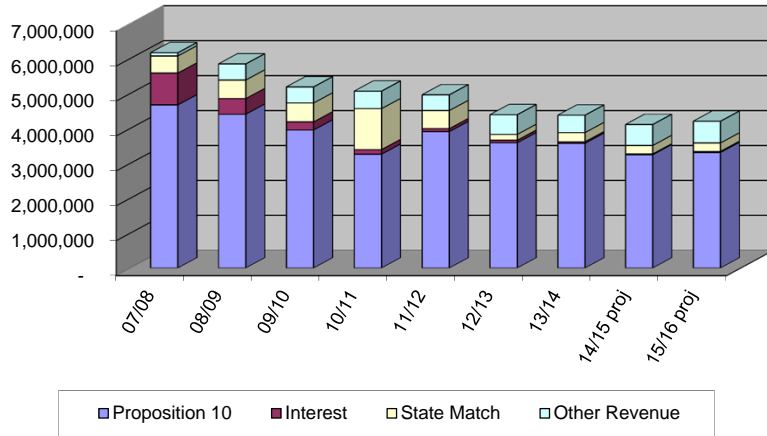
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## FY2015/16 Projected Revenue

Proposition 10 State Disbursements	+	\$3,311,173
Interest Income	+	32,060
MHSA/PEI Funds	+	600,000
State Match Revenue	+	241,313
Donations/Small Grants	+	20,000
FY2015/16 Revenue Budget	=	4,204,546
FY2014/15 Revenue Budget	-	4,118,105
2% Revenue Increase	=	86,441

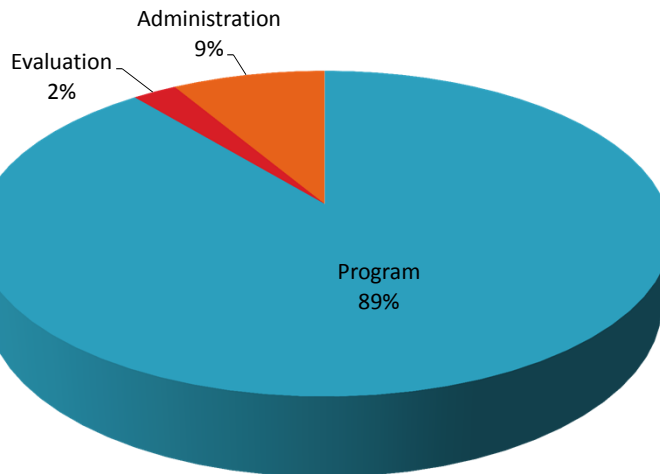
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## Revenue Over Time



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## FY2015/16 Projected Expenditures



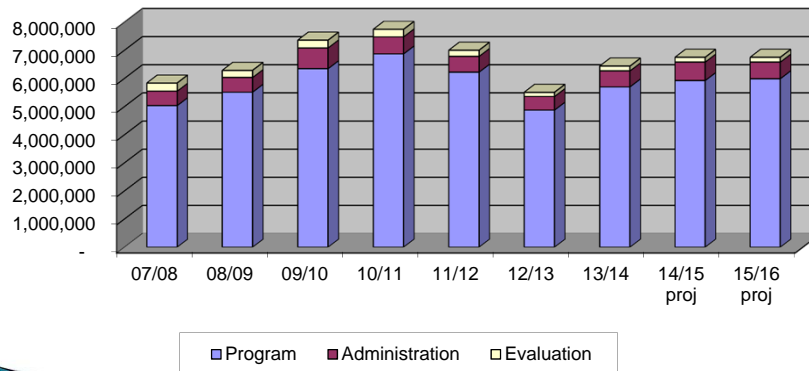
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## FY2015/16 Expenditures

Program Expenditures	+	\$6,179,374
Evaluation & Data Collection Expenditures	+	170,000
Administrative Expenditures	+	590,008
FY2015/16 Expenditure Budget	=	\$6,814,382
FY2014/15 Expenditure Budget	-	6,785,579
0.4% Expenditure Increase	=	\$28,803

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## Expenditures Over Time



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## FY2015/16 Grants for Reallocation

Initiative	Grantee/Program	Amount
Prenatal Services	BabyFirst; SKIP	\$1,061,185
Family Support Services	6 FRCs; Heather House; H&SS PHN/CWS; Coordination	688,079
Parent Education Services	CNP; SPACE	204,173
Children's Health Insurance	SKIP	250,000
Early Childhood Education	CARES Plus; Head Start	275,167
Collaboration	HMG	100,000
Data/Evaluation	Persimmony; ASR	170,000

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## FY2015/16 Grants Previously Allocated

Initiative	Grantee/Program	Amount
Early Childhood Mental Health	PEAK; EPSDT	\$1,359,870
Pre-K Academies	TBD	190,000
Collective Impact/ Strategic Planning	HTA; TBD	100,000

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## FY2015/16 Internal Programs

Description	Amount
Discretionary Fund	305,847
Co-Sponsorship of Conferences/Training	50,000
Community Engagement Activities	102,000
First 5 Futures	352,000

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## Community Engagement

Description	Amount
Undergraduate College Intern	14,000
Community Engagement Fund Grants	7,000
April Children's Month Grants	3,000
Parent Information Calendar-New Print	25,000
Kit for New Parent Customization	7,000
Event Partnerships	12,000
Promotional Materials	14,000
Messaging	20,000
<b>Total Community Engagement Budget</b>	<b>\$102,000</b>

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## First 5 Futures

Description	Amount
Executive Director @ 0.25 FTE	39,291
Manager @ 1.0 FTE	116,002
Graduate-Level Intern	17,207
Memberships – Business Groups	1,000
Memberships – Grantmaker Organizations	5,000
Event Sponsorship	7,500
Leveraging Funds (PKBC and Business Engagement)	60,000
Grantwriting Funds (Commission and grantee)	75,000
Professional Services	15,000
Training, Travel & Operations	16,000
<b>Total First 5 Futures Budget</b>	<b>\$352,000</b>

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## Program Staffing/Operations

<b>Program</b>	
4.8 FTE Staff & 3 EH Interns	661,900
<b>Administration</b>	
2.2 FTE Staff & 1 EH Office Assistant	329,771
<b>Total Staffing</b>	<b>991,671</b>

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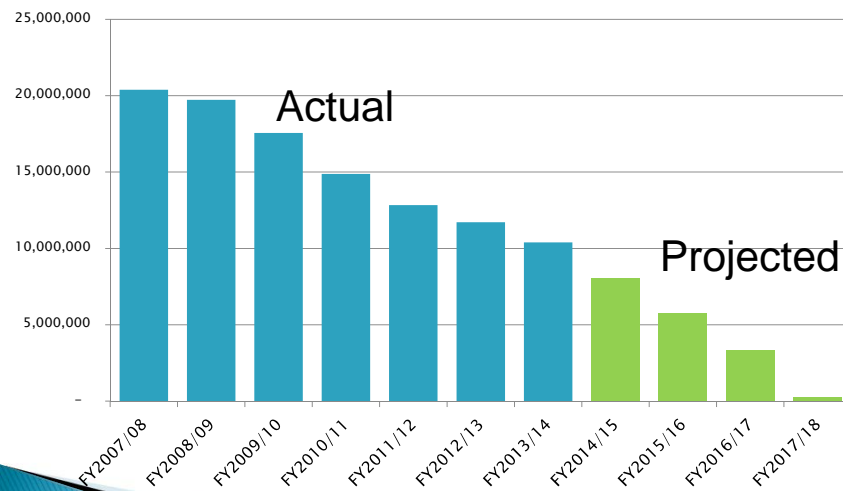
## Projected Fund Balance\*

\*Based on Long Term Financial Plan Model

FY2013/14 Projected Fund Balance	=	10,397,379
FY2014/15 Projected Revenues	+	4,403,084
FY2014/15 Projected Expenditures	-	6,785,582
FY2014/15 Projected Fund Balance	=	8,014,881
FY2015/16 Projected Revenues	+	4,543,825
FY2015/16 Projected Expenditures	-	6,814,382
FY2015/16 Projected Fund Balance	=	5,744,324

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## Fund Balance



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## FY2015/16 Budget Next Steps:

- Approve FY2015/16 Budget
- Implement Additional Year of 2012–2015 Program Investment Plan
- Deploy Discretionary Fund
- Continue implementation of special program funds:
  - First 5 Futures; Community Engagement; Co-Sponsorship
- Plan for funding beyond FY2015/16

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## Questions?



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CHILDREN ARE OUR BOTTOM LINE

**DATE:** February 24, 2015  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Chereilyn Hunt, Child Care and Community Engagement Program Manager  
**SUBJ:** Awards of Funding for Pre-Kindergarten Academies

**Motions:**

- A. **Consider approval of awards of funding of up to \$139,836 in response to Request for Applications #2015-01 for 2015 Pre-Kindergarten Academy services as follows:**
1. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Benicia Unified School District
  2. Up to \$39,888 for 4 Pre-Kindergarten Academy sessions to Fairfield Suisun Unified School District
  3. Up to \$10,000 for 1 Pre-Kindergarten Academy session to River Delta Unified School District
  4. Up to \$39,948 for 4 Pre-Kindergarten Academy sessions to Travis Unified School District
  5. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Vacaville Unified School District
  6. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Circle of Friends Child Development Center (Fairfield)
  7. Up to \$10,000 for 1 Pre-Kindergarten Academy session to World Changers Academy-Miracle Christian Worship Center (Dixon)
- B. **Consider approval of a sole source award of funding of up to \$50,000 to Vallejo City Unified School District for 5 Pre-Kindergarten Academy sessions**  
*(Motions A & B Source of funding: \$190,000 Per-Kindergarten Academy Allocation)*
- C. **Consider approval of additional award of funding of up to \$49,860 to Fairfield Suisun Unified School District for 5 additional Pre-Kindergarten Academy sessions**  
*(Motion C Source of funding: FY2014/15 Discretionary Fund)*

**Summary/Discussion:**

The Commission's 2012-2015 Program Investment Plan allocated \$80,000 toward Pre-Kindergarten Academies. At the January 13, 2015 Commission Meeting the Commission allocated an additional \$110,000 for 2015 Pre-Kindergarten Academies for a total of \$190,000 for this effort. Request for Applications (RFA) #2015-01 was released January 15, 2015 with applications due February 18, 2015.

There were eight initial applicants requesting a total of \$209,668 in response to RFA #2015-01 for 2015 Pre-Kindergarten Academy Services. The applicants represented all cities in the County except Vallejo. A ninth application was received from Vallejo after the deadline for applications closed.

The applications included a variety of types of programs (school districts and child care centers) and many of the proposals included in-kind services that increase the value and quality of services beyond the funds requested from First 5 Solano.

Overall, complete applications were on target to provide services that are in line with the curriculums of the applicable school districts, met outreach and parental engagement targets and included enrichment activities to enhance the children's pre-kindergarten experience. In addition, applicants that proposed starting their Pre-K Academy sessions early in the summer included plans to encourage and support parents in continuing skill building activities through the summer.

**Options and Review Panel Recommendations:**

A Review Panel consisting of First 5 Solano staff, as well as early learning experts from within and outside the county, read and assigned preliminary scores to all the applications. The Review Panel met via teleconference to finalize their scores and rankings. Based on the funding available, the Review Panel developed three recommendations for the Commission’s consideration (See also table below):

1. The first recommendation funds six of the eight initial applicants at the amounts they requested. In addition, the recommendation includes funding the seventh applicant, Fairfield Suisun Unified School District, for 4 out of the 10 requested sessions. The last applicant was not recommended for funding.
2. The second recommendation is to provide a sole source contract to Vallejo City Unified School District whose application came in after the RFA had closed. While the application could not be considered during the normal review panel process as part of RFA #2015-01, VCUSD expressed interest and has a program plan to provide 5 sessions in one of the neediest areas of the county.
3. The final recommendation is to further fund Fairfield Suisun Unified School District for up to 5 additional sessions by accessing \$49,860 out of the FY2014/15 Discretionary Fund. This brings the total number of sessions for FSUSD to 9 out of the 10 requested.

The table below details the recommendations:

<b>Application</b>	<b># of Sessions Requested</b>	<b># of Children</b>	<b>Amount Requested</b>	<b># Sessions Recommended</b>	<b>Proposed Award</b>
Travis Unified School District	4	96	\$39,948	4	\$39,948
Vacaville Unified School District	2	60	\$20,000	2	\$20,000
Rio Vista Unified School District	1	40	\$10,000	1	\$10,000
Benicia Unified School District	1	24	\$10,000	1	\$10,000
World Changers Academy	1	24	\$10,000	1	\$10,000
Circle of Friends	1	24	\$10,000	1	\$10,000
Fairfield-Suisun Unified School District	10	240	\$99,720	Total: 9 <i>Motion A: 4 sessions Motion C: 5 sessions</i>	\$89,748 <i>Motion A: \$39,888 Motion C: \$49,860</i>
Solano Napa Licensed Family Childcare Association	1	24	\$10,000	0	\$0
Vallejo City Unified School District	Sole Source			5	\$50,000
Total:	21	532	\$209,668	24	\$239,696

In addition to the funding recommendations, the Review Panel expressed concern with several of the candidates related to the extensive academic curriculum proposed. They recommend that staff orientations for funded partners include information regarding early childhood development of for pre-school aged children, and that Pre-K Academies activities include both academic and social emotional development activities.

**Next Steps:**

Once the Commission makes a determination of the proposed recommendations and approves awards of funding, the next steps include:

- Contract development and negotiations
- Finalization of budgets, scopes of work and evaluation plans
- Submission of all required documentation, such as proof of insurance
- Approval of County Counsel
- Approval of Contracts by the County Administrator or Board of Supervisors<sup>1</sup>

These activities will take place over the next two months and will be approved on a flow basis in order for grantees to begin outreach activities.

***Note: All awardees will be notified that the award of funds by the Commission does not constitute approval to move forward with their Proposals and that contracts for services must be successfully negotiated and executed before work can begin. Furthermore, no funds may be expended prior to the execution of contracts approved by County Counsel and the County Administrator.***

Attachment A: Discretionary Fund Tracking

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<sup>1</sup>The Board of Supervisors delegates signature authority to the County Administrator for contracts less than \$50,000.



**First 5 Solano  
Discretionary Fund Tracking**

Attachment A

Discretionary Fund Allocation		2012/13	2013/14	2014/15	Total 2012-2015
Beginning Balance		250,000	250,000	250,000	750,000
Roll Forward		-	3,989	63,208	
<b>Annual Funding Allocation</b>		<b>250,000</b>	<b>253,989</b>	<b>313,208</b>	<b>750,000</b>
<b>Discretionary Fund Deployment</b>	Authorized				
<i>Child Signature Project Site Grants</i>	<i>May 2012</i>	(150,000)			(150,000)
<i>Art for Kids/Parent Education</i>	<i>Jun 2012</i>	(9,638)			(9,638)
<i>Children's Network Data System Support</i>	<i>Aug 2012</i>	(16,865)			(16,865)
<i>Child Signature Project Site Grants</i>	<i>Jan 2013</i>		(99,000)	(62,500)	(161,500)
<i>2013 Pre-K Academy Expanded Sessions</i>	<i>Mar 2013</i>	(69,508)			(69,508)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Dec 2013</i>		(42,645)		(42,645)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Mar 2014</i>		(58,136)		(58,136)
<i>Transition to Permanent Housing</i>	<i>Mar 2014</i>			(75,000)	(75,000)
<i>Child Signature Project Site Grants (Correction)</i>	<i>May 2014</i>		9,000	(12,500)	(3,500)
<i>275 Beck Ave Improvements</i>	<i>Oct 2014</i>			(45,000)	(45,000)
<i>2015 Pre-K Academy Expanded Sessions</i>	<i>Jan 2015</i>			(62,197)	(62,197)
<i>2015 Pre-K Academy Expanded Sessions</i>	<i>PROPOSED</i>			(49,860)	(49,860)
<b>Discretionary Fund Remaining Balance:</b>		<b>3,989</b>	<b>63,208</b>	<b>6,151</b>	<b>6,151</b>



CHILDREN ARE OUR BOTTOM LINE

**DATE:** February 24, 2015  
**TO:** First 5 Solano Commission  
**FROM:** Marisela Barbosa, Committee Chair  
By Ciara C. Gonsalves, SPC Staff  
**SUBJ:** **Systems and Policy Committee Meeting Staff Report**


**Planning for 2016 and Beyond**

**Review Results of the Strengths, Weaknesses, Opportunities, Challenges (SWOC) Analysis and conduct a SWOC exercise with the First 5 Solano Children and Families Commission.** Dr. Lori Allio, Hatchuel, Tabernik, and Associates (HTA), will share the analysis of approximately a dozen SWOC interviews with leaders from the four system areas of Health, Education, Basic Needs, and Child/Family Safety Stakeholders along with the synthesis of SWOC input gathered at a number of other meetings. Dr. Allio will invite the Commissioners to participate in a SWOC analysis for First 5 Solano, considering our own Strengths, Weaknesses, Opportunities and Challenges. The use of a SWOC analysis will help the Commission to organize information and ideas, provide insight into opportunities and barriers that may be present, and identify strengths available that can be activated to seize opportunities and counteract barriers.

**Review the First 5 Solano Mission, Vision and Values.** Dr. Allio will also review with the Commission its Mission, Vision and Values statements for First 5 Solano Children and Families Commission. This review will provide the Commission with the opportunity to recommend any necessary changes to these core agency statements.

- Attachment A: SWOC Presentation
- Attachment B: SWOC Analysis
- Attachment C: Mission, Vision, Values Handout
- Attachment D: First 5 Solano Mission, Vision, Values

**HTA**



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**SWOT Analysis  
Strengths, Weaknesses,  
Opportunities and Threats (Challenges)**

**First 5 Solano Children and Families Commission  
Strategic Planning  
March 2015**

Presented by: Dr. Lori Allio, HTA

**HTA**

**Background**

Key Informant interviews with experts in:

- Health
- Basic needs
- Family and child safety
- Education

All key informants had deep experience in Solano County.

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# HTA

## Why do SWOT Analysis?

- To inform later steps in planning
- To systematically surface resources, strategic openings, and barriers
- To support the analysis of whether a particular goal or objective is attainable

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# HTA

## SWOT Framework

- Strengths: Internal to the system- what are its strengths
- Weaknesses: Internal to the system what are its weaknesses
- Opportunities: Outside of the system (policy, collaborations, funding, etc.) what are opportunities?
- Threats (Challenges): Outside of the system (policy, collaboration, funding, etc.) what are the threats/challenges/barriers?

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**HTA** **Strengths**

Education

- All districts are doing something that goes beyond traditional academic models
- Given the diversity of locations in the county, it is difficult to have any one program that is county-wide
- Programs are customized to each district
- Some linkage between ECE and schools

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**HTA** **Strengths**

Basic Needs

- All FRCs provide family support and parent education
- Degree of flexibility in the county about being able to respond to fluctuating basic needs
- Coordination is happening across some areas of basic needs in some locations (homelessness, food distribution)

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# HTA

## Strengths

### Safety

- Community is important resource in child abuse prevention
- Many partnerships around CWS
- Policing and Safety:
  - PAST - work in silos
  - CURRENT - child welfare, education, probation, police all understand collaboration value
- Many projects require groups to work together
- More understanding of impacts of trauma on children

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# HTA

## Strengths

### Health

- 97% Insured rate – one of the highest in California
- Some school based clinics
- Pediatricians at clinics see screenings as part of their role
- Solano clinics use a patient centered model
- Using evidence-based programs such as Nurse Family Partnership
- Clinics have pediatric medicine and they have good pediatricians in the clinics

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# HTA

## Weaknesses

### Education

- Lack of resources
  - Kindergarten and preschool articulation
  - Preschool teacher training
  - Full day child care and preschool
  - Parent training
  - Quality programs at capacity – children wait listed
- County resources don't always meet variety of needs
- Leadership needed to direct new federal/state dollars to achieve most good
- Solano County has less and less access to subsidized child care
  - State has formulas focused on need, but nobody is applying for funds, therefore the gap increases over time
  - Lack of knowledge with contractors – don't know how to manage a contract with department of education

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# HTA

## Weaknesses

### Basic Needs

- Lack of resources
  - Overall loss of funding
  - Fewer resources at FRCs
  - Lack of affordable housing
  - Lack of temporary shelters or semi-permanent housing that keeps families together
- More partnerships and working relationships could be created with the County
- Strained families because of finances - jobs that parents have don't pay enough to take care of the family
- Overall accessibility and making sure that the community knows how to access services

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HTA
Weaknesses

Safety

- Lack of resources
  - Foster care homes
  - Substance abuse services
  - Mental health services
  - Basic needs
- Transitioning of children in foster care and kinship care can be challenging
- Safety varies dramatically between communities

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HTA
Weaknesses

Health

- Lack of resources
  - Appropriate language accessibility
  - Wait lists for services
  - Substance abuse services
  - Mental health services
  - Outreach to special populations
- Some inefficiency in the County's ability to coordinate - Sometimes we give too many services or not enough to families
- Gap in diagnosis and service related to drug exposure and fetal alcohol
- Mental health services are not as developed as they should be
- Recession recovery is ongoing - are just now able to put resources back into the community but is slow-paced
- Limited geographic access: need for additional resources or hubs that correspond to need

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# HTA

## Opportunities

### Education

- Transitional Kindergarten: sets aside resources for professional development and training could be accessed
- Professional development resources across districts
- Reauthorization of Child Care And Development Block Grants (CCDBG)
- Cities in Solano are the right size to build solid infrastructure for families
- Community schools strategies in more districts could integrate mental and physical health and other services at the site
- Local Planning Council received funds for TK teacher training
- QRIS: First 5 CA Commission providing possible funding
- Cross sector partnerships offer an opportunity for community partners to support the schools, e.g. in after school programs
- Through the Career Pathways Grants districts are connecting to industries to move into the 21st century

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# HTA

## Opportunities

### Basic Needs

- Vocational programs that lead to sustainable employment for parents
- Educators are looking to the WIB. Corporate interests are looking to the schools
- The community schools model can reach more partners
- Holistic basic needs system and a comprehensive conversation
- Transportation

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# HTA

## Opportunities

### Safety

- Probation is investing in their clients in a way they never have
- Clients of parole benefit from a partnership with H&SS and they refer them to parent classes
- Improved educational opportunities for GED and high school completion for those in the justice system; incorporating education services through the system
- Child welfare and foster care/kinship has opportunity to further build out collaboration
- Police departments building relationships to positively impact kids

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# HTA

## Opportunities

### Health

- Dual generation treatment approaches
- More programs that serve pregnant and parenting teens
- Upstream work is important: look at the social and environmental determinants of health
- There are many opportunities for public health to partner
- More school based clinics
- Dental referrals at the school site

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# HTA

## Threats (Challenges)

### Education

- The state identifies areas of unmet need, but they don't fund counties according to that formula
- The only funding through prop 98 is state preschool and that was where the expansion was this year
- How to build resources of 0-3s when only new money is for 4s
- Preschool suspension is a rising phenomenon – lack of staff training
- Parents don't know how to ask for what their child needs
- Labels/Stigma
- Parents need to be more technology savvy

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# HTA

## Threats (Challenges)

### Basic Needs

- Lack of sufficient coordination with others and shared resources to address need

### Safety

- System is pressed by new requirements and expanded role without sufficient funds
- Trauma informed care and approaches needed

### Health

- Treat the individual child *paradigm* vs. treat the parent and child

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HTA

## The One Thing...

**(that would make young children better off in Solano County)**

- EARLY intervention
- Parents have information BEFORE child is born
- Children have a SAFE and STABLE place to live
- Children READY to enter school and they receive a quality EARLY EDUCATION
- EDUCATION is key to the future
- Address systemic nature of POVERTY
- Mandatory QUALITY preschool
- PARENT SUPPORTS and education

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## Strengths, Weaknesses, Opportunities, Challenges

The exploration of Strengths, Weaknesses, Opportunities, and Challenges (SWOC) is a powerful tool for planning. This tool opens up conversations about the current work of the First 5 Solano Commission and what supportive relationships, key opportunities, and important barriers are found in the environment surrounding the Commission.

This SWOC exercise will begin with a sharing out the SWOC summary gathered from interview data regarding the systems the touch on young children and their families. Results from approximately a dozen interviews will be shared. The Commission will then be asked to focus in on their own existing work and finally to identify opportunities and challenges they see around them.

This exercise will utilize a simple graphic template to facilitate the conversation.

Strengths	Weaknesses
Opportunities	Challenges

# Mission, Vision, and Values Statements

There is a clear distinction between organizational Vision, Mission and Values statements – Vision lets you soar, Mission gives you direction. Values help to create alignment with your community and recruit others to your cause. Vision, Mission, and Values statements lay the foundation for developing the goals, objectives and workplan for your organization or program.

*“I Have a Dream...”  
Dr. Martin Luther King*

## The Vision Statement

The **Vision statement** is an opportunity to describe how you visualize the results of your hard work. It should be expansive and idealistic; it should stimulate thinking, communicate passion and paint a graphic picture of what you want. It should galvanize people to join you in creating something wonderful.

*“It isn't sufficient just to want — you've got to ask yourself what you are going to do to get the things you want.” Franklin D. Roosevelt*

## The Mission Statement

The **Mission Statement** is a clear, concise statement of the essence of an organization. It should bring clarity and focus regarding how the activities of the organization are tied to a greater purpose.

### Elements of what the mission should say:

- WHAT functions the organization performs.
- For WHOM the organization performs them (customer base)
- HOW the organization fulfills those functions (primary methods for fulfilling purpose)
- WHY the organization does all of this (The latter gets to the very reason the organization exists and is sometimes connected to a broader ‘vision’.)

### Mission statements are important because they are a touchstone for:

- Guiding the development and growth of programs;
- Determining the optimal resource allocation; and
- Identifying the best strategies and direction for the future.

*“Be great in act as you have in thought.”  
William Shakespeare*

## The Values Statement

**Values Statements** usually include guiding concepts, beliefs and principles. Values are often unspoken, but in strong organizations they are articulated. This assists in defining organizational identity, aligning the work of leadership, staff, and supporters, and building strong relationships with those served.



## Mission – Vision – Values

### **Our Vision**

All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers, and communities.

### **Our Mission**

First 5 Solano Children and Families Commission is a leader that fosters and sustains effective programs and partnerships with the community to promote, support and improve the lives of young children, their families and their communities.

### **Core Values**

#### ***Collaboration***

We will model the spirit of collaboration through teamwork in our interactions with one another, community members and service providers.

#### ***Innovation***

We seek and embrace new ideas and ways of supporting services and building community capacity, considering the highest and best use of Commission resources to be leveraging funds to support system change.

#### ***Community Engagement***

We are accessible to our stakeholders and make every effort to incorporate community participation into policy and funding decisions.

#### ***Respect for Diversity***

We are committed to supporting families, children and organizations in ways that are respectful, inclusive and responsive to the community.

#### ***Advocacy***

We will use our unique role to build public support for policies and programs that benefit young children and their families.

#### ***Integrity***

We set and maintain the highest ethical and professional standards for our programs and ourselves.

#### ***Accountability***

We will establish goals for progressing toward our vision, define results for funded endeavors, measure and report our progress, and use what we learn to improve the lives of children and their families.

#### ***Sustainability***

We leverage our human and financial resources intentionally, to sustain our internal and external services and strengthen the early childhood system.



CHILDREN ARE OUR BOTTOM LINE

**SYSTEMS AND POLICY COMMITTEE**  
**February 3, 2015 3:00 – 4:30 PM**  
**601 Texas Street, Suite 210, Fairfield, CA 94533**

**AGENDA**

**CALL TO ORDER**

- I. Introductions, Public Comment, Commissioner Comments**
- II. Consent Calendar** **Action**
- A. Approve Agenda of February 3, 2015
  - B. Approve Minutes of December 9, 2014
  - C. Receive Commissioner Meeting Attendance Status Report
- III. Co-Sponsorship of Training and Conferences Fund Applications** **Action**
- Motion A:** Consider approval of a request from Solano Family and Children’s Services for an allocation of up to \$400 for two Child Care Resource and Referral staff to attend the First 5 California Child Health, Education, and Care Summit.
- Staff Recommendation: Approve*
- Motion B:** Consider approval of a request from Solano County Woman, Infant, and Children (WIC) for an allocation of up to \$3,000 for Lactation Consultation Education refresher courses.
- Staff Recommendation: Approve*
- IV. Planning for 2016 and Beyond** **Discussion**
- A. Review Mission, Vision, & Values Statements
  - B. SWOC Analysis
- Michele Harris, Executive Director and Lori Allio, Hatchuel, Tabernik, and Associates*
- V. Receive a First 5 Solano Staffing and Finance Update** **Information**
- Receive a report on First 5 Solano staffing and financials  
*Megan Richards, Deputy Director*
- VI. Receive a First 5 Futures update** **Discussion**
- Receive a report on First 5 Futures Business Engagement  
*Ciara Gonsalves, Policy & Fund Development Manager*
- VII. Future Agenda Items, Meeting Time, Date, and Location** **Information**
- Systems and Policy Committee March 10, 2015 3:00 – 4:30 PM  
601 Texas Street, Suite 210, Fairfield, CA.  
Future agenda items: First 5 Solano Budget and Staffing Update; Commissioner Meeting Attendance; First 5 Futures Update, Planning for 2016 and Beyond

**ADJOURN**

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**Vision:** All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities.

**Mission:** First 5 Solano Children and Families Commission creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities.



**First 5 Solano Children and Families Commission  
Systems & Policy Committee Meeting**  
February 3, 2015, 3:00 PM – 4:30 PM  
601 Texas Street, Suite 210, Fairfield, CA

**Minutes**

**I. Introductions, Public Comments, Commissioner Comments**

Commissioner Barbosa called the meeting to order at 3:05pm.

Committee Members present: Marisela Barbosa, Aaron Crutison, and Jay Speck (departed at 4:00pm)

First 5 Solano staff present: Michele Harris (Executive Director), Megan Richards (Deputy Director), Ciara Gonsalves (Policy and Fund Development Manager), Christiana Lewis (Office Assistant III)

Members of the public present: Lori Allio (Hatchuel, Tabernik, and Associates), Alyssa Perry (Women, Infants and Children), Debbi Davis (Children's Nurturing Project)

Public Comment: None

Commissioners' Comments: None

**II. Consent Calendar**

- A. Approve Agenda of February 3, 2015
- B. Approve Minutes of December 9, 2014
- C. Receive Commissioner Meeting Attendance Status Report

***Motion: Approve Agenda of February 3, 2015, approve minutes of December 9, 2014, and receive Commissioner Meeting Attendance Status Report.***

Moved by Commissioner Speck; Seconded by Commissioner Crutison  
Approved: 3-0-0

**III. Co-Sponsorship of Training and Conferences Fund Applications**

- A. Ms. Gonsalves recommended approval of a Co-Sponsorship request which comes from Solano Family and Children's Services for \$400. The funds would cover registration fees for two employees to attend the 2015 Child Health, Education, and Care Summit, which aligns with First 5 Solano's overall mission. Commissioner Speck asked if First 5 Solano has sponsored anyone for this summit in the past. Ms. Harris explained that in previous years First 5 Solano

announced the summit to all grantees and help sponsor anyone who was interested in attending.

***Motion A: Consider approval of a request from Solano Family and Children's Services for an allocation of up to \$400 for two Child Care Resource and Referral staff to attend the First 5 California Child Health, Education, and Care Summit***

Moved by Commissioner Speck; Seconded by Commissioner Crutison  
Approved: 3-0-0

B. Ms. Gonsalves presented the Co-Sponsorship request from Solano County Women, Infants, and Children (WIC). The request is for up to \$3,000 to sponsor new and refresher Lactation Educator Counselor training and will include the latest information and techniques for lactation specialists. First 5 Solano has funded this request in the past- most recently in 2014 for 28 new staff of WIC and other local lactation specialists. Commissioner Speck asked if this training was required for staff at WIC. Ms. Perry answered that it is not required, but is extremely helpful and management observes positive differences, such as comfort level and skill in supporting lactating mothers, in staff who have taken the training. The last training for all WIC staff was approximately five years ago. Commissioner Crutison asked how WIC plans to sustain staff education without this training. Ms. Perry said they currently hold monthly refreshers/meetings to keep their staff current and they would like to attend this or similar training every 5-6 years.

***Motion B: Consider approval of a request from Solano County Woman, Infant, and Children (WIC) for an allocation of up to \$3,000 for Lactation Consultation Education refresher courses***

***Amended Motion B: Consider approval of a request from Solano County Woman, Infant, and Children (WIC) for an allocation of up to \$3,000 for Lactation Consultation Education new and refresher courses***

Moved by Commissioner Crutison; Seconded by Commissioner Speck  
Approved: 3-0-0

#### **IV. Planning for 2016 and Beyond**

##### **A. Review Mission, Vision, & Value Statements**

Ms. Allio presented the activity that will take place at the March 2015 Commission Meeting regarding reviewing the current mission, vision, and value statements of First 5 Solano and asked the Commissioners if there are any changes or additions they would like to make.

Commissioner Barbosa asked Ms. Allio her opinion as to whether the statements accurately reflect First 5 Solano? Ms. Allio responded that the current statements were carefully thought out and may not need many modifications, however, it will be up to the Commission to decide if they reflect First 5 Solano's current work. Ms. Harris added that the important factor to remember is that Commission has changed since the implementation of these statements and perhaps there is a new mission to consider. Ms. Harris also asked that the Commissioners to also contemplate whether the core values are still relevant and/or complete.

## **B. SWOC Analysis**

Ms. Allio presented the graphic template which was used to collect input from different stakeholders on Strengths, Weaknesses, Opportunities, and Challenges. There are a small number of stakeholder interviews left. Once the interviews are complete, the information will be brought back to the Commission to review.

## **V. Receive a Staffing and Finance Update**

Ms. Richards reported that First 5 Solano is fully staffed. The mid-year budget projections have been submitted to the County Administrator's Office, and there is a projected 3% decrease in overall expenses due to various savings in salary, legal fees, and other small contract savings. Ms. Richards has begun preparing the FY2015/16 budget through the County budgeting process and will be bringing that to full Commission in March along with the allocations for the one year contract extensions.

## **VI. Receive a First 5 Futures Update**

Ms. Gonsalves presented part 1 of a 3 part review of the First 5 Futures Implementation and Fund Development Plan which looked at Business Engagement. Ms. Gonsalves recommended amending the original strategy to include First 5 Solano serving as a broker to leverage funds from corporate and business partners. Ms. Harris added that an important element to this strategy is not competing for funds with community partners, but if businesses did want to donate directly to First 5 Solano we would still accept the donation.

Commissioner Barbosa questioned the ability to sustain funding through this model, especially since building relationships take staff time and resources. Ms. Gonsalves said she would explore more options, including engaging larger businesses. Moving forward, First 5 Solano will use resources more effectively including using Help Me Grow as a streamlined approach to outreach. Commissioner Barbosa commented that she believes First 5 Solano's message is not very clear to the community and perhaps the Commission should work to narrow efforts. First 5 Solano should also focus on branding. Staff responded that this is being looked at through a revised Communications Plan that will be brought to Program and Community Engagement Committee next month.

## **VII. Future Agenda Items, Meeting Time/Date/Location**

Next Systems and Policy Committee March 10, 2015 3:00 – 4:30 PM, 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items: First 5 Solano Budget and Staffing Update; Commissioner Meeting Attendance; First 5 Futures Update, Planning for 2016 and Beyond

### **Adjourn**

Commissioner Barbosa adjourned the meeting at 4:12pm.

Christiana Lewis, Office Assistant III

Approved:



CHILDREN ARE OUR BOTTOM LINE

**Program & Community Engagement Committee Meeting**  
**February 18, 2015**  
**3:00 PM – 4:30 PM**  
**601 Texas Street, Suite 210, Fairfield, CA 94533**

**AGENDA**

**CALL TO ORDER**

- I. Introductions, Commissioner Comment, Public Comment**
- II. Consent Calendar** **Action**
  - A. Approve Agenda of February 18, 2015
  - B. Approve Minutes of December 18, 2014
- III. Receive a report and presentation from the Center for Youth Wellness: Findings on Adverse Childhood Experiences** **Discussion**  
*Stephan Betz, Director of Older Disabled Adult Services, Health & Social Services*
- IV. FY2014/15 Mid-Year Performance Report** **Information**  
Receive the FY2014/15 Mid-Year Performance Report  
*Megan Richards, Deputy Director*
- V. Compliance in Contracts Report** **Information**  
Receive an update on the BabyFirst Solano Program  
*Chris Shipman, Health and Well-Being Program Manager*
- VI. Community Engagement Activity Update** **Information**  
Receive a report on Community Engagement Activities  
*Cherelyn Ellington Hunt, Community Engagement and Early Education Program Manager*
- VII. Future Agenda Items, Meeting Time/Date/Location** **Discussion**  
The Program and Community Engagement Committee is scheduled to meet next on Thursday, February March 5, 2015, 2:00 PM, at 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items include: Compliance in Contracts Report, Community Engagement Activities, Communications Strategy and Action Plan.

**ADJOURN**

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**Vision:** All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities. **Mission:** First 5 Solano Children and Families Commission creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities.

**First 5 Solano Children and Families Commission  
Program & Community Engagement Committee Meeting  
February 18, 2015 3:00 PM – 4:30 PM  
601 Texas Street, Suite 210, Fairfield, CA**

**Minutes**

**I. Introductions, Public Comments, Commissioner Comments**

Commissioner Niedziela called the meeting to order at 3:05pm.

Committee Members present: Liz Niedziela and Erin Hannigan

First 5 Solano staff present: Michele Harris (Executive Director), Megan Richards (Deputy Director), Venis Boyd (Family Support Programs), Christine Shipman (Health Programs), Chereilyn Hunt (Early Childhood Education), Christiana Lewis (Office Assistant III), Ashley Forsyth (Intern)

Members of the public present: Stephan Betz (Former First 5 Solano Commissioner and Deputy Director of Health and Social Services), Elise Minor (Heather House)

Public Comment: None

Commissioners' Comments: None

**II. Consent Calendar**

A. Approve Agenda of February 18, 2015

**Motion: Approve Agenda of February 18, 2015.**

**Moved by Commissioner Hannigan; Seconded by Commissioner Niedziela**

**Approved: 2-0-0**

B. Approve Minutes of December 18, 2014

**Moved by Commissioner Hannigan; Seconded by Commissioner Niedziela**

**Approved: 2-0-0**

### **III. Receive a report and presentation from the Center for Youth Wellness: Findings on Adverse Childhood Experiences**

Mr. Betz presented data reported by the Center for Youth Wellness in California entitled, "A Hidden Crisis: Findings on Adverse Childhood Experiences in California". The report highlighted the consequences of adverse childhood experiences (ACEs) on individuals, families, and communities and aims to develop a comprehensive community approach to address ACEs among California youth. Mr. Betz reported there are 10 recognized ACEs which are categorized by (1) abuse, (2) neglect, and (3) household dysfunction. Currently, the City of Vallejo screens all school aged children against the 10 ACEs and all school teachers are informed and trained to identify behaviors in children caused by ACEs.

Commissioner Hannigan asked how the impact of addressing ACEs in schools can be sustained in the home life. Mr. Betz responded that overcoming and preventing ACEs requires a community approach in which parents are also educated on what it means to live a "trauma informed life". Mr. Betz pointed out that First 5 Solano has a unique window of opportunity to detect children affected by ACEs and begin addressing the impacts.

Commissioners Niedziela and Hannigan, and Ms. Harris invited Mr. Betz to present this information at the March 3, 2015 Commission Meeting.

### **IV. FY2014/15 Mid-Year Performance Report**

Ms. Richards reported that program grantees are overall meeting 80% of performance measures. Some unmet performance measures are due to annual reporting requirements; for example CARES participants will not receive a certificate or report the completion of a course until the end of the year. Other unmet performance measures are attributed to changes in scopes of work, staffing changes, and new contracts that began on September 1, 2014 (PEAK, Aldea, and Child Haven).

Commissioner Hannigan asked for clarification on the expectation of grantees meeting performance measures mid-year. Ms. Richards explained that generally the expectation for grantees is to meet at least half of the required performance measures by mid-year, unless the measure is reported annually. Any grantees that do not meet this expectation are further analyzed to determine the reason for the disparity. Currently, First 5 Solano expects all grantees to meet their performance measures in full by the end of the fiscal year.

Ms. Harris pointed out that second quarter data for The Heather House is missing and introduced Ms. Minor to clarify the circumstances. Ms. Minor explained that much The Heather House staff time is devoted to the current audit. Ms. Minor is also new to Heather House and is researching previous reporting practices of Heather House in order to provide First 5 Solano with the most accurate account of their performance measures.

## **V. Compliance in Contracts Reports**

Ms. Shipman stated that BabyFirst Solano continues to make progress in meeting their performance measures and meets regularly with First 5 Solano staff. BabyFirst Solano has met 35 of 37, or 95%, of their overall performance measures at the end of the second quarter. First 5 Solano fully anticipates that all performance measure will be on target to be met by the end of the third quarter.

## **VI. Community Engagement Activity Update**

Ms. Hunt reported that staff is working on updating the First 5 Solano Communications Plan which will help staff and Commissioners provide information to the community. The draft plan will be brought back to this committee in March.

First 5 Solano is also working on Event Collaboration with Help Me Grow Solano to streamline and maximize resources at community events. The goal is to utilize resources in a way that encourages effective participation and reduces duplication of outreach activities .

## **VII. Future Agenda Items, Meeting Time/Date/Location**

The Program and Community Engagement Committee is scheduled to meet next on Thursday, February March 5, 2015, 2:00 PM, at 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items include: Compliance in Contracts Report, Community Engagement Activities, Communications Strategy and Action Plan.

## **Adjourn**

Commissioner Niedziela adjourned the meeting at 4:00pm.

Christiana Lewis, Office Assistant III

Approved:



**DATE:** February 25, 2015  
**TO:** First 5 Solano Commission  
**From:** Michele Harris, Executive Director  
**SUBJ:** **Executive Director’s Report for March 2015**

**Information Items:**

**Early Learning Water Cooler Conference:** Several First 5 Solano staff are planning on attending the Early Learning Water Cooler conference March 23-24. The Water Cooler Conference improves and expands early care and education for California’s children by bringing together diverse stakeholders to build consensus for policy solutions that support the needs of children from birth to five. Their annual conference draws more than 500 education advocates that work collaboratively to elevate the needs of California’s youngest children to the forefront of policy decisions.

This year, the keynote speaker is Nobel laureate, Professor James Heckman, well known for the Heckman curve. His groundbreaking work with a consortium of economists, developmental psychologists, sociologists, statisticians and neuroscientists has shown that quality early childhood development heavily influences health, economic and social outcomes for individuals and society at large. Professor Heckman’s work has been widely described as providing some of the most impactful policy arguments for why local, state, and national leaders must prioritize and invest in early learning.



**Legislative Update:** Two legislative inquiries have been responded to in the last 2 months. They are as follows:

1. **Quality Child Care Legislative Submittal** - The Board of Supervisors endorsed the support of efforts around legislation to support and improve quality child care in Solano. During Solano County’s regular legislative conversations in Sacramento, Assemblymember Bonilla’s staff asked for additional information regarding the quality child care problem statement and proposed solution. Staff provided additional information to Bonilla’s office and regarding this issue and will report back should there be further action related to this effort.
2. **Kindergarten Readiness Assessment Legislative Discussion** – As a result of the Safety Net Summit on Poverty, Assemblymember Dodd’s staff person inquired about consistency with statewide Kindergarten Readiness Assessments. First 5 Solano staff as well as the Executive Director of the First 5 Association had an initial fact-finding meeting with Assm. Dodd’s staff person to provide additional information on this issue. Subsequently, First 5 Sonoma will be meeting with Dodd’s office to continue discussions on this issue.

**2<sup>nd</sup> Annual Children and Families Policy Forum:** The second-annual Children and Families Policy Forum was held on Saturday, February 21st. The program included two keynotes: Jennifer Primous and Ayesha Sultan who presented different views on why it is important to have youth at the table and to advocate for children. The program continued with four panel presentations focusing on the topics of child and youth safety, homeless youth, children's mental and behavioral health, and quality early care and education. For each focus area, two or three individuals shared their personal stories with the audience and legislators. The legislative panel was onstage to respond to these first-hand accounts, with the panel comprised of: Superintendent of Solano Schools Jay Speck; Senator Lois Wolk; Supervisors Linda Seifert and Jim Spering; Assemblymember Bill Dodd; and Chief Deputy District Attorney Sharon Henry. After each topic, legislators responded and prompted thought-provoking ideas and next steps.

**CSDA/CWDA Policy Symposium:** Megan Richards and I are scheduled to attend the 2015 CSDA/CWDA Policy Symposium on March 4, 2015. The Policy Symposium will feature dynamic topics presented by local, state and national leading child advocates representing a broad field of professions. Program topics include: Child Well-Being: A Perspective from State and Local Leaders, Obstacles and Opportunities: the Road Ahead, Increasing Parental Engagement: Creating Meaningful Outcomes, New Horizons: Leveraging New Opportunities, and Moving the Agenda Forward: A Time for Action and Results. We look forward to reporting back on this exciting event.

**Women's Policy Summit 2015:** Chris Shipman, Cherelyn Ellington and Venis Jones Boyd attend the Women's Policy Summit 2015. The Region IX Office on Women's Health (OWH) was one of the co-sponsors of the Summit held at the Sacramento Convention Center. Each year more than 500 women participate in this major summit which promotes learning, coalition-building and agenda-setting. This year, the focus was on quality childcare and early choices, state and local strategies for preventing violence against women and girls, a health policy fair, and Women and Girl's Health in California and Work and Families.

**Raising of America Launch:** The Screening of "The Raising of America: Early Childhood and the Future of our Nation" scheduled on January 31<sup>st</sup> was cancelled. The screening is being rescheduled for the end of April. Stay tuned for more information.

**Local and Regional Anti-Poverty/Pro-Prosperty Activities Update:** Solano Safety Net Summit #8 was held January 29 in Fairfield with 99 attendees. The day was co-hosted by the regional effort Rise Together Bay Area. After a moving welcome by Board of Supervisors Chair and First 5 Solano Commissioner Erin Hannigan, key note speaker Colleen Erdes of Opportunity House took the stage. Colleen began as a client of Opportunity House and later become the Executive Director. Colleen noted that while she was able to change her life through a combination of luck, determination, and hard work, others are not so lucky. Colleen now works to be the one who steers others in the right direction.

The attendees then broke up into workgroups focusing on Closing the Word Gap, Food Security, Community Schools & Youth Employment, Work for All, & Strategies for Seniors. The workgroups provided an opportunity to receive updates from the subgroup and provide community input into the work. The day ended with Rise Together's presentation on Economic Modeling and input into Rise Together's regional strategies for moving communities out of poverty. Overall, attendees responded positively and the group felt energized to continue the work. Two local articles were printed following the event (Attachment A).

**First 5 California 2015 Child Health, Education, and Care Summit:** Ciara Gonsalves, the First 5 Solano Policy and Fund Development Manager, several grantee representatives and I attended the First 5 California Child Health, Education and Care Summit in February. Debbi Davis, our Solano Help Me Grow Coordinator presented alongside Patsy Hampton, the Statewide Help Me Grow Coordinator, on efforts happening in Solano, highlighting the outstanding work being done here. The presentation

supported the growing statewide interest in moving toward the Help Me Grow model for referral to services.

### **First 5 Futures Updates**

Grants - First 5 Solano staff have increased efforts in applying for grant funding. The following is a summary of grant activity since the last Commission meeting in January:

1. **Kaiser Community Benefit Letter of Intent Update:** Since applying, First 5 Solano was notified by Kaiser Permanente of their decision not to invite First 5 Solano forward to provide a full proposal to the Community Benefit Grant Making Program. Over 70 letters of intent were received this year by the Kaiser Permanente Napa-Solano Region for the Community Benefit Program, making the process highly competitive. Children's Nurturing Project was invited to submit a full proposal. First 5 Solano staff worked with Children's Nurturing Project, providing technical support in developing their application. CNP is still in the running to receive the \$25,000 they requested.
2. **50 Fund 'Game Changer' Grant:** Many Commissioners approached staff with the exciting 'Game Changer' grant opportunity provided by the 50 Fund. The 50 Fund is a group of funders who combined their funds in honor of Super Bowl 50 coming to Santa Clara in 2016. Five grants of \$500,000 will be awarded to non-profit agencies that provide direct service to children, youth, and young adults. Funds are limited to nine bay area counties. One First 5 Solano grantee ultimately applied for the \$500,000 – Children's Nurturing Project – asking for funds to purchase a facility in the City of Vallejo to expand services into the Vallejo community. Staff will keep Commission apprised of the process and any communications. Grant decisions will be announced any day.
3. **Rathmann Innovations in Education Challenge:** First 5 Solano staff submitted a grant application for up to \$300,000 to The Rathmann Challenge. The challenge focused on "Provisions for Personal Necessities in Preparation for Learning" with \$100,000 available for past outstanding work and an opportunity to apply for an additional \$200,000 in support of an *Even Bigger Idea*. The Rathmann Challenge was seeking ideas on how to assist educators in addressing issues which interfere with PreK-12 students' abilities to be fully present in the classroom. Examples include: food, clothing, classroom supplies, shelter, personal care, dental, medical, mental health and legal support.

The \$100,000 proposal was to conduct a Kindergarten Readiness Assessment for every entering kindergarten student in Fairfield. The *Even Bigger Idea* was to expand the Kindergarten Readiness Assessment county-wide, and offer linkage and referral to students who are identified as needing additional services from the assessment. Applicants will be notified by March 3, 2015 whether or not they are selected to move forward in the process, with the top 10 moving forward in the challenge.

4. **The Rita and Alex Hillman Foundation:** A funding opportunity is available for a total of \$600,000 over January 1, 2016 – December 31, 2018 by the Rita and Alex Hillman Foundation. The funding opportunity calls for proposals focused on community, nurse-driven models in the areas of Maternal and Child Health, Care of the Older Adult, and Chronic Illness Management. First 5 Solano and Solano County Maternal, Child, and Adolescent Health (MCAH) are working on developing a proposal fit to the request of the funder – in this case, Nurse Family Partnership and vulnerable populations. The first step in the process is the submittal of a letter of intent by March 13, 2015. Finalists will be notified by May 4, 2015 for full proposals if selected.

Attachment A: Solano Safety Net Summit #8 Articles

## Solano team aims to slay poverty collaboratively

By Kimberly Fu , The Reporter, Vacaville

TheReporter.com

What does poverty look like? You and me.

What's the best way to address it? Aggressively and collaboratively, involving as many sectors of the community as possible.

So said the dozens gathered Thursday at the Solano County Events Center to brainstorm action plans during the latest poverty summit, sponsored by the Solano Safety Net Summit Steering Committee and Rise Together Bay Area.

Poverty, they said, doesn't discriminate based on age or ethnicity or background.

"I've found that poverty isn't about the person. It's generally about the circumstances," explained Joanie Erickson with the Solano Coalition for Better Health.

Clustered in working groups featuring myriad different but related issues, attendees worked to make headway on reducing poverty levels not only in Solano County but throughout the Bay Area.

Keynote speaker Colleen Erdes of Vacaville spoke about her journey from an upper crust background to living in a homeless shelter to becoming CEO of that shelter.

Back in Minnesota, Erdes had been raised in a loving home by parents with substance abuse issues. She strove to educate herself on the matter and determine why she was different.

"I grew up with a dad I adored but a father I didn't know," she recalled.

Life was fine until her daughter left for college. The successful administrator subsequently followed her boyfriend to Solano, fell into a funk and landed in the county jail, where she spent 52 days.

"I found myself not just broke but also broken," she shared.

She found aid from the probation department, was supported by her employer and had found shelter at Opportunity House, Vacaville's lone homeless shelter. The judge on her case gave her the thumbs-up, as well.

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"Hillary Clinton says it correctly, it takes a village. It was a collaboration," she said, of her rehabilitation. "If my probation officer didn't know about Opportunity House, ... if there hadn't been an opening and bed space, I don't know what would have happened."

So many people feel hopeless and helpless and don't know where to go, Erdes continued. "I had nowhere and no one."

Following her release from jail, her car was repossessed. She had no money and just the clothes on her back.

"I found it an opportunity to make something better, to make myself better," she said.

The folks at Opportunity House helped her turn her life around with classes and more. Today, with Erdes at the helm, it does the same for others. Her goal, she said, is to lift up as many clients as possible.

“If we don’t speak up and we don’t make change ... to effect change, we’re just living life,” she said.

For more information about the Solano Safety Net Summit and Steering Committee, contact Megan Richards at 784-1335 or [merichards@solanocounty.com](mailto:merichards@solanocounty.com).

Reach the author at [KFu@TheReporter.com](mailto:KFu@TheReporter.com) or follow Kimberly on Twitter: [@ReporterKimFu](https://twitter.com/ReporterKimFu).

- [Full bio and more articles by Kimberly Fu](#)
- [Back to top](#)

## **Solano summit focuses on ways to end poverty**

*By [Kevin W. Green](#) / [From page A1](#) / January 30, 2015 /*

About 100 representatives of various groups and agencies turned out Thursday for the Solano Safety Net Summit No. 8 to focus on ways to end poverty in Solano County and throughout the Bay Area.

A major theme of the summit was the collective impact approach used by both the Solano Safety Net Summit Steering Committee and Rise Together Bay Area, which joined to co-host the event at the county's events center building in Fairfield.

"We try to develop some goals that everyone can share," said consultant Lori Allio, who along with Kari Rader presented background information about the summit during the morning session.

"The idea is by achieving these goals we reduce poverty," said Rader, a member of the steering committee.

A portion of the summit was spent with participants divided into small groups, giving work groups a chance to reconnect.

"It's been a while since we connected with our partners," said Christina Arrostuto, executive director of Rise Together Bay Area. "So one of the things we're doing is reconnecting. We know there's a lot of great work going on at the local level. Part of our goal is to hear from people and what they're doing. Their strategies for fighting poverty is part of what's going on today.

"We have two goals," said Arrostuto, who was born and raised in Vallejo and formerly served as the executive director of First 5 Solano. "One is to put a regional overlay to what everyone is doing at the local level. Because we believe the Bay Area is one economy, we think from an advocacy point of view that when we stick together with one voice we're very powerful in the Bay Area. So there's some advantages to having a regional perspective."

"At the same time, our goal is to support and align with the capacity in each county to do this work," she said. "Because all the work to really cut poverty is going to get done at the ground level. Rise Together is not a program; it's a framework. Collective action is an approach. The work gets done by the people like those in this room."

Arrostuto presented information through a series of maps during the summit's afternoon session and was looking for input to take away.

"We're working toward a big report that's coming out in April," she said. "So today we're bringing a snapshot of our research to tell people what's going on and get their initial reaction to our work."

Thursday's summit is the first of a series meetings that Rise Together Bay Area plans to convene with nine counties in the region, Arrostuto said.

A future plan for Solano County, meanwhile, includes getting those living in poverty more involved in the effort, said Megan Richards, deputy director of First 5 Solano.

"One of our next steps is to empower those living in poverty to help us understand their story," she said. "We want to assist them in having a voice at the table."

Colleen Erdes, executive director of Vacaville's Opportunity House, was the keynote speaker at Thursday's summit. Erdes, who initially came to Opportunity House as a client, spoke of her journey to turn her life around after landing in jail.

"I'm one of those people that got released from county at 11 o'clock at night," Erdes said. "I was given until 1 o'clock the next afternoon to see if I could get into Opportunity House.

"If my probation officer hadn't known about Opportunity House, if that hadn't happened, if there wouldn't have been a bed there, if I wouldn't have been able to go back to that courtroom and say I'm employed and at Opportunity House, I don't know what would have happened," Erdes said.

Erdes went on to become manager of the Opportunity House thrift store and later was named executive director.

Since its inception in April 2010, the Solano Safety Net Summits on Poverty, which include a variety of organizations, government leaders and other community partners, have been working on ways to address poverty issues in the county. The group is funded by grants from Rise Together Bay Area, Kaiser Permanente and First 5 Solano, along with in-kind support from participating agencies.

<http://www.dailyrepublic.com/news/solanocounty/solano-summit-focuses-on-ways-to-end-poverty/>