



COMMISSIONERS

Anna Domek – District 1	Sally Brown – District 2	Jenn Rexroad – District 3
Heidy Kellison – District 4	Melissa Roberts – District 5	Garth Lewis – YCOE
Karleen Jakowski – County of Yolo	Lucas Frerichs, Chair – Board of Supervisors	Nichole Arnold – Children with Special Needs
	Jim Provenza, Alternate Chair-Board of Supervisors	

AGENDA

June 12, 2024
3:00pm-5:00pm
International House
10 College Park, Davis, CA 95616

This meeting will also be held remotely via Zoom
<https://us02web.zoom.us/j/82345817777?pwd=AaEdEsm9FAoxAq7S7mWTElWjSX3x61.1>

Meeting ID: 823 4581 7777
Passcode: 431794
+1 669 900 6833 US

ADMINISTRATIVE AGENDA

1. Chair Call to Order
2. Chair Roll Call
3. Chair Consider Approval of the Agenda
4. Chair Opportunity for Commissioners to State Conflict and Recusal
5. Public Public Comment

CONSENT AGENDA

Executive Director recommends approval of Consent Agenda Items 6-10

General Administrative Function

6. Chair Approve First 5 Yolo Commission Meeting Minutes from 05/08/24
7. Chair Approve First 5 Yolo Finance Committee Meeting Minutes from 6/7/24
8. Chair Receive Sponsorship Fund Allocations Report (Yolo County Office of Education: Peer Led SEAL CoP Orientation and Hui International: Perinatal Wellbeing & Technology Brainstorming Session)
9. Chair Adopt Commission Meeting and Budget Process Calendar for Fiscal Year 2024-2025

10. Chair Authorize Contract with Regional Government Services Agency in an Amount Not to Exceed \$39,200 for Administrative Fiscal Support

REGULAR AGENDA Presentation/Discussion/Possible Action

- | | | | |
|-----|--------------------|--|------------|
| 11. | Executive Director | Authorize Acceptance of County of Yolo American Rescue Plan (ARP) Act Subaward and Partnership Health Plan Incentive Payment Program (IPP) Grant | 5 minutes |
| 12. | Executive Director | Receive Update on First 5 Yolo Sustainability Strategy | 20 minutes |
| 13. | Executive Director | Public Hearing: Review and Adopt First 5 Yolo FY2023-24 to FY2027-28 Strategic Plan Annual Update | 5 minutes |
| 14. | Deputy Director | Public Hearing: Review and Adopt Long Term Financial Plan Annual Update | 10 minutes |
| 15. | Executive Director | Receive Update on Alignment with County Employee Benefits and Provide Direction for Action | 10 minutes |
| 16. | Chair | Consider, Determine and Approve Cost of Living Adjustment (COLA) for First 5 Yolo Employees for Fiscal Year 2024-25 | 5 minutes |
| 17. | Deputy Director | Review 3-Year Comparison Budget and Review and Adopt Fiscal Year 2024-25 Annual Budget | 10 minutes |
| 18. | Executive Director | Review and Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for Fiscal Year 2024-25 | 10 minutes |
| 19. | Executive Director | Executive Director Report | 10 minutes |
| 20. | Commissioners | Commissioner Reports | 5 minutes |
| 21. | Chair | Adjournment | |

Next meeting scheduled:
 Commission Meeting
 September 11, 2024
 International House
 10 College Park, Davis, CA 95616

I declare under penalty of perjury that the foregoing agenda was posted **June 9, 2024**, by 3:00 PM at the following places:

- 1) On the bulletin board at the East entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California 95695
- 2) At www.first5yolo.org the website for First 5 Yolo, 2779 Del Rio. Place, Unit A, Davis, CA 95618

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact First 5 Yolo for more information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the First 5 Yolo as soon as possible and preferably at least 24 hours prior to a meeting. First 5 Yolo may be reached at telephone number 530-669-2475 or at the following address: **First 5 Yolo, 2779 Del Rio. Place, Unit A, Davis, CA 95618.**

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Approve First 5 Yolo Commission Meeting Minutes from 5/8/2024
<i>Background</i>
Final Minutes from the First 5 Yolo Commission Meeting for approval by First 5 Yolo Commission.
<i>Executive Director</i>
First 5 Yolo Children and Families Commission held a regularly scheduled meeting on May 8, 2024 at International House-Davis from 3:00-5:00 pm.
<i>Additional Information and Attachments</i>
Draft meeting minutes from the May Commission Meeting are attached to this item as Attachment A. The next regularly scheduled Commission meeting will be held September 11, 2024 at International House-Davis, 10 College Park, Davis 95616 from 3:00-5:00PM.
<i>Action Requested</i>
Approve First 5 Yolo Commission meeting minutes from 5/8/2024 or propose edits.



The First 5 Yolo Children and Families Commission met on the 8th day of May 2024, at International House, 10 College Park, Davis, CA 95616.

Commissioners in Attendance:

Sally Brown, Anna Domek, Nichole Arnold, Karleen Jakowski, Lucas Frerichs, Jenn Rexroad

Absent: Garth Lewis, Jim Provenza (Alternate), Melissa Brown, Heidi Kellison

Staff in Attendance:

Gina Daleiden, Victoria Zimmerle, Melina Ortigas

Public in Attendance: none

ADMINISTRATIVE AGENDA

Item #1: Call to Order

Chair called the meeting to order at **3:02** p.m.

Item #2: Roll Call

Chair took a voice roll call.

Absent: Garth Lewis, Jim Provenza (Alternate), Melissa Brown, Heidi Kellison

Late: Jen Rexroad

Item #3: Consider Approval of the Agenda

Approve the agenda

Motion: S. Brown **Second:** N. Arnold

Motion carried unanimously.

Item #4: Opportunity for Commissioners to state Conflict and Recusal

None.

Item #5: Public Comment

None.

Item #6: Approve First 5 Yolo Commission Meeting Minutes from 3/13/2024 and 4/26/2024

Approve consent agenda items 6-10

Motion: K. Jakowski **Second:** S. Brown

Motion carried unanimously.

Item #11. Accept Quarter 3 Fiscal Year 2023/2024 Revenue and Expenditure Year-to-Date Summary Report

J. Rexroad arrived at 3:06pm

V. Zimmerle, provided an update to the Commission on Fiscal Year End projections noting that revenue is projected to be about 5% under budget due to the net impact of additional grant funds coming in late in the fiscal year, as discussed in prior Commission meeting, and some underspending expected in some partner grants.

There are a couple of grants that will close on June 30 that are somewhat underspent, however, the majority of unspent grant funds will be rolled in to future periods so that grant funds are fully expended.

Personnel projections have also been updated to reflect changes in staffing (e.g., position vacancies) and to reflect the Commission's prior decision related to staff benefits.

Budget revisions are recommended by staff to reflect the additional funding awards received in Quarter 3 and expected to fund in the current Fiscal Year.

At June 30, staff project a contribution to Fund Balance which will result in a Unassigned Balance of 96,531. While funds in the Unassigned Balance can be allocated by the Commission without negative impact, the Commission may wish to hold these funds while clarifying with County Counsel any required or desired actions related to employee benefits.

Accept Q3 Revenue and Expenditure Year-to-Date Summary Report

Motion: J. Rexroad **Second:** N. Arnold

Item# 12: Review First 5 Yolo Fiscal Year 2023/24-2027/28 Strategic Plan Annual Update Draft

G. Daleiden reviewed proposed updated to the Strategic Plan noting that an updated Letter from the Chair would be included during the June meeting.

Commissioners reviewed the proposed draft and asked clarifying questions. The Funding Plan, which will be reviewed in detail in the following item has been updated in 2024 to reflect anticipated spending through June 2024.

Updates for 2024 include:

- Updated Commissioner and Staff List
- Updated Sustainability section
- Updated Funding Plan to reflect the most current program allocations
- Updated letter from the new Commission Chair which will be presented at the June Meeting

L. Frerichs suggested sending the First 5 Yolo Strategic Plan to the Board of Supervisors upon adoption and asked that Staff notify him when it is sent so he can follow up with the Board. G. Daleiden expressed that First 5 Yolo, per policy, submits any updates to its Strategic Plan annually to the Board of Supervisors. G. Daleiden also noted that she presents to the Board regarding the

Plan around May/June annually and would like to set a date for June. G. Daleiden will work with L. Frerichs to include F5Y in a June BOS Meeting.

Item# 13: Review and Accept proposed fiscal year 2024/25 Funding Plan

V. Zimmerle reviewed the proposed Fiscal Year 2024/25 Funding Plan and reminded Commissioners that the funding plan accounts for all programmatic components not just grants for funded partners, but also, internal grant-funded staff and program components administered in-house. The Funding Plan reflects the full cost of First 5 Yolo's initiative.

Commissioners asked questions about CalWORKs Home Visiting Program Funding. G. Daleiden shared that the State approved First 5 Yolo's CalWORKs application and budget in whole, however, only ~60% of requested funding was allocated. First 5 Yolo worked with CDSS and CDSS agreed to think about re-allocation mid-year, which was delayed to late April/early May. F5 Yolo will now receive about 50% of the missing amount. This additional funding allows First 5 Yolo to plan for the implementation of ParentChild+ in the last 2 months of the Fiscal Year to prepare for program launch in Fiscal Year 2024-25. Staff confirmed with CDSS that the program will not be serving any children in the current Fiscal Year and CDSS was amenable and understood this short window can only be used as a planning period. Planning Allocations for Fiscal Year 2025-24 are expected to be received from the State in late June

Accept Proposed Fiscal Year 2024/25 Funding Plan

Motion: J. Rexroad **Second:** A. Domek

Motion carried unanimously.

Item# 14 Receive Update on Enrollment with Partnership Health Managed Care Plan

G. Daleiden noted that as of last night Partnership Health Plan (PHP) sent a final/near final draft of First 5 Yolo's Community Health Worker Contract. Excitingly PHP is offering 150% of the rate for Community Health Workers to F5 Yolo and has also agreed to extend this same rate to all First 5's in the PHP footprint. PHP expressed a desire to build out First 5s as the network community hub. With County Counsel support, a "most favored nations clause" was also included as a request and has resulted in Partnership offering all First 5's who contract under CHW the 150% rate negotiated by Yolo, thus recognizing First 5 as a key "network" partner.

First 5 Yolo also applied for an Incentive Payment Program (IPP) Grant from Partnership Health Managed Care Plan to support capacity at First 5 Yolo for the start of Medi-Cal billing and work under CalAIM. First 5 Yolo expects to receive the award notice by end of May. PHP welcomed the application from First 5 Yolo. Additionally, G. Daleiden noted that potentially unspent funds from County American Rescue Plan funds could be utilized (pending Board of Supervisors direction) to support First 5's work to sustain Welcome Baby: Road to Resilience via Medi-Cal billing, and this request will be made to the Chief Administrative Officer for County of Yolo. First 5 Yolo is looking at hiring temporary help or consultants to support this work.

Item# 15 Executive Director Report

G. Daleiden shared that First 5 Yolo held its Welcome Baby: Road to Resilience (WB:R2R) Partnership Network meeting, hosted by the County Administrators Office in the CAO Conference room on May 3, 2024. Several partners attended and, it was a warm environment for community leaders as the new WB: R2R project was unveiled.

K. Jakowski shared a comment from G. Lewis who said the meeting was inspiring. It left a wonderful impression and highlighted the power of collaboration and the vision for the future.

Partnership Health Plan (PHP) asked First 5 Yolo to present the UC Davis report on Welcome Baby at its upcoming Quality Improvement meeting. PHP is enthusiastic about the results from Welcome Baby and Road to Resilience, which is exciting for First 5 Yolo as it looks to deepen its relationship with PHP.

Additionally, G. Daleiden shared that at a recent Department of Health Care Services (DHCS) Meeting, there was intense interest by the Department and several Managed Care Plans in WB:R2R and many requests to learn about the model. The Commission may want to think about what opportunities may be presented and how they might contribute to First 5 Yolo's sustainability plans.

The F5Y Accounting and Office Support Position is currently vacant and the Executive Director recommends splitting the assistant piece from the fiscal piece and contemplates engaging specialized consultants to offer more expertise while also realizing some cost savings. The consultant could be a recent retiree who may work remotely which may open up applicant pool. G. Daleiden has been looking into Regional Government Services, a JPA that leverages former public agency employees. Other agencies with remote talent across the State or beyond could give First 5 Yolo access to a different talent pool to use the hours available more efficiently and flexibly. First 5 Yolo is having discussions with different firms to see what is viable.

G. Daleiden further provided an update on her work with County Counsel related to staff benefits. Per County Counsel, any County actions related to benefits should be applied to First 5 Yolo, and any decisions related Compensation, rest with the discretion of the Commission. The Health Insurance Benefit packages for staff are part and parcel of being County employee. G. Daleiden is continuing to work with County Counsel to further clarify any additional needed actions and will bring results to a future meeting.

G. Daleiden notified commission that after a positive review, Deputy Director is moving to the next salary step.

Item# 16 Commissioner Reports

L. Frerichs noted County Strategic Plan is being updated and will include some updates based on First 5 Yolo's comments to bolster children and youth sections. L Frerichs thanked First 5 Yolo for the helpful comments and suggestions. He also would like to schedule First 5 Yolo's annual presentation to the Board of Supervisors.

L. Frerichs also shared that Delaine Eastin, former state superintendent of public schools, and champion for children and early education, recently passed. She will be sorely missed for the leadership and mentorship she provided to so many people. She was a constant beacon of support

for children. Delaine helped lay the groundwork for proposition 10 and was instrumental in the founding of First 5s. G. Daleiden shared that the First 5 Association is discussing ways to honor Delaine and her memory at the State level.

Item # 17 Adjournment

The chair adjourned the meeting at 3:34pm.

DRAFT

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Approve First 5 Yolo Finance Committee Meeting Minutes from 6/7/24
<i>Background</i>
The First 5 Yolo Finance Committee meets to review the Budget for the new fiscal year, the Long-Term Financial Plan, and other finance related documents prior to Commission consideration and adoption.
<i>Deputy Director Overview</i>
The F5Y Finance Committee held a meeting on June 7, 2024 at 11:00 am at the First 5 Office at 2779 Del Rio Place, Unit A, Davis, CA, 95618.
<i>Additional Information and Attachments</i>
Meeting minutes from the Finance Committee meeting are included as Attachment A to this item.
<i>Action Requested</i>
Approve First 5 Yolo Finance Committee Meeting Minutes from 6/7/24.

Finance Committee Meeting Minutes June 7, 2024

The First 5 Yolo Finance Committee met on the 7th day of June 2024 at 11:00 AM at the First 5 Yolo Office, 2779 Del Rio Pl, Unit A; Davis, CA 95618.

Commissioners in Attendance: Sally Brown, Jenn Rexroad

Staff in Attendance: Victoria Zimmerle, Gina Daleiden

I. Call to Order

S. Brown called the meeting to order at 11:11am

II. Public Comment

None.

III. Review and Approve FY24/25 Budget for Adoption by Full Commission

V. Zimmerle reviewed the 3-year Comparison Budget and the FY2024-25 for Commissioner consideration. First 5 Yolo continues to rely on leveraged funding to support its main initiatives (Help Me Grow, Welcome Baby: Road to Resilience, and IMPACT/QCC Early Learning. In the coming year First 5 Yolo will pilot using specialized consultants to support specific fiscal administrative tasks and will utilize budget savings from the Accounting and Office Support Specialist position which will not be filled in Fiscal Year 2024-25. Additionally, First 5 Yolo will pilot utilizing consultant to Executive Assistant services.

Commissioners discussed and asked questions.

Approve FY24-25 Budget for Adoptions by Full Commission

MOTION: J. Rexroad

SECOND: S. Brown

Motion carries unanimously

IV. Review and Approve Fiscal Year 23/24 to 27/28 Long Term Financial Plan Update for Adoption by Full Commission

V. Zimmerle reviewed the updates to the Long Term Financial Plan which included minimal updates to reflect updated Prop 10 revenue projections, updated FY24 year-end expenditure projections, proposed FY25 Budget, update confirmed amounts for known funding to First 5 Yolo in future periods (e.g., Office of Child Abuse Prevention renewal), and updates to reflect the merge of The CHILD Project: Road to Resilience with the Welcome Baby Pilot under the new name Welcome Baby: Road to Resilience.

Commissioners discussed and asked questions about Medi-Cal revenues and other funds included in the Plan. V. Zimmerle shared that Medi-Cal Reimbursements are not included yet in the LFTP as revenue projections for this new funding stream are unfolding. The Plan, as adopted in the prior year, includes a need to identify ~\$800,000 in additional sources of funding to support the sustainability of First 5 Yolo's initiatives through Fiscal Year 2027-28. Staff are actively working toward Medi-Cal billing (Community Health Worker Benefit, and Enhanced Care Management) which is anticipated to generate a portion of this needed revenue.

Approve Fiscal Year 23/24 to 27/28 Long Term Financial Plan Update for Adoption by Full Commission

MOTION: J. Rexroad

SECOND: S. Brown

Motion carries unanimously

V. Adjourn

The Meeting was adjourned at 12:07pm.

DRAFT

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Receive Sponsorship Fund Allocations Report (Yolo County Office of Education: Peer Led SEAL CoP Orientation and Hui International: Perinatal Wellbeing & Technology Brainstorming Session)

Background

The Sponsorship Fund, established in FY17/18, allows First 5 Yolo’s continued involvement in community activities, public awareness of the mission of First 5 Yolo, and support of a variety of organizations with a limited cost in dollars and staff/commission time. Up to \$250 may be allocated per qualifying event, not to exceed a total of \$5,000 per year.

Per the Sponsorship Policy adopted by the Commission on May 10, 2017, the Executive Director and staff review, approve, and process requests on a rolling basis throughout the year. All recent, approved allocations are submitted to the Commission on the Consent Calendar at each regularly scheduled Commission meeting.

Executive Director Overview

Six Sponsorships have been approved since the start of Fiscal Year 2023-2024. The total allocation of Sponsorships for the 2023-2024 fiscal year-to-date is as follows:

Fiscal Year 2023-2024			
Event	Agency	Event Date	Allocated Amount
Breastfeeding Training for Home Visitors	Communicare+OLE	11/28/2023	\$250
Human Milk Drive	Communicare+OLE	11/29/2023	\$250
Dia de Los Ninos Dia de los Libros and College Savings Workshop	West Sacramento Home Run	1/23/2024 and 4/27/2024	\$250
Woodland Wilderness Silent Auction	Woodland Parent Nursery School	3/23/24	\$250
Yolo Juneteenth Celebration	Friends of the Davis Public Library	6/2/24	\$250
Yolo County Office of Education	Peer Led SEAL CoP Orientation	6/24/24	\$250
Hui International	Perinatal Wellbeing & Technology Brainstorming Session	5/21/24	\$250
		Total	\$1,750

<i>Additional Information and Attachments</i>
Sponsorships in bold/highlighted are new as of the last Commission meeting. Promotional flyers are submitted with the applications when available at time of application.
<i>Action Requested</i>
Receive list of allocated sponsorships and ask questions or provide comments.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Adopt Commission Meeting and Budget Process Calendar for Fiscal Year 2024-2025
<i>Background</i>
The Commission and Budget Process Calendar shows meetings and events and is updated as necessary.
<i>Executive Director Overview</i>
The Commission Calendar includes each month in the fiscal year, and shows dates for upcoming Commission meetings, as well as noting key dates for the budget process.
<i>Additional Information and attachments</i>
Commission and Budget Calendar for FY24/25 are included as Attachments A and B to this item. Please note that while meetings are generally held the second Wednesday of a regular meeting month, October's meeting is the last Wednesday to accommodate timing for First 5 Yolo's audit process and requirements.
<i>Action Requested</i>
Adopt calendar with any needed adjustments.

FY 24/25 Commission Meeting Calendar

July 2024	August 2024	September 2024	October 2024
No Regularly Scheduled Meeting	No Regularly Scheduled Meeting	September 11th 3-5 PM	October 30th 3-5 PM
November 2024	December 2024	January 2025	February 2025
No Regularly Scheduled Meeting	No Regularly Scheduled Meeting	January 8th 3-5 PM	No Regularly Scheduled Meeting
March 2025	April 2025	May 2025	June 2025
March 12th 3-5 PM	No Regularly Scheduled Meeting	May 14th 3-5 PM	June 11th 3-5 PM

Commission and Budget Calendar FY24-25

July	August	September	October	November	December
Action Items					
No Regularly Scheduled Meeting	No Regularly Scheduled Meeting		Accept F5Y Annual Report to F5CA Approve and Accept Independent Financial Audit**	No Regularly Scheduled Meeting	No Regularly Scheduled Meeting
Budget Calendar					
	Year End Rev/Exp Summary Report Prep- Staff	Accept (FY24/25) Year End Rev/Exp Summary Report- Commission Adopt Revised FY24/25 Budget (as needed) Q1 Rev/Exp Summary Report Prep- Staff	Accept Q1 Rev/Exp Summary Report and budget revisions (as needed)- Commission		
January	February	March	April	May	June
Action Items					
Review and Adopt F5Y Local Evaluation Report** ¹ Elect Officers	No Regularly Scheduled Meeting		No Regularly Scheduled Meeting	Accept F5CA Annual Report** Review Proposed Funding Plan, as aligned with Strategic Plan	Adopt FY25/26 Budget Adopt Strategic Plan/Strategic Plan Update** Adopt LTFP/LTFP Update** Approve new FY Contracts
Budget Calendar					
	Q2 Rev/Exp Summary Report Prep- Staff	Accept Q2 Rev/Exp Summary Report and budget revisions (as needed)- Commission	Q3 Rev/Exp Summary Report Prep- Staff Staff prepare Long Term Financial Plan (LTFP) update and proposed Annual Budget as aligned with Strategic Plan	Review Annual Budget with Chair- Staff (prior to Finance Committee mtg) Accept Annual Budget for recommendation to full Commission- Finance Committee Accept Q3 Rev/Exp Summary Report and budget revisions (as needed)- Commission	Adopt Annual Budget- Commission Adopt Updated Long Term Financial Plan- Commission

¹ Not Required by Statue **Public Hearing Required

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Authorize Contract with Regional Government Services Agency in an Amount Not to Exceed \$39,200 for Administrative Fiscal Support

Background

In Fiscal Year 2020-21, the First 5 Yolo Commission allocated funding to hire a limited-term (4-years) Extra Help Accounting and Office Support Specialist Position which was subsequently expanded to a limited-term regular position. In February 2024, the position became vacant and staff have been exploring solutions to deliver consistent and more effective fiscal and administrative support for the First 5 Yolo Executive and Deputy Directors. Since the Commission's original allocation of funding for this position, First 5 Yolo's operations have continued to expand with increasingly complex leveraged funding, new grants and systems responsibilities, and the exploration of new revenue streams (e.g., MediCal billing) which have resulted higher workloads for both the Executive and Deputy Directors, and as well as impacts to other staff.

Executive Director Overview

In alignment with First 5 Yolo's Strategic Plan priority to build agency capacity, First 5 Yolo identified Regional Government Services Authority (RGS), a Joint Powers Authority which provides support, consulting, and other services for public agencies. First 5 Yolo plans to engage RGS to support targeted First 5 Yolo procurement processes (i.e., Contracting, Purchase Orders, P-Card Reconciliation, and Contractor Compliance). RGS employs former government employees at varying levels and brings deep experience in government administrative and fiscal processes and practices, easing the burden and cost of training less experienced personnel.

The Contract with RGS will support continuity within targeted activities, create efficiencies, and result in some cost saving. First 5 Yolo will contract with RGS through April 30, 2024, to pilot utilizing Consultant Services paired with a Contract with Yolo County Satellite Finance (Department of Financial Services) to support entry into the County INFOR accounting system. This tandem approach will supply needed assistance for more rudimentary and specific administrative tasks, allowing staff fuller concentration on emerging priorities.

Additional Information and Attachments

Sole Source Documentation is included as Attachment A to this item.

Action Requested

Authorize Contract with Regional Government Services Agency in an Amount Not to Exceed \$39,200 for Administrative Fiscal Support



SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM

Name of Potential Provider/Contractor: Regional Government Services Agency
Name of Project: Fiscal Administration Support
Project Dates: June 1, 2024- April 30, 2025

Description of Service to be provided: _____
Provide specific fiscal administrative support services related to Contracts and purchasing including support with contract compilation, administrative compliance, and purchase order creation.

Amount: Up to \$39,200

Justification:

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other: The proposal specifically addresses situations where State, federal or other grant funding reductions/cuts impact the ability of agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition.

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Contract is with a governmental entity, a Joint Powers Authority comprised of public agencies.

Special factors affecting the cost under the contract.

Other Comments:

Approval and Signature:



Executive Director

6/1/2024

Date

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Authorize Acceptance of County of Yolo American Rescue Plan (ARP) Act Subaward and Partnership Health Plan Incentive Payment Program (IPP) Grant

Background

First 5 Yolo has been working to become a covered entity under Medi-Cal, as part of the agency's sustainability strategy for high impact program initiatives. After negotiating an appropriate rate and terms, earlier this month, the Executive Director signed a contract with Partnership Health Managed Care Plan to move forward as a supervising provider under the newer Community Health Worker (CHW) Benefit. In alignment with strategic priorities, CHW billing will offset the cost for First 5 Yolo initiatives, including Welcome Baby: Road to Resilience (WB:R2R).

First 5 Yolo is also in-process for enrollment as a CalAIM provider for Partnership Health. This will allow additional avenues for Medi-Cal coverage of a variety of services. Over the last many months, First 5 Yolo has been working with Managed Care Plan professionals at Chapman Consulting, with this work currently funded through a grant with UC Davis.

Executive Director Overview

The transition to becoming a Medi-Cal provider is complex, and as the policy pieces are put into place, Medi-Cal and Managed Care Plan work is new to First 5 and requires extensive staff time and attention in addition to experienced consultant advice on higher-level strategy. The agency is now at an inflection point requiring internal capacity to proceed with next steps for implementation, including but not limited to, helping to develop and execute internal operational protocols, working with a third-party biller, coordinating data and tracking between program and billing, and daily, detailed project management of this new strategy. As First 5 Yolo staff are operating at capacity, additional capacity is necessary.

Some of this need for additional capacity is temporary as systems and processes are developed and launched. There will be an on-going need for staff time to follow procedures once established, and it is anticipated that this time will ultimately be supported, at least in part, by the new revenue, though it will take time to build this revenue generation.

To support First 5 Yolo in this work, County of Yolo Board of Supervisors approved \$135,000 of American Rescue Plan Act funding on June 5, 2024. This County funding will be leveraged with a Partnership Health Plan Incentive Payment Program (IPP) grant for \$244,274 expected in July 2024. Combined, these grants will allow First 5 Yolo to bring on additional, temporary capacity to more quickly and effectively begin Medi-Cal billing under CHW Benefit and to more rapidly enable CalAIM participation.

Additional Information and Attachments

Partnership has notified First 5 Yolo of their intent to fund the IPP Grant, and, based on the early work of Yolo, Humboldt, and a few others, Partnership has created a separate grant fund specifically for First 5 agencies to build a network of First 5 providers.

Staff also anticipate a need to further customize the WB:R2R database for Medi-Cal billing purposes, and a need for additional consulting time. The IPP Grant includes provisions for use of dollars in this way as well as for staffing.

Action Requested

Authorize Acceptance of County of Yolo American Rescue Plan (ARP) Act Subaward and Partnership Health Plan Incentive Payment Program (IPP) Grant

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Receive Update on First 5 Yolo Sustainability Strategy

Background

Annually, First 5 Yolo Commission reviews budget and fiscal documents in preparation for the new fiscal year. These documents help inform strategies to support the mission and vision of First 5 Yolo as reflected in the Strategic Plan. As Proposition 10 funding has declined, more than 70% of revenues now emanate from external, or non-Prop 10 sources, requiring coordinated program and fiscal planning as well as sustainability strategies that are multi-year and intentionally selected, combined, and leveraged.

Executive Director Overview

First 5 Yolo's key sustainability strategies align with First 5 Yolo Strategic Plan Priorities, including the coordination and leveraging of funding for high-impact systems initiatives. The purpose of this Item is to update and frame this direction for the Commission, particularly as Commissioners are ambassadors for First 5 and the sustainability policy work of the Agency. At the meeting, the First 5 Yolo Executive Director will highlight the following key strategies for sustainability of work to create and facilitate a more coordinated and effective system of care for children and families:

1. Coordinated external funding and renewed 5-year CDSS OCAP grant for WB: R2R
2. Medi-Cal billing (contracting, cost model, internal capacity, program alignment)
3. Providing 0-5 services for State and local governments
4. Reserve strategy to provide match for F5Y commitments (larger, external grants)
5. Staffing to allow capacity for complex initiatives and for sustainability strategies (recent grant funding for this purpose)
6. New frontiers (philanthropy and legislative opportunities)

Additional Information and Attachments

Action Requested

Receive Update on First 5 Yolo Sustainability Strategy.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Public Hearing: Review and Adopt First 5 Yolo FY2023-24 to FY2027-28 Strategic Plan Annual Update

Background

Each year, to remain in compliance with the Children and Families Act of 1989, First 5 Yolo must review and/or update its Strategic Plan to ensure that funding is appropriately allocated and reflected accurately in the document for the current fiscal year. These updates to the Strategic Plan include a refreshed Funding Plan, and typically also include updates to the Commissioner and Staff List (as appropriate), as well as financial updates.

The First 5 Yolo Strategic Plan must be reviewed by Commissioners and approved at a public hearing before the start of each new fiscal year. The current Fiscal Year 2023/24-2027/28 Strategic Plan concludes June 30, 2028.

Executive Director Overview

In forming the Fiscal Year 2023/24-2027/28 Strategic Plan, the Commission sharpened its focus on prioritization, systems, and leveraging for sustainability of more complex, multi-year initiatives. The implementation of the Funding Plan adheres to these key points. First 5 Yolo investments and efforts are targeted and coordinated to maximize impact, and investments are strategically leveraged.

The First 5 Yolo Strategic Plan has been updated in 2024 to reflect anticipated spending through June 2024.

Changes include:

- Updated Commissioner and Staff List
- Updated Sustainability section
- Updated Funding Plan to reflect the most current program allocations
- Updated letter from the new Commission Chair

Additional Information and attachments

A clean copy of the full updated Strategic Plan is included as **Attachment A** to this Item and a tracked changes copy showing 2024 updates is included as **Attachment B** to this Item.

Action Requested

Hold Public Hearing and Adopt First 5 Yolo FY2023-24 to FY2027-28 Strategic Plan Annual Update



First 5 Yolo Children and Families Commission Strategic Plan

Fiscal Year 2023/24 – 2027/28



Yolo Community Members and Stakeholders:

First 5 Yolo is pleased to present its Fiscal Year 23/24-27/28 Strategic Plan. This Plan reflects the Commission's commitment to Yolo County children aged 0-5 and their families.

Proposition 10, the California Children and Families Act, represents the will of the people to empower local First 5 commissions to dedicate funding where it is needed most in their communities.

The Fiscal Year 23/24-27/28 Strategic Plan is built with input from our community, parents, providers, and stakeholders, and it is intended to address the unique child health, safety, early learning, and systems change needs of Yolo County. The Plan is informed by The First 5 Network, evidence-based and best practices and approaches in early childhood, and local experiences.

The Strategic Plan is the road map to ensure that First 5 Yolo funds high-impact investments that benefit children ages 0-5 and their families. We are proud of our new direction, specifically:

- » We continue to make strategic and aligned investments, particularly for families at greatest risk.
- » We recognize the advantage of improving the systems of care to create more lasting and meaningful impacts.
- » We continue to institute more prevention-focused efforts that support stable and strong families, while saving dollars on more costly interventions later in life.
- » We increasingly leverage partners' investments to strengthen the collective impact and enhance sustainability.

The critical nature of early childhood is an imperative to take action and to invest wisely. This approach offers the best opportunity to maximize our limited resources while improving the lives of young children and their families.

The impact of the COVID-19 crisis on families and caregivers has been extensive with significant effects on economic security, physical and mental health, and social functioning. As a result, families have had to face a host of new challenges including added financial strain, loss of childcare and employment, and decreased access to social services, with high-risk families being disproportionately affected.

This damaging effect on families is of great concern given the well-established connection between early adversity and long-term consequences on children, such as more mental and physical health problems, decreased school readiness, and suboptimal brain development. Additionally, because the Pandemic has disproportionately affected vulnerable populations, we can expect that, without intervention, these negative impacts will only deepen sociodemographic and racial disparities. Thus, First 5 Yolo sees its work in the upcoming years as vital in supporting families in recovering from the pandemic. First 5 Yolo reaffirms its commitment to champion families, especially those in greatest need, by creating and supporting initiatives that move our community towards a more an integrated, trauma-informed, and equitable early childhood system.

In FY2024-2025, First 5 Yolo will launch its largest system transformation initiative, Welcome Baby: Road to Resilience. Reaching countywide and open to all families with Medi-Cal or no insurance, the nurse and community health worker home visiting effort is made possible by significant leveraging of state and local funding streams, and a new Managed Care Plan Partnership.

On behalf of First 5 Yolo, I thank everyone who is a partner in making meaningful and lasting change for our youngest children. The Commission will continue devoting resources to essential services that benefit the whole child during the first five years of life. Children are our first priority. These early years are the foundation for future success in school and in life and represent the greatest point of leverage to improve our entire community.

Sincerely,

Lucas Frerichs, Chair

First 5 Yolo Children and Families Commissioners

First 5 Yolo Commissioners are appointed by members of the Yolo County Board of Supervisors. Members of First 5 Yolo include five community representatives, one from each of the five districts of Yolo County, two representatives from county agencies, one member-at-large, and one member of the Yolo County Board of Supervisors.

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Nichole Arnold, Member-At-Large
Children with Special Needs Representative

First 5 Yolo Leadership:

Gina Daleiden
Executive Director



Introduction

Consistent with its statutory responsibility under California State Proposition 10, the mission of First 5 Yolo is to assist our community to raise children who are healthy, safe, and ready to learn. We will ensure that our resources are effectively used and that all community voices are heard. In 2017, the First 5 Yolo Commission further adopted seven guiding principles for the agency, including:

- » Keep as our core concern, the health, safety, and early learning needs of children, prenatal to five, and the support of their families.
- » Value diversity as a strength, respecting all cultures and promoting equity and access for all families.
- » Invest to achieve the greatest impact with a more deeply defined focus (rather than broad and shallow investments scattered across a range of disconnected grants).
- » Promote prevention, early intervention, and community systems change.
- » Build funding collaborations and opportunities to leverage to enhance impact.
- » Address community needs, build capacity in community partners, and prioritize children at greatest risk or in greatest need.
- » Commit to making programs/services accessible, culturally competent, and responsive to children with developmental or special needs.

Consistent with First 5 Yolo's Mission Statement and in alignment with the above guiding principles, the FY 23/24 – 27/28 Strategic Plan re-commits to the **Goals** of Child Health, Child Safety and Quality Early Learning for children 0-5 and their families, as well as four over-arching Priorities to be applied across these Goals. The identified **Priorities** reflect the multiple ways in which First 5 Yolo can impact child and family well-being, as well as the organizational capabilities First 5 Yolo will further develop to achieve our Goals. Infused throughout each of the Priorities and all of First 5 Yolo's work is a commitment to advancing Race, Equity, Diversity, and Inclusion. The FY 23/24 – 27/28 Strategic Plan includes the below four Priorities to advance our Goals:

1. **Drive Systems Transformation and Integration;**
2. **Promote Equity and Family-Centered Practices and Policies;**
3. **Leverage Expanded and Coordinated Resources for Our Community, and;**
4. **Advance Strategic Capacity and Agency Capability.**

The enclosed Strategic Plan describes each of the four Priorities and related Objectives highlighted in the next five-year strategic plan.

FY 23/24 – 27/28 Strategic Plan

FIRST 5 YOLO CHARGE

In alignment with Proposition 10, create and facilitate a more integrated, coordinated, and effective system of care for children 0-5 and their families.

COMMUNITY GOALS

Child Health

Prevention and early intervention so that children prenatal through 5 are supported in reaching optimal developmental outcomes

Child Safety

Support for parents, caregivers, and families to provide safe environments and relationships that allow children 0-5 to thrive

Quality Early Learning

Improved access and opportunity for quality early learning so that children enter kindergarten ready to learn

STRATEGIC PLAN PRIORITIES



I. Drive Systems Transformation and Integration

Catalyze Collaborative Systems Design, Quality Improvement and Integration of High-Impact Initiatives

Provide Voice and Advocacy for Children 0-5 and Their Families

Support Provider and Cross-Agency Exchange and Connection



II. Promote Equity and Family-Centered Practices and Policies

Sustain and Adapt High-Impact Initiatives that Empower Families as Partners and Demonstrate the Results of Funded Initiatives

Focus on Prevention and Families Most Negatively Impacted by Inequities and Systemic Racism

Develop Caregiver and Provider Capacity for Respectful and Responsive Relationships



III. Leverage Expanded and Coordinated Resources for Our Community

Advocate for Expanded California and Local Investment in Children 0-5 and Their Families

Identify and Strategically Pursue External Funding Opportunities in Goal Areas

Leverage Funding Streams to Implement and Sustain High-Impact Initiatives with Community Partners



IV. Build Strategic Capacity and Agency Capability

Build Capacity for Revenue Development and Management

Facilitate Cross-Agency Planning and Collaboration

Build Agency Resiliency and Talent Management



PRIORITY I

Drive Systems Transformation and Integration

Beyond supporting funded initiatives and raising community awareness, First 5 Yolo will deliberately and strategically drive systems transformation and integration within the Goal areas of child health, safety, and quality early learning. First 5 Yolo will do this through multiple methods and at different levels.

Catalyze Collaborative Systems Design, Quality Improvement, and Integration of High-Impact Initiatives. First 5 will strategically identify and advance specific and focused initiatives and collaborations that create and facilitate a more integrated, coordinated, and effective system of care for families.

Provide Voice and Advocacy for Children 0-5 and Their Families. First 5 Yolo will continue and deepen its efforts to elevate the perspectives of, and give agency to, the guidance of local families, with a focus on the most vulnerable families, to describe their experiences, highlight their needs and inform local solutions.

Support Provider and Cross-Agency Exchange and Connection. First 5 Yolo will facilitate or support forums for funded partners, local agencies, and community providers to discuss community needs and local efforts, as well as identify opportunities for collaboration, alignment, and partnership.



PRIORITY II

Promote Equity and Family-Centered Practices and Policies

First 5 Yolo funded programs and initiatives have played a critical role responding to unmet needs, filling gaps in the service continuum, and piloting and demonstrating the value of innovative services and models of care.

Sustain and Adapt High-Impact Initiatives that Empower Families as Partners and Demonstrate the Results of Funded Initiatives. First 5 Yolo will seek to maintain its commitment to existing, successful multi-year initiatives, while adapting and evolving initiatives to respond to the shifting needs of young children, their families and the providers that serve them, as well as the changing funding landscape. First 5 Yolo will additionally maintain a focus on measuring and demonstrating the impact of funded initiatives on children and family outcomes through continued evaluation, reporting and education to stakeholders.

Focus on Prevention and Families Most Negatively Impacted by Inequities and Systemic Racism. In pursuit of equitable access and outcomes, First 5 Yolo initiatives and investments will prioritize early prevention and intervention, continuing the emphasis on prenatal to age 2 to address the period of greatest brain development for the most vulnerable families in our community.

Develop Caregiver and Provider Capacity for Respectful and Responsive Relationships. To build the foundation for a child's life-long health, First 5 Yolo will invest in services that foster safe, stable, nurturing caregiving to buffer children from adversity and help them reach their full potential.



PRIORITY III

Leverage Expanded and Coordinated Resources for Our Community

First 5 Yolo has a twenty-five year publicly built infrastructure that has been critical to advancing the health, safety, and early learning of children 0-5 and their families with effective and carefully coordinated investments.

Advocate for Expanded California and Local Investment in Children 0-5 and Their Families. In addition to the stewardship of Proposition 10 funding and providing an infrastructure for local funding and partnership, First 5 Yolo will aggressively and strategically seek to leverage and maximize the investment of external funding and resources into Yolo County. This includes continued activity as a leading voice and advocate for a sustained California commitment to First 5 funding, as well as education and advocacy at the local level to encourage local investments in child health, safety and early learning.

Identify and Strategically Pursue External Funding Opportunities in Goal Areas. First 5 Yolo will seek strategic opportunities to support its mission with resources from existing state funding/ programs or other external funding opportunities. This may include activities to coordinate utilization of grant or state-funded programs, serving as a lead agency for funding opportunities, or facilitating a coordinated community response to funding opportunities.

Leverage Funding Streams to Implement and Sustain High-Impact Initiatives with Community Partners. For First 5 Yolo's demonstrated high value initiatives without sustained funding, First 5 Yolo will focus on strategies for aligning initiatives with accessible funding streams, braiding funding streams, and/or advocating for new funding sources to sustain and scale efforts with community partners.



PRIORITY IV

Build Strategic Capacity and Agency Capability

In order to meaningfully impact child health, safety and quality early learning along multiple levels, including serving as a catalyst for community exchange and transformation, as well as, leveraging and coordinating higher levels of outside resources into the delivery system, it will be incumbent upon First 5 Yolo to continue evolving its organizational capabilities to execute on these roles.

Build Capacity for Revenue Development and Management. First 5 Yolo will continue to seek to expand revenue development requiring expansion of internal capacity and capabilities to identify and secure significant external funding, braid and provide oversight of varied funding sources, and facilitate and coordinate program and service partnerships with multiple entities.

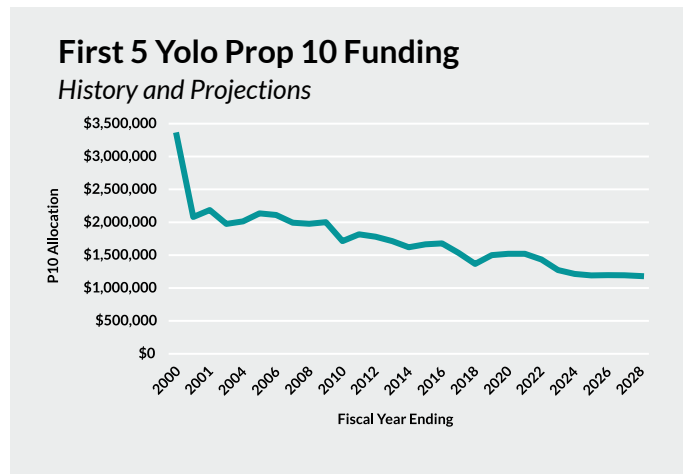
Facilitate Cross-Agency Planning and Collaboration. First 5 Yolo is cognizant that sufficient staff time and expertise to reliably and actively play a community partnership, leadership, facilitation and exchange role among different sectors and partners is key to advancing Strategic Plan Goals. First 5 Yolo will endeavor to support and maintain a strong professional team and leadership to work across agencies and sectors.

Advance Agency Resiliency and Talent Management. Over the next two years, First 5 Yolo will have an intentional focus on building a resilient leadership team and staff. This includes planning for continuous governance and operations during times of transition, shared understanding of related policies and procedures, and attention to continuous professional development and learning for professional staff.

Sustainability

The sustainability of systems and supports provided through First 5 Yolo investments to ensure that children are healthy, safe, and ready to learn is our priority. Over the last 5 years (from Fiscal Year 2019/20 to Fiscal Year 2023/24) Proposition 10 funding has declined at an accelerated rate of an average of 5.88% per year as consumption of nicotine products continues to decline in California and new legislation is implemented.

The financial chart included illustrates the Prop 10 fiscal landscape since 2000 and projections through the life of this Strategic Plan. In this strategic plan, First 5 Yolo is starting with an anticipated annual Prop 10 allocation of \$1.22 million, which is expected to decline to \$1.05 million by Fiscal Year 2027/28. In January 2023, the California ban on the sale of Flavored Tobacco Products went into effect, and while First 5 Yolo is supportive of this positive public health measure, it has the unintended consequence of exacerbating the decline of an already declining revenue stream and threatening the 25-year infrastructure of First 5 statewide. Between Fiscal Year 2021/2022 and Fiscal Year 2023/2024, Prop 10 revenues are expected to decline 19%.



When the Commission adopted the FY2018/19-22/23 Strategic Plan, First 5 Yolo committed to sustainable community investments, leveraging funds from other State and local funding partners, and the strategic utilization of Fund Balance to maintain multi-year program funding investment across the life of the Strategic Plan. Given the fiscal reality faced by First 5 Yolo, this Strategic Plan continues this commitment to sustainable investment and re-affirms the commitment to maintain, as well as seek, new opportunities for leveraging funds through partnerships to create greater collective impact. This includes an increased focus on investments designed to effect “systems change” to improve and coordinate the system of care. Investments may be direct services that affect systems change, as well as support of work to optimize coordination, advocacy, and strategic investments. Through these actions, First 5 Yolo can maximize community impact in the face of declining revenue.

First 5 Yolo will continue to work with other local leaders and partners to proactively pursue new opportunities to obtain and/or leverage resources that support the early childhood system in Yolo County.

Funding Plan

Proposed Program Funding for ~~Fiscal Year 2023/24~~

Program funding amounts are subject to Commission approval, available public and private partner funding, and project needs. Additionally, the funding plan amounts and programs are subject to change as additional information on outstanding funding request becomes available and/or unexpended program funds are rolled forward from one year to the next. The below figures are inclusive of best estimates based on currently available information.

Proposed FY23/24 Funded Programs	
Initiative	Proposed Funding
The CHILD Project: Road to Resilience	\$3,142,701
Road to Resilience	\$1,059,395
Welcome Baby	\$1,201,020
Alternative Response	\$155,163
CalWORKS Home Visiting Program	\$670,197
Home Visiting Coordination	\$56,926
Help Me Grow	\$705,000
QCC/IMPACT Early Learning	\$365,076
IMPACT Legacy	\$280,729
Childcare Recovery Package	\$66,666
FFN Technology Support	\$17,681
Attachment and Biobehavioral Catch-Up	\$132,000
Crisis Nursery Mobile Client Navigator	\$40,000
TOTAL	\$4,384,777

Funding Plan

Proposed FY24/25 Funded Programs	
Initiative	Proposed Funding
Welcome Baby: Road to Resilience	\$3,126,223
Welcome Baby: Road to Resilience	\$2,384,387
Alternative Response	\$162,250
CalWORKS Home Visiting Program	\$501,749
Home Visiting Coordination	\$77,837
Help Me Grow	\$718,864
QCC/IMPACT Early Learning	\$362,172
IMPACT Legacy	\$344,491
FFN Technology Support	\$17,681
Attachment and Biobehavioral Catch-Up	\$157,000
Crisis Nursery Mobile Client Navigator	\$40,000
Event Sponsorships	\$5,000
TOTAL	\$4,404,759



First 5 Yolo Children and Families Commission Strategic Plan

Fiscal Year 2023/24 – 2027/28



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Support Provider and Cross-Agency Exchange and Connection. First 5 Yolo will facilitate or support forums for funded partners, local agencies, and community providers to discuss community needs and local efforts, as well as identify opportunities for collaboration, alignment, and partnership.



PRIORITY II

Promote Equity and Family-Centered Practices and Policies

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PRIORITY III

Leverage Expanded and Coordinated Resources for Our Community

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Leverage Funding Streams to Implement and Sustain High-Impact Initiatives with Community Partners. For First 5 Yolo's demonstrated high value initiatives without sustained funding, First 5 Yolo will focus on strategies for aligning initiatives with accessible funding streams, braiding funding streams, and/or advocating for new funding sources to sustain and scale efforts with community partners.



PRIORITY IV

Build Strategic Capacity and Agency Capability

In order to meaningfully impact child health, safety and quality early learning along multiple levels, including serving as a catalyst for community exchange and transformation, as well as, leveraging and coordinating higher levels of outside resources into the delivery system, it will be incumbent upon First 5 Yolo to continue evolving its organizational capabilities to execute on these roles.

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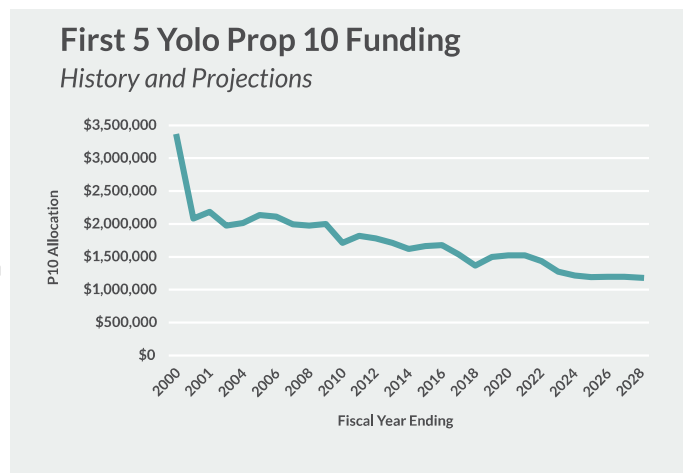
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Sustainability

The sustainability of systems and supports provided through First 5 Yolo investments to ensure that children are healthy, safe, and ready to learn is our priority. Over the last 5 years (from Fiscal Year 2019/20 to Fiscal Year 2023/24) Proposition 1- funding has declined at an accelerated rate of an average of 5.88% per year as consumption of nicotine products continues to decline in California and new legislation is implemented. ~~Currently, Proposition 10 funding is declining annually at approximately 1% to 5% as consumption of nicotine products continues to decline in California and new legislation is implemented. To date, First 5 Yolo has managed declining revenues through the strategic allocation and use of reserve funds, leveraging state and local funding, and improved internal efficiencies.~~

The financial chart included illustrates the Prop 10 fiscal landscape since 2000 and projections through the life of this Strategic Plan. In this strategic plan, First 5 Yolo is starting with an anticipated annual Prop 10 allocation of \$1.22 million, which is expected to decline to \$1.0520 million by Fiscal Year 2027/28. In January 2023, the California ban on the sale of Flavored Tobacco Products went into effect, and while First 5 Yolo is supportive of this positive public health measure, it has the unintended consequence of exacerbating the decline of an already declining revenue stream and threatening the 25-year infrastructure of First 5 statewide. Between Fiscal Year 2021/2022 and Fiscal Year 2023/2024, Prop 10 revenues are expected to decline 19.15%.



When the Commission adopted the FY2018/19-22/23 Strategic Plan, First 5 Yolo committed to sustainable community investments, leveraging funds from other State and local funding partners, and the strategic utilization of Fund Balance to maintain multi-year program funding investment across the life of the Strategic Plan. Given the fiscal reality faced by First 5 Yolo, this Strategic Plan continues this commitment to sustainable investment and re-affirms the commitment to maintain, as well as seek, new opportunities for leveraging funds through partnerships to create greater collective impact. This includes an increased focus on investments designed to effect “systems change” to improve and coordinate the system of care. Investments may be direct services that affect systems change, as well as support of work to optimize coordination, advocacy, and strategic investments. Through these actions, First 5 Yolo can maximize community impact in the face of declining revenue.

First 5 Yolo will continue to work with other local leaders and partners to proactively pursue new opportunities to obtain and/or leverage resources that support the early childhood system in Yolo County.

Funding Plan

Proposed Program Funding for ~~Fiscal Year 2023/24~~

Program funding amounts are subject to Commission approval, available public and private partner funding, and project needs. Additionally, the funding plan amounts and programs are subject to change as additional information on outstanding funding request becomes available and/or ~~FY22/FY23~~ unexpended program funds are rolled forward from one year to the next into ~~FY23/24~~. The below figures are inclusive of best estimates based on currently available information.

Proposed FY23/24 Funded Programs	
Initiative	Proposed Funding
The CHILD Project: Road to Resilience	\$3,142,701
Road to Resilience	\$1,059,395
Welcome Baby	\$1,201,020
Alternative Response	\$155,163
CalWORKS Home Visiting Program	\$670,197
Home Visiting Coordination	\$56,926
Help Me Grow	\$705,000
QCC/IMPACT Early Learning	\$365,076
IMPACT Legacy	\$280,729
Childcare Recovery Package	\$66,666
FFN Technology Support	\$17,681
Attachment and Biobehavioral Catch-Up	\$132,000
Crisis Nursery Mobile Client Navigator	\$40,000
TOTAL	\$4,384,777

Funding Plan

Proposed FY24/25 Funded Programs	
Initiative	Proposed Funding
Welcome Baby: Road to Resilience	\$3,126,223
Welcome Baby: Road to Resilience	\$2,384,387
Alternative Response	\$162,250
CalWORKS Home Visiting Program	\$501,749
Home Visiting Coordination	\$77,837
Help Me Grow	\$718,864
QCC/IMPACT Early Learning	\$362,172
IMPACT Legacy	\$344,491
FFN Technology Support	\$17,681
Attachment and Biobehavioral Catch-Up	\$157,000
Crisis Nursery Mobile Client Navigator	\$40,000
Event Sponsorships	\$5,000
TOTAL	\$4,404,759

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Public Hearing: Review and Adopt Long Term Financial Plan Update

Background

First 5 commissions must develop and adopt a Long-Term Financial Plan (LTFP) that spans at least five (5) years to illustrate the likely financial outcomes of particular courses of action or factors affecting the environment in which it operates. Out-year projections are based on current, best available information.

The LTFP is a planning document showing the Commission’s intent and/or ability to invest over time under a likely scenario. It neither binds nor commits the Commission and is not the same as a detailed, annual budget. First 5 Commissions are required to review and update, as needed, their Long-Term Financial Plans on an Annual Basis.

Deputy Director Overview

First 5 Staff and the Finance Committee have reviewed and made minor updates to the current Long Term Financial Plan which covers Fiscal Year 2023/24 through Fiscal Year 2027/28.

Updates included:

- Updated Prop 10 Revenue Projections based on projections received from First 5 California from January 2024.
- Updated FY2023/24 Expenditures to reflect current estimates and Updated FY2024/25 Budgeted Expenditures to reflect Recommended Budget (for consideration in Item 17).
- Updated Projected Funding based on available information
- Updated LTFP Graph and Table as well as updates to language to make report evergreen across its life.
- Immaterial language updates to support the evergreen nature of the Plan through its lifetime as well as reflect the fuller integration of The CHILD Project: Road to Resilience and the Welcome Baby Pilot under the new name, Welcome Baby: Road to Resilience.

Additional Information and attachments

A tracked changes copy of the updated Long Term Financial Plan is included as **Attachment A** to this item. Note: Updates to any tables, graphs or figures in the LTFP are not identified as tracked changes in Attachment B due to application limitations.

Action Requested

Hold Public Hearing and Adopt Long Term Financial Plan Update.

First 5 Yolo Fiscal Year 2023-24 through 2027-28 Long-Term Financial Plan (LTFP)

First 5 Yolo is pleased to share its Long-Term Financial Plan for Fiscal Years 2023-24 through 2027-28.

The purpose of the Long-Term Financial Plan is to provide a framework for current and future decision making. It is intended to serve as a planning document showing the Commission's intent and/or ability to invest over time under a likely scenario. *It neither binds nor commits the Commission and is not the same as a detailed, annual budget.*

The objective of the Plan is to illustrate the likely financial outcomes of a particular course of action or factors affecting the environment in which the Commission operates, addressing the long-term financial implications of current and proposed policies, programs, and assumptions taking into consideration recent and historical trends and future goals and objectives.

The following assumptions are the basis for the Long-Term Financial Plan (covering Fiscal Year 2023-24 through Fiscal Year 2027-28) taking into consideration the Commission's current operational landscape and best available information:

Financial Position Assumptions Proposed for the Long-Term Financial Plan

1. The LTFP will utilize Local Prop 10 Revenue Projections received from First 5 CA, as First 5 CA is the only published source of local Prop 10 revenues projections.
2. Revenues from potential Agreement renewals will be included in the Long-Term Financial Plan for grants that staff project have a high probability of renewal.
3. The first two years of the Plan will rely on known and quantifiable revenue sources while First 5 Yolo seeks to establish, secure, and scale emerging funding opportunities.
4. A conservative estimate of funding from future sources will be included in the final three years of the plan and will serve as the minimum annual target for combined additional resources secured by the end of Fiscal Year 2024-25.
5. A minimum level of reserves must be maintained, at all times, to ensure adequate net Working Capital to smooth agency operations and shield against catastrophic events.

Operational Position Assumptions for the Long-Term Financial Plan

1. Maintain existing operational budgets including minimal increases related to County allocated costs, technology, audit services, and office space rents (which was downsized in 2022).
2. Maintain core agency staffing with Prop 10 funding and maintain and/or expand FTE for direct program management, planning, capacity building and oversight related to each specific initiative utilizing leveraged funding.

Program Investment Assumptions Proposed for the Long-Term Financial Plan

1. Continue to focus on funding activities aligned to and under First 5 Yolo's three main initiatives: Help Me Grow, ~~The CHILD Project: Road to Resilience~~ Welcome Baby: Road to Resilience, and QCC/IMPACT Early Learning.
2. Focus use of Prop 10 funds on internal program management activities and operational stability.

3. Ensure stability and funding for core components of First 5 Yolo's three major initiatives utilizing Prop 10 funds for the first two years of the Plan to identify, prepare for, secure, and scale, where appropriate, emerging funding opportunities.

Additional detail related to these assumptions including an overview of First 5 Yolo's current operational landscape is provided in the summary below.

Current First 5 Yolo Operational Landscape

Current Financial Position

Over the last 5 years, First 5 Yolo's operational and financial landscape has changed significantly. Since Fiscal Year 2018-19 revenues have nearly tripled from \$1.9M in Fiscal Year 2018-19 to \$5.5M projected for Fiscal Year 2022-2023 despite declines in Proposition 10 funding across the same time horizon (\$1.5M in FY18/19 and \$1.27M projected for FY2022-23). In Fiscal Year 2022-23 California Voters passed a ban on flavored tobacco products. While First 5 Yolo was supportive of the ban as a positive public health step, the ban has unintended consequences to Prop 10 revenues, the impact of which is currently unfolding but expected to accelerate the decline of Prop 10 revenues. Between Fiscal Year 2021-22 and Fiscal Year 2022-23, Prop 10 revenues are projected to decline 11%.

The significant increase in agency revenues is the result of leveraged funding brought into the organization through grants and partnership with other state and local funders. As of Fiscal Year 2022-23, ~~nearly~~approximately 75.7% of agency revenues ~~are~~were from non-local Prop 10 sources.

Current Operational Position

First 5 Yolo's staffing ~~has~~ doubled from 3.0FTE in FY18/19 to 6.0FTE in FY22/23. The increase in staffing ~~was~~ fully funded via outside grants and one-time staff allocations made by the Commission across a limited time horizon. Additionally, First 5 Yolo retains one Prop 10 funded, Extra Help Staff to support on special projects and whose time is utilized on an as needed basis, including some grant work (for which time is reimbursed).

First 5 Yolo's ongoing operational and professional services expenditures have nearly doubled since FY18-19, primarily as a result of increased allocated costs from the County of Yolo which have increased ~750% since Fiscal Year 2018-19 (from \$7,494 in FY2018-19 to \$64,000 projected in FY2022-23). Other ongoing operational and professional services expenditures have grown by ~14% (from \$65,425 in FY2018-19 to \$67,494 projected in FY2022-23).

Current Funded Program Position

With an increase in leveraged funding activities pursued and realized by First 5 Yolo from FY2018-19 to FY2022-23 over the last 5 years, the Commission has increased its program investments by ~345% (from \$1.1M in FY2018-19 to \$4.9M in FY2022-23) not inclusive of First 5 Yolo grant-funded staff time.

The Commission has also worked to align its investments under three major initiatives: The CHILD Project: Road to Resilience, Welcome Baby Road to Resilience, Help Me Grow, and QCC/IMPACT Quality Early Learning which, together, support systems transformation- across First 5 Yolo's- major focus areas: Child Health, Child Safety, and Early Learning. .

Assumptions Under the Long-Term Financial Plan

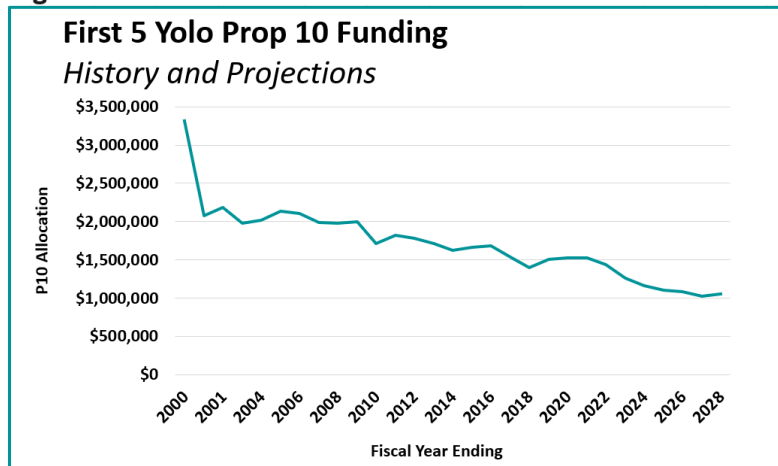
Financial Position Assumptions

First 5 Yolo relies on First 5 California for its Prop 10 local revenue projections; however, allocation projections from First 5 California rely on birth projections from the CA Department of Health Care Services (DHCS). Historically, birth projections have been updated on an annual basis ~~however, due to delays at the State level, updated and consistent birth projections have experienced delays. To date, no new birth projections have been released from the State since March 2021, which relied on 2019 Birth Data. Additionally, First 5 California has not acted to update allocations and projections utilizing currently available birth rate data, for which actuals are available through 2021.~~

Based on most recent projections from First 5 California, once the initial impact (~ -11% in local Prop 10 revenues) of the CA Flavored Tobacco ban is realized in Fiscal Year 2022-23, revenues are expected to decline an additional 16% between Fiscal Year 2022-23 and Fiscal Year 2027-28 (note: F5CA revenue projections are available through FY2026-27 only). As the Flavored Tobacco Ban has only been in effect since January 1, 2023, and while and

it is unclear whether the net impact on Prop 10 revenues will be greater than currently projected, this statewide action will exacerbate the decline of an already declining funding source. Given that only First 5 California formally releases local Prop 10 revenue projections, Commissions across the state utilize these projections in their financial planning. See Figure 1. For historical Prop 10 revenues and projected future revenues.

Figure 1



In addition to Prop 10 local funding, First 5 Yolo receives the majority of its funding from other state and local sources and often enters into multi-year funding agreements as a strategy to leverage funding for initiatives and programs. All known revenues from these sources, and for which First 5 Yolo has an active agreement, will be included in the Long-Term Financial Plan. When considering renewal of existing agreements, staff must project the likelihood that agreements will be renewed after their initial terms based on available information. Revenues from Agreement renewals will be included in the Long-Term Financial Plan for grants that staff project have a high probability of renewal.

As later discussed under Program Funding Assumptions and aligned to the First 5 Yolo Strategic Plan, First 5 Yolo will focus its efforts on sustainability of its three major initiatives (~~The CHILD Project: Road to Resilience~~ Welcome Baby: Road to Resilience, Help Me Grow, and QCC/IMPACT Early Learning). as well as the sustainability of the infrastructure of the agency itself. by pursuing opportunities for reimbursement or cost reduction, including billing Medi-Cal for covered services, new dedicated revenue streams, eligibility to access establish revenues streams, and other grant opportunities.

Given that these efforts and activities are relatively new to First 5's and constantly changing and unfolding, assessments of projected returns are difficult to make. In recognition of this challenge, the Long-Term Financial Plan will seek to utilize current and projected resources to support program funding through the first two years of the Long-Term Financial plan, while staff pursue and scale emerging opportunities. Further, a conservative estimate of funding from future sources will be included in the final three years of the plan. This estimate will serve as the target for combined additional new resources secured and available through Fiscal Year 2027-28.

In addition to projected revenues, First 5 Yolo's financial position must plan for and shield against normal timing differences between when invoices are paid and when income is received, as well as abnormal delays in receipt of reimbursement from funding partners, without interruptions to agency operations and negative impact to funded partners. Reserves to maintain minimum levels of Working Capital to smooth agency operations as well as "catastrophic" reserves to allow operations to continue in the interim should Proposition 10 funding become significantly delayed or end, or should any other catastrophic event occur that disrupts business operations of the Commission, are critical. As First 5 Yolo's program investments have grown, the amount of Working Capital required to stabilize agency operations has also grown.

Operational Assumptions

First 5 Yolo understands its responsibility to be a reliable steward of public funds and has worked to ensure that any operational expenditures incurred are reflective of the true needs of the Commission and competitively priced. ~~Over the next 5 years~~Through Fiscal Year 2027-28, certain expenditures are anticipated to continue to grow as a result of the rising cost of doing business post-COVID and rising County costs allocated to First 5 Yolo to support continued use of County systems. Minimal increases in operational costs will be factored into the Long-Term Financial Plan and are primarily reflective of growing costs related to County allocated costs, technology, audit services, and office space rents (which was downsized in 2022).

Further, understanding that the outcomes achieved across First 5 Yolo's initiatives are made possible through highly skilled, high-capacity staff who are subject matter experts in their respective areas, First 5 Yolo must prioritize the maintenance of qualified core staffing. Given that Prop 10 revenue is First 5 Yolo's only dedicated funding stream, this Plan includes utilization to Prop 10 funding to support core staffing. Grant funding will continue to be used to expand FTE focused on direct program management, planning, capacity building, and oversight related to the agency's initiatives.

Program Investment Assumptions

~~Over the next 5 years~~Across the life of this Plan, First 5 Yolo will continue to focus on funding activities aligned to and under its three main initiatives: ~~The CHILD Project: Road to Resilience~~Welcome Baby: Road to Resilience, Help Me Grow and QCC/IMPACT Early Learning. Understanding that these initiatives rely heavily on leveraged funding, the continuance of these initiatives at or close to their current scale is not possible without securing significant ongoing funding. Further, given that First 5 Yolo Prop 10 revenues continue to decline and operational costs continue to rise, despite operational cost savings measures, the Commission's ability to maintain its current levels of Prop 10 funding in these programs is significantly diminished.

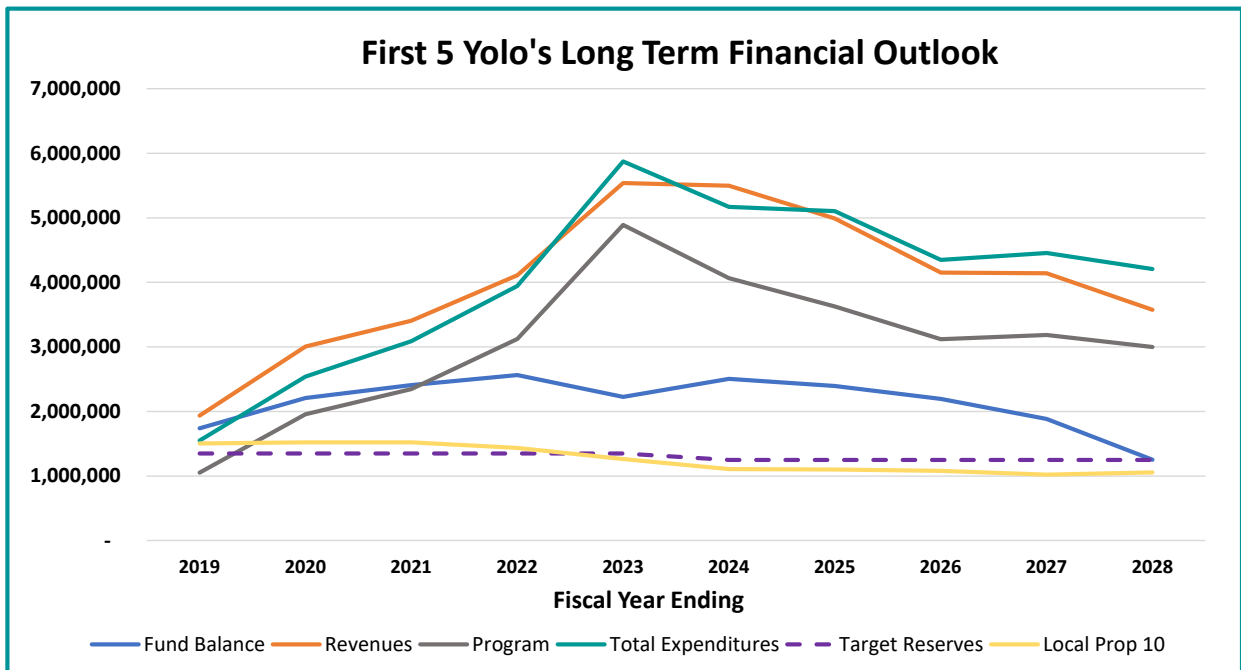
Understanding these challenges, the Commission will work to maintain existing and identify new funding streams to sustain these initiatives at levels that allow the programs to continue to make measurable

and meaningful community impact. Upon conclusion of known funding streams, in the absence of renewal, the plan includes a reduction in some programmatic components of each initiative to align program expenditures with projected and target revenues. These changes will support the core components of each initiative to ensure ongoing positive and measurable outcomes for Yolo County’s most vulnerable children and families.

First 5 Yolo Fiscal Year 2023/24-2027/28 Long Term Financial Plan

The following table and graph illustrate First 5 Yolo’s 5-year Financial Plan and Projections under the above assumptions and include 5-years of graphic historical data as reference. Given the recent and historical trends, and in consideration of projected revenues, Commission goals, and projected expenditures, First 5 Yolo anticipates the following across Fiscal Years 2023-24 through 2027-28:

Fiscal Year Ending	Fund Balance (Year End)	Local Prop 10 Allocation	Revenues	Program	Total Expenditures
2024	\$ 2,505,472	\$ 1,107,364	\$ 5,498,243	\$ 4,065,697	\$ 5,171,292
2025	\$ 2,395,009	\$ 1,100,576	\$ 5,109,301	\$ 3,723,640	\$ 5,219,764
2026	\$ 2,197,374	\$ 1,079,748	\$ 4,150,544	\$ 3,119,087	\$ 4,348,179
2027	\$ 1,885,095	\$ 1,021,846	\$ 4,142,181	\$ 3,186,259	\$ 4,454,460
2028	\$ 1,253,460	\$ 1,054,753	\$ 3,576,078	\$ 2,999,436	\$ 4,207,713



Revenues:

The First 5 Yolo Long-Term Financial Plan includes a focus on identifying and securing new and ongoing revenue streams as well as a strategic use of current fund balance in future periods to ensure

sustainability of First 5 Yolo’s three main initiatives, at sufficient levels to allow ongoing positive and measurable impact, but with planned reductions and retention of only core components.

Given the projected decline in Prop 10 Funding and the potential close of some funding streams, the Plan includes approximately \$800,000 in new revenues from unestablished or currently unbudgeted sources across the life of the Plan beyond projected revenues from high-probability agreement renewals. Aligned to the Strategic Plan, several new, potential funding sources have already been identified as viable sources of future ongoing and sustainable revenues for the Commission. First 5 Yolo is actively pursuing and preparing for these opportunities. Should additional revenues not be realized, associated systems efforts would need to be reorganized, downsized, or eliminated.

Program Expenditures:

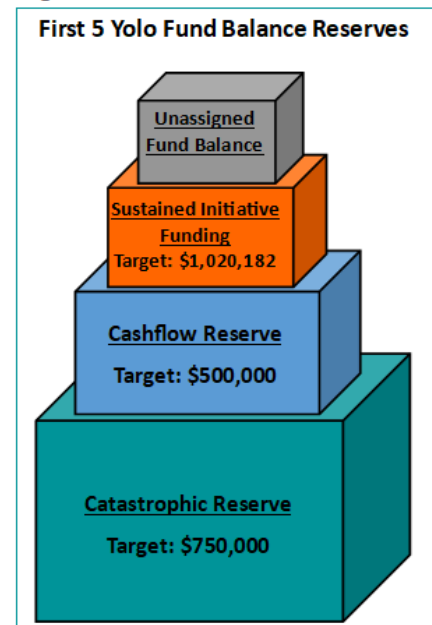
Community investments are expected to decline from approximately \$43.91M in Fiscal Year 2023/24 to approximately \$32M in Fiscal Year 2027/28 as a result of declining Prop 10 revenues and some grant-cycles coming to an end. Should First 5 Yolo realize new revenues beyond the minimum target identified, First 5 Yolo will review and adjust its planned Program Expenditures.

Fund Balance and Reserves:

As is best practice and like many First 5’s, First 5 Yolo maintains Fund Balance reserves to allow continued program funding and operations in the event of revenue instability, delays in funding, and/or catastrophic events. Consistent with the prior Long Term Financial Plan, First 5 Yolo has renewed its commitment to ensuring sufficient reserves to safeguard the agency and its funded partners from disruptions and delays (see Figure 2).

This Plan includes specific reserves to allow continued program funding and operations due to timing delays between when funded partners are paid and receipt of reimbursements (Cashflow Reserve), safeguard the agency and its funded partners to winddown in the face of a catastrophic event (Catastrophic Reserve), and to strategically utilize fund balance across the life of the Strategic Plan to hold program funding as consistent possible to sustain initiatives at levels that allow continued measurable and meaningful impact (Sustained Initiative Funding). At the close of this Plan, First 5 Yolo anticipates a fund balance of \$1.25M which reflects the projected balance of the Cashflow and Catastrophic Reserves combined.

Figure 2



**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Receive Update on Alignment with County Employee Benefits and Provide Direction for Action

Background

First 5 Yolo is an agency of Yolo County with certain independent authorities. Per a 2002 Memorandum of Understanding (MOU) between County of Yolo and First 5 Yolo, all First 5 Yolo employees are at-will County employees, and per First 5 Yolo policies. Each of these positions is aligned to a Benefit Unit at County of Yolo. While the Commission sets salary scales and considers COLA adjustments, CalPERS and CalPERS associated health plans are maintained by County of Yolo.

All County employees (including First 5 Yolo employees) receive a Benefit Package amount and other benefits tied to their respective Benefit Units. Benefit Units are assigned when positions are adopted by the Commission. Current positions at First 5 Yolo include Department Head, Management, Supervisor, and General Unit designations. Following discussions with County HR/Payroll and County Counsel early last April, it became clear that Benefit Package amounts for First 5 Yolo employees have not been automatically adjusted at County HR/Payroll, and thus there has been a divergence in amounts being received and available to employees in their Benefit Packages. There are also other benefits that were unevenly or not applied, based on varying information.

On April 24, 2024, the Commission took action to align Benefit Package Amounts to County Benefit Package amounts for Benefit Year 2024 and subsequent years, and requested the Executive Director work with County Counsel and HR to determine if any further or additional actions were needed.

Executive Director Overview

This Item returns to the Commission with the result of discussions with County Counsel and HR and a clearer legal opinion on which personnel items (compensation and benefits) fall under Commission authority and which are included and applied without requiring Commission action. County Counsel is finalizing a Memo to First 5 Yolo that will be available by the time of the meeting. In the interim, a summary of key points follows.

The 2002 MOU clearly states that Commission employees are "...at-will County employees, serving at the pleasure of the Commission and are entitled to receive all rights and benefits to which at-will County employees are entitled, including retirement benefits through PERS." The MOU also states that the Commission "may determine the number, qualifications, and compensation of employees consistent with County Personnel Regulations."

The terms “compensation” and “benefits,” however, are not further defined in the MOU, likely contributing to inconsistencies over the years. County Counsel’s opinion is that the MOU’s references to the County’s Personnel Rules and Regulations (PRRs) in discussing compensation and benefits means that the parties intended for the PRRS to control this issue. Given this, a listing of items that fall under “compensation,” requiring Commission action, and those that fall under “benefits,” that should be automatically applied in alignment with the County follow, in the Additional Information section, below.

There are some past inaccuracies that will require correction with HR. County Counsel advises that the legal statute of limitations for correction is 3 years for compensation matters and 4 years for any benefits governed by an MOU for “labor” or “benefit” units. For employees not covered by a formal MOU, or for MOU’s silent on benefits, County Counsel believes it is likely the 4-year correction period still applies. The Commission has some flexibility to determine the exact start point for the correction period (e.g. point of discovery or point of first action to correct).

Given this advice, and multiple discussions, Executive Director recommends a direction from the Commission to work with County Human Resources to implement all salary and benefits adjustments necessary to address errors or omissions affecting First 5 Yolo employees for four (4) years from April 1, 2024 (point of discovery/notification).

Additional Information and Attachments

The following reflects how current Personnel Rules and Regulations (PRR’s) categorizes compensation and benefits for Yolo County workforce:

Compensation (Ch. 8)	Benefits (Ch. 9)
Salary	Health, dental and vision insurance
Longevity pay	Retiree health insurance
Out-of-class pay	Life insurance
Overtime, standby, and shift differential pay	Social Security and Medicare
Bilingual pay	Deferred compensation (457 plans) and employer match
	CalPERS retirement (and employee/employer share of CalPERS contributions)
	Allowances for auto use, uniforms, and safety shoes

Action Requested

Direct the Executive Director to Work with County Human Resources to Implement all Salary and Benefits Adjustments Necessary to Address Errors or Omissions Affecting First 5 Yolo Employees for four (4) Years as Required by Law.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Consider, Determine, and Approve Cost of Living Adjustment (COLA) for First 5 Yolo Employees for Fiscal Year 2024-2025

Background

The Commission determines the compensation of First 5 Yolo employees consistent with County Personnel Regulations and First 5 Yolo Policies. All First 5 Yolo employees are “at-will” County employees serving at the pleasure of the Commission.

Executive Director Overview

The Commission may consider giving employees a cost-of-living adjustments (COLA) based on what County of Yolo employees in the same/similar unit(s) have been given, or the Commission may choose another, or no amount of COLA, in a given year.

First 5 Yolo has four regular or grant-funded employees in the Management Unit benefit classification, one in the Department Head Unit classification, one in the Supervisory Unit classification, and one in the General Unit which will not be filled in Fiscal Year 2024-25. First 5 Yolo also currently has one part-time, non-benefitted employee who is paid hourly and one vacant, grant-funded, non-benefitted Extra-Help Position.

The County is planning on a 3% COLA increase for the Supervisor Unit and the Management Benefit Unit is still in negotiations, but has had language in their prior MOU’s to adopt the percentage other units receive if it is higher.

In accordance with County budgeting practices, the First 5 Yolo Budget includes a 2% COLA increase for FY24/25 though the Commission could elect to authorize a different amount. Cost information on the difference between 2% and 3% COLA is provided for Commission Consideration, below. Of costs presented, approximately 40% are grant reimbursable.

COLA Amount	Total Cost	Difference
2% COLA	\$18,454	
3% COLA	\$27,681	+9,227

Additional Information and Attachments

Action Requested

Consider, Determine and Approve Cost of Living Adjustment (COLA) for First 5 Yolo Employees for Fiscal Year 2024-2025.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments ☒

Agenda Item- Review 3-Year Comparison Budget and Review and Adopt FY24/25 Budget

Background

Annually the Commission is required to adopt a budget for the coming fiscal year. The Annual Budget begins July 1 and ends June 30. Per First 5 Yolo policies, the Strategic Plan and the Sustainability Plans are used to support the adoption of the Annual Budget. The multi-year budget (3-year Comparison Budget) illustrates the prior Fiscal Year's actual, current Fiscal Year's projected, and coming Fiscal Year's budgeted expenditures and revenues. It is used to view short-term trends in both expenditures and revenues. The Commission uses the multi-year budget as a resource when considering the adoption of the First 5 Yolo Budget for the coming fiscal year.

Executive Director Overview

The 3-Year Comparison Budget is included with this item as **Attachment A**, and the FY2024-2025 proposed Annual Budget is included as **Attachment B**. The multi-year budget is used to inform the creation and adoption of the single year budget and does not require a formal Commission action for adoption. It is solely a resource document.

Of note are the following items:

- Projected local Proposition 10 revenues are based on revenue projections received from First 5 California which are informed by DHCS birth rate data.
- Non-Prop 10 revenue is reflective of best estimates for known funding sources in the coming year.
- Budgeted Personnel expenditures are higher than previous years primarily related to the planned addition of 1.5 grant-funded, limited-term, FTE (.5FTE Data Analyst to support Welcome Baby: Road to Resilience and 1.0FTE to support Medi-Cal billing implementation). Additionally, First 5 Yolo will pilot utilizing specialized consultants to support Executive Assistant and Fiscal Support activities previously supported, in part, by the Accounting and Office Support Specialist. While the Commission pilots the use of consultants, the Accounting and Office Support Specialist position will remain vacant and no personnel funds are budgeted to the position.
- For FY25, the Commission continues its focus on its 3 main Initiatives (Help Me Grow, Welcome Baby: Road to Resilience, and IMPACT/QCC Early Learning). Additional programs for FY25 include Attachment & Biobehavioral Catch-Up (fully grant funded and coordinated with Welcome Baby: Road to Resilience) and Crisis Nursery Mobile Client Navigator (Prop 10 funded).

- Budgeted Professional Services are higher than previous years related to the pilot of consultant services to support targeted fiscal and executive assistant functions as well as additional grant-funded consulting services (e.g, managed care plan consultant).

Additional Information and Attachments

As a result of the changing work of First 5 Yolo, which includes programmatic administration of some grant-funded programs in-house, the “Total Program” amounts listed across the FY23/24 Budget, Strategic Plan Funding Plan, and the Contract List, do not and should not match. Each document is intended to meet a different purpose and therefore display program funds differently; the FY23/24 Budget shows all agency wide expenditures in their correct budget objects and allocated across the Administrative, Program (multiple), and Evaluation cost centers; the Strategic Plan Funding Plan shows all funds allocated to all Programs regardless of how those funds are administered; and the Contract List shows all contracts and amounts being issued to funded partners in the coming Fiscal Year. Because each is intended to meet a different purpose, the dollar amounts listed for each program may vary depending on how those program funds are administered.

Action Requested

Adopt Fiscal Year 2024/25 Budget

**3-Year Comparison Budget
Fiscal Year 2022-23 to Fiscal Year 2024-25**

	FY22-23	FY23-24	FY24-25
	(Actual)	(Projected)	(Proposed)
A. Revenues			
Prop 10- State Tobacco Tax Allocation	1,261,093	1,107,364	1,100,576 ¹
Prop 10- First 5 California	299,291	510,421	422,328
Non-Proposition 10	3,407,666	3,852,006	3,566,397
Interest	50,304	28,451	20,000 ²
Total Revenues	5,018,353	5,498,243	5,109,301
B. Personnel			
Salaries (Regular, Grant-Funded, and Extra Help)	576,673	651,461	765,314
Benefits	397,972	463,734	540,733
Unemployment Insurance	2,362	2,362	862
General Liability	10,903	12,938	17,322
Workers Comp Insurnace	5,258	11,222	14,582
Total Personnel	993,169	1,141,716	1,338,813 ³
C. Program Funding			
Help Me Grow	780,723	718,864	718,864
Welcome Baby: Road to Resilience			2,106,367 ⁴
The CHILD Project: Road to Resilience	1,080,387	1,221,512	-
Welcome Baby	784,937	979,267	-
CalWORKS Home Visiting Program		321,278	419,994
Childcare Recovery Package	943,942	293,283	-
Refugee Family Support	54,925	132,637	-
ACES Aware Network of Care	70,499	44,864	-
IMPACT	345,814	144,292	265,715
Home Visiting Coordination	1,894	-	-
PDG-R	11,421	-	-
Attachment & Biobehavioral Catch Up	102,352	157,500	157,500
Crisis Nursery Intervention Services	55,354		-
Crisis Nursery Mobile Client Navigator		40,000	40,000
Yolo County Family Poverty Reduction Pilot	100,000	-	-
Yolo Crisis Nursery Capital Campaign	100,000	-	-
Event Sponsorships	1,500	2,000	5,000
Partner Reporting Platform- Clear Impact	10,200	10,200	10,200
Total Program Funding	4,443,947	4,065,697	3,723,639 ⁵
D. Operating Expenses	55,281	81,778	99,848 ⁶
E. Professional Services	64,116	47,031	176,998 ⁷
F. Contingency Funds (2% Projected P10 Revenues)	-	-	22,012 ⁸
G. Less Indirect Received on Contracts	(153,206)	(164,930)	(141,546)
Total Expenses	5,403,306	5,171,292	5,219,764
Net Income/(Loss)	(384,953)	326,951	(110,463) ⁹

(notes on next page)

3-Year Comparison Budget Notes:

1. Historically, Prop 10 revenues have declined at an annual rate of 1-3%, however, with the recent passage of the California Flavored Tobacco Products Ban, Prop 10 revenues are experiencing accelerated and variable decline.
2. In alignment with the Governmental Accounting Standards Board Statement #31 (GASB 31), First 5 Yolo makes an annual adjustment to the value of its investment assets to reflect their fair market valuation if Commission investments were to liquidate at the end of that fiscal year. In FY22-23 the GASB 31 adjustment resulted in an unrealized gain and the GASB31 adjustment for FY23-24 will not be recorded until after the close of the fiscal year.
3. Budgeted Personnel expenditures for FY24-25 are inclusive of both regular FTE, Extra Help, and grant-funded FTE for which First 5 Yolo will be reimbursed. FY24-25 budget FTEs include a new grant-funded 1.0FTE to support Medi-Cal Managed Care Plan work and a .5FTE grant-funded Data Analyst to support Welcome Baby: Road to Resilience. Additionally, the Accounting and Office Support Specialist Position will not be filled during FY24-25 and therefore is not included in the FY24-25 personnel budget. To gain cost efficiencies and deeper experience, First 5 Yolo will pilot utilizing consultants with expertise in governmental accounting/administration as well as the Yolo County ERP system to support targeted accounting and business support activities. First 5 Yolo will also pilot the use of some remote Executive Assistant time. First 5 Yolo is included in Yolo County's Risk Pool, and thus Worker's Compensation, General Liability and Unemployment Insurance costs are allocated to the Commission by Yolo County and included in Total Personnel Costs.
4. Beginning in Fiscal Year 2024-25, the Welcome Baby ARP Pilot will fully integrate with The CHILD Project: Road to Resilience under the new name for the combined effort: Welcome Baby: Road to Resilience.
5. As the Commission enters the second year of its new 5-Year Strategic Plan, the Commission continues its intentional focus-in on its three main initiatives: Welcome Baby: Road to Resilience, Help Me Grow, and QCC/IMPACT Quality Early Learning. Additional programs beyond these 3 main initiatives include Attachment & Biobehavioral Catch-up, which is fully grant-funded, and Crisis Nursery Mobile Client Navigator which is Prop 10 funded. Both these programs support goals and strategies identified in the Commission's Strategic Plan.
6. Operating costs in FY24-25 are expected to be slightly higher than projected FY23-24 actuals, primarily as a result of anticipated County costs, inflation, increased costs associated with planned new grant-funded FTE (described in Note 3, above), and the agency's preparation to begin functioning as a Covered Entity under HIPPA to enable billing under MediCal and opportunities for Evidence-Based Program Clearinghouse trials.
7. Professional services budgeted for FY24-25 are notably higher than projected FY23-24 actuals in anticipation of additional grant-funded and Prop 10 funded professional services to support the agency in pursuing and preparing for new funding sources (e.g., Managed Care Plan reimbursement) in accordance with the new Strategic Plan. Additionally, the Commission plans to pilot engaging specialized consultants to support certain fiscal and administrative activities previously supported by the Accounting and Office Support Specialist and Deputy Director to maintain agency capacity through this period of increased planning and workload. To offset Prop 10 funded consultant costs for these activities, the Accounting and Office Support Specialist position will remain vacant through FY24-25.
8. Per First 5 Yolo process, 2% of annual projected Prop 10 revenues are held on each annual budget as Contingency funding to ensure the Commission can meet its obligations in the event of unanticipated annual Prop 10 variance.

9. The Commission's FY2023/24-2027/28 Strategic Plan includes securing new external revenues, reducing Prop 10 funds directly leveraged into programs, and the strategic use of Fund Balance to ensure agency sustainability and maintenance of core program components while the Commission seeks new sustainable revenue streams. FY23-24 was the first year of the new Strategic Plan and included a planned contribution of Fund Balance. Beginning in with Fiscal Year 2024-2025 through the life of the Strategic Plan, the Commission will strategically utilize fund balance (i.e., planned annual budget deficits) to sustain agency operations and program funding at levels sufficient to create meaningful impact in the Community.



**Annual Budget
Fiscal Year 2024-2025**

Descriptions	Budget	Cost Allocations			Eval
		Admin	Program (Mult. Cost Centers)		
SOURCES OF FUNDS					
A. Revenues					
Prop 10- State Tobacco Tax Allocation	1,100,576	1,100,576			
Prop 10- First 5 California	422,328		422,328		
Non-Proposition 10	3,566,397	5,000	3,561,397		
Interest	20,000	20,000			
Total Revenues	\$ 5,109,301	\$ 1,125,576	\$ 3,983,725	\$ -	
EXPENDITURES					
B. Personnel					
Salaries (Regular, Grant-Funded, and Extra Help)	765,314	260,350	424,729	80,235	
Benefits	540,733	185,175	298,491	57,067	
Unemployment Insurance	862	446	278	138	
General Liability	17,322	8,977	5,579	2,766	
Workers Comp Insurance	14,582	7,556	4,697	2,329	
Total Personnel	1,338,813	462,504	733,774	142,535	
C. Program Funding					
Help Me Grow	718,864		718,864		
Welcome Baby: Road to Resilience	2,106,367		2,106,367		
CalWORKS Home Visiting Program	419,994		419,994		
IMPACT Legacy	265,715		265,715		
Attachment & Biobehavioral Catch Up	157,500		157,500		
Crisis Nursery Mobile Client Navigator	40,000		40,000		
Event Sponsorships	5,000		5,000		
Partner Reporting Platform- Clear Impact	10,200		10,200		
Total Program Funding	3,723,639	-	3,723,639	-	
D. Operating Expenses					
	99,848	51,483	32,498	15,867	
E. Professional Services					
	176,998	62,856	82,853	31,289	
F. Contingency Funds (2% Projected P10 Allcation)					
	22,012	11,407	7,090	3,515	
G. Less Indirect Received on Contracts					
	(141,546)		(141,546)		
Total Expenses	\$ 5,219,764	\$ 588,250	\$ 4,438,308	\$ 193,206	
Net Income/(Loss)	(110,463)	11.27%	85.03%	3.70%	
Beginning Fund Balance: July 1, 2024	\$ 2,505,472				
Projected Ending Fund Balance: June 30, 2025	\$ 2,395,009				
Unassigned Balance	-				
Sustained Initiative Funding	1,145,009				
Cashflow Reserve	500,000				
Catastrophic Reserve	750,000				

(see notes on next page)

Fiscal Year 2024-2025 Budget Notes

1. Aligned to best practices, First 5 Yolo's accounting structure includes an ability to assign expenditures to their specific grant-related projects. As such, revenues and expenditures listed as "Program" include multiple cost centers within First 5 Yolo's accounting structure.
2. Prop 10 Revenues projections are based on January 2024 projections from First 5 California which rely on CA Department of Finance birth rate data. The impact of Proposition 31 (CA Flavored Tobacco Products Ban) continues to unfold leading to instability within revenue projections. The January 2024 revenue projection, which covers Fiscal Year 2023/24-2027/28, includes an additional projected decline of ~191,000 over the next 4 years compared to the May 2023 projections.
3. "Prop 10- First 5 California" revenues are inclusive of all grant funding from First 5 California or derived from First 5 CA via a pass through (i.e., IMPACT Legacy and Home Visiting Coordination Regional Technical Assistance Grant which is a pass through First 5 Sonoma to Yolo and other Counties participating in the region)
4. "Non-Proposition 10" revenues are inclusive of all other state, federal, local, and private sources of funding including grants, funding MOUs, and donations and other miscellaneous revenues.
5. Expenditures included in B. Personnel are inclusive of both regular and grant-funded staff time. For both non-grant funded staff time, Operational and Professional Service expenditures, budgeted expenditures are allocated across Administration, Program, and Evaluation in accordance with the First 5 Yolo Cost Allocation Plan. Grant-funded staff time, including staff time for those who carry no administrative responsibilities, is included within the Program cost center(s) only.
6. First 5 Yolo is included in the County's risk pool and thus costs associated with Worker's Compensation, Unemployment and Liability Insurance are based on First 5 Yolo's proportionate share of County Costs. Projected costs continue to rise year-over-year primarily related to the COVID-19 pandemic and rising costs post-pandemic.
7. Expenditures included in C. Program Funding reflect all non-grant-funded personnel expenditures related to each program including both contracts to direct service providers, contracts for professional services specifically billable to single programs, program components administered by First 5 Yolo for specific programs (e.g., program specific training, program specific supplies, etc.) and specific program evaluation efforts covered by grant-funding.
8. D. Operating Expenses include all budgeted First 5 Yolo operational expenditures to support daily agency functions including but not limited to the following: County system use charges for accounting and time-keeping systems, internet connectivity, software licenses, household expenses associated with the First 5 Yolo office space, training and development, etc.
9. First 5 Yolo Professional Services includes the First 5 Yolo annual Independent Financial Audit, Single Audit, agencywide evaluation, managed IT services, as well as funding for the strategic utilization of consults as First 5 Yolo seeks to add cost-effective, time-limited capacity for the agency and pursue and prepare for new funding opportunities.

10. First 5 Yolo receives a modest indirect on several of its Agreements from other funders to account for charges that are incurred for shared purposes but not easily assignable, and therefore not billed as a direct charge for reimbursement (“Indirect Costs”). Indirect received on Agreements helps to offsets some operational expenditures for First 5 Yolo.
11. At the close of Fiscal Year 2024-25, First 5 Yolo anticipates a planned deficit and draw on fund balance in the amount of \$142,307. Aligned with the Long-Term Financial Plan and the Strategic Plan, Fund Balance will be strategically used across the life of each Strategic Plan to maintain First 5 Yolo agency operations and certain initiatives at levels to ensure continued and meaningful community impact.
11. Per First 5 California requirement, all First 5 Commissions are required to maintain a cap on administrative expenditures, not to exceed 15% of total budgeted expenditures. The current First 5 Yolo administrative cost cap is 12%. For Fiscal Year 24-25, First 5 Yolo administrative cost rate is projected to be 11.46%.
12. The Beginning Fund Balance at July 1, 2024 is based on current projections. Upon the close of Fiscal Year 2023-24 and compilation of the Financial Statements, the Beginning Fund Balance will be administratively updated to reflect actual fund balance at July 1, 2024.
13. The Projected Ending Fund Balance at June 30, 2024 is estimated at \$2,363,165 and is inclusive of all established reserves. The Commission’s Fund Balance Reserves include Sustained Initiative Funding through FY27/28, the Cashflow Reserve, and the Catastrophic Reserve which for FY2024-25 have a combined target balance at June 30, 2025 of \$2,363,165.
14. The Unassigned Balance is reflective of non-restricted and non-reserve Fund Balance. Funds in the Unassigned Balance, when available, can be allocated by the Commission without impacting the financial position of First 5 Yolo through Fiscal Year 2027-28.
15. “Sustained Initiative Funding” includes current Prop 10 fund balance designated for multi-year systems efforts which will be intentionally spent down across the life of the Strategic Plan to maintain First 5 Yolo agency operations and initiatives at levels to ensure continued and meaningful community impact.
16. The Cashflow Reserve is intended to smooth First 5 Yolo operations by ensuring adequate networking capital despite timing delays in the revenue cycle which can interrupt cashflow. This is increasingly critical as systems improvement investments are highly leveraged, given the longer timeframes often associated with state and county funding and the need to protect direct service partners from gaps in funding.
17. The Catastrophic Reserve includes funds to cover First 5 Yolo expenses for a short period of time should Prop 10 funding become significantly delayed or end, and/or a catastrophic event occur that disrupts business operations of First 5 Yolo.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments ☒

Agenda Item- Review and Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for Fiscal Year 2024-25

Background

Each year First 5 Yolo authorizes the one-year extension of contracts for programs funded under the multi-year Strategic Plan and contracts for on-going professional services before June 30, the end of the fiscal year.

Over the last several years, First 5 Yolo’s Funding Plan has moved from more siloed program funding to intentional concentration on three main high-impact initiatives that intersect and interact with each other to enhance the health, safety, and early learning of children with a whole child, whole family approach. This more strategic approach involves multiple program contracts contained within, or connected to, the initiatives, and often multiple “subprograms” attached to the infrastructure of the initiatives.

While it is the intent of the Commission to award multi-year funding to many programs, First 5 Yolo contracts are generally awarded to providers as single-year contracts and renewed as appropriate.

Executive Director Overview

At the May 2024 meeting, the Commission reviewed the anticipated list of programs for FY24/25. The final proposed List of Funded Program Contracts and Professional Services Contracts is **Attachment A** to this Item.

First 5 Yolo has devoted resources and attention to leveraged, shared funding projects focused on systems transformation and integration, and efforts now center on three main systems initiatives—Welcome Baby: Road to Resilience, Help Me Grow, and QCC/IMPACT. The Commission’s new 5-year Strategic Plan confirms the commitment to its three high-impact initiatives, while contemplating iterations and potential changes according to need and resources. The FY24/25 Funding Plan reflects this emphasis.

The two largest projects, Welcome Baby: Road to Resilience (WB:R2R) and Help Me Grow (HMG), are co-funded with the State Office of Child Abuse Prevention (OCAP), County Health and Human Services Agency (HHS), and Mental Health Services Act (MHSA) funding, respectively. Both are multi-year commitments crossing strategic plan years and involving multiple funded partner contracts within the initiative. IMPACT is a leveraged effort between First 5 CA and First 5 Yolo, supporting quality early learning and childcare providers.

Crisis Nursery Mobile Client Navigator aligns with services provided in R2R, Help Me Grow, and IMPACT, and First 5 Yolo is partnering with HHSA Child, Youth, and Families Branch to co-fund the Attachment and Bio-behavioral Catch-Up (ABC) Home Visiting Program for families already involved with Child Welfare Services.

As most funded programs and initiatives are continuing, the majority of FY23/24 program and service funded partners are continuing partners. Sole Source Justification Forms for all new proposed sole source contracts are included as **Attachment B** to this item.

Additional detail about individual contracts may be provided in the Commission Meeting.

Additional Information and Attachments

As a result of the changing work of First 5 Yolo, which includes programmatic administration of some grant-funded programs in-house, the “Total Program” amounts listed across the FY23/24 Budget, Strategic Plan Funding Plan, and the Contract List, do not and should not match. Each document is intended to meet a different purpose and therefore display program funds differently; the FY23/24 Budget shows all agency wide expenditures in their correct budget objects and allocated across the Administrative, Program (multiple), and Evaluation cost centers; the Strategic Plan Funding Plan shows all funds allocated to all Programs regardless of how those funds are administered; and the Contract List shows all contracts and amounts being issued to funded partners in the coming Fiscal Year. Because each is intended to meet a different purpose, the dollar amounts listed for each program may vary slightly depending on how those program funds are administered.

Action Requested

Review and Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for Fiscal Year 2024/25.



FY 2024/2025 Contract List

Note: Contracts displayed in the FY2024-25 Contract List reflect all Agreements under which expenses will be paid during any portion of Fiscal Year 2024-25. The "Requested New Funding Authorization Amount" for each Agreement reflects the amount of new funding requested for authorization beyond portions already approved through previous Commission actions. Based on each individual Contract's term, funding source, etc., funds may be added via amendment to an existing Agreement or via a new Agreement. Listed amounts reflect the "up-to" amounts for each contract. Final allocations are subject available public and private partner funding and project needs.

Program	Agency	FY25 Budget Amount	Requested New Funding Authorization Amount
Help Me Grow	Northern California Children's Therapy Center	\$593,864	\$593,864
Help Me Grow: In-Home Therapy for Caregivers	CommuniCare+OLE	\$75,000	\$75,000
Help Me Grow	Yolo County Children's Alliance	\$30,000	\$30,000
Help Me Grow	RISE, Inc.	\$20,000	\$20,000
Welcome Baby: Road to Resilience	CommuniCare+OLE	\$734,918	\$734,918
Welcome Baby: Road to Resilience	Yolo County Children's Alliance	\$508,457	\$508,457
Welcome Baby: Road to Resilience	Elica Health Centers	\$20,000	\$13,500
Welcome Baby: Road to Resilience	Northern Valley Indian Health	\$15,000	\$7,500
Welcome Baby: Road to Resilience	Winter's Healthcare Foundation	\$25,000	\$12,500
Welcome Baby	CommuniCare+OLE	\$351,000	\$351,000
Welcome Baby	Yolo County Children's Alliance	\$101,000	\$101,000
Alternative Response	Yolo County Children's Alliance	\$141,057	\$141,057
CalWORKS Home Visiting Program: Healthy Families America	Yolo County Children's Alliance	\$147,500	\$147,500
CalWORKS Home Visiting Program: ParentChild+	Northern California Children's Therapy Center	\$226,880	\$226,880
IMPACT: Legacy	Yolo County Children's Alliance	\$44,000	\$44,000
IMPACT: Legacy	RISE, Inc.	\$44,000	\$44,000
IMPACT: Legacy	Yolo Crisis Nursery	\$44,000	\$44,000
IMPACT: Legacy	Yolo County Office of Education	\$35,000	\$35,000
IMPACT: Legacy	UC Davis Center for Child and Family Studies	\$10,000	\$10,000
Attachment and Biobehavioral Catch-up (ABC) Joint Project	Yolo Crisis Nursery	\$143,182	\$143,182
Crisis Nursery Mobile Client Navigator	Yolo Crisis Nursery	\$40,000	\$40,000
Total Funded Partner Contracts		\$3,349,858	\$3,323,358

(continued on next page)

Professional Services	Agency	FY25 Budget Amount	Requested New Funding Authorization Amount
First 5 Yolo Independent Audit	Harshwal & Co LLP	\$10,000	\$0
First 5 Yolo Local Evaluation, Welcome Baby: Road to Resilience	LPC Consulting Associates	\$30,000	\$30,000
Managed IT Services	KAI Partners	\$8,343	\$8,343
Executive Assistant Services	Base HQ	\$29,455	\$29,455
Administrative Fiscal Support	Yolo County Satellite Finance	\$10,000	\$10,000
Administrative Fiscal Support	Regional Government Services Agency	\$39,200	\$39,200
MediCal Managed Care Consulting	Chapman Consulting	\$50,000	\$50,000
Welcome Baby: Road to Resilience Database Managed Services	Ten2Eleven	\$10,000	\$10,000
Total Professional Services		\$186,998	\$176,998

Contract List Notes

1. Amounts displayed indicate the estimated maximum anticipated funding to be awarded to each grantee for the defined program based on projected revenues for FY24-25. Award amounts are subject to Commission approval and available grant funding (for those joint funded projects). At the close of Fiscal Year 2023-2024, eligible contractors (based on the nature of the project) may request to rollover unspent program funds into FY24-25. Per First 5 Yolo Policy, requests are reviewed and approved by the First 5 Yolo Executive Director on an individual basis. Approved requests will result in an amendment to move funds from FY23-24 to FY24-25 which will increase the maximum FY24/25 contract amount above those described above or extend the term of an agreement into FY25 without raising maximum compensation across the multi-year life of each individual agreement.
2. The total Contracted Program Funding includes all programs funded via Agreements with local agencies and/or service providers and does not include other program funding budgeted by First 5 Yolo for which funds are directly administered by First 5 Yolo outside of contracts to Funded Partners or service providers. As the work of First 5 Yolo expands to include additional grant funding awarded to First 5 Yolo, the Commission expends some programmatic funds to purchase staff time, goods, supplies, and services which are then directly billed to their funding sources (e.g., program materials, training, etc.).



SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM

Name of Potential Provider/Contractor: UC Davis Center for Children and Family Studies

Name of Project: IMPACT/QCC Center Director Community of Practice

Project Dates: July 1, 2024- June 30, 2025

Description of Service to be provided:

Facilitation and Support of a Community of Practice for Center Directors providing childcare in Yolo County.

Amount: Up to \$10,000

Justification:

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other: The proposal specifically addresses situations where State, federal or other grant funding reductions/cuts impact the ability of agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition.

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Special factors affecting the cost under the contract.

Contract is with a public agency, University of California, Davis.

Other Comments:

Approval and Signature:



Executive Director

6/12/2024

Date



SOLE SOURCE PROCUREMENT AND CONTRACTING JUSTIFICATION FORM

Name of Potential Provider/Contractor: County of Yolo
Name of Project: Satellite Finance
Project Dates: July 1, 2024-June 30, 2025

Description of Service to be provided: _____
Provide fiscal support to include entry of contracts, requisitions, and purchase reconciliations into the County accounting system.

Amount: Up to \$10,000

Justification:

Sole source procurement will only be used when competitive procurement procedures are deemed infeasible for at least one of the following reasons: (check the boxes that apply)

- There is only one viable provider of the required service in the community.
- After solicitation of a number of sources, competition is determined to be inadequate.
- A local provider is the only provider with the required expertise, skills and capacity to provide the service.
- All local providers of a particular service will receive funding.
- The Commission is contemplating an effort that has not previously been done in the community and is therefore unable to either develop an RFP with sufficient specificity or to identify potential providers.
- The contract is with a state, federal or local government.
- The contract is for a continuation or augmentation of a project or service previously performed by the contractor.
- Other: The proposal specifically addresses situations where State, federal or other grant funding reductions/cuts impact the ability of agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition.

Whenever sole source procurement is used, the rationale will be fully justified in writing and approved by the Commission or its designated agent (e.g., Executive Director) before a contract is signed. The documentation justifying a sole source procurement include the following:

The effort made to solicit competitive bids or proposals, if any.

A summary outlining the reason for the sole source, based on the allowable exceptions set forth above.

Special factors affecting the cost under the contract.

County of Yolo is a public agency and administers the ERP system which functions are First 5 Yolo's system of record for all accounting transactions.

Other Comments:

Approval and Signature:



Executive Director

6/7/24

Date

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Director Report
<i>Background</i>
The Executive Director updates the Commission on activities and developments.
<i>Executive Director Overview</i>
<ul style="list-style-type: none">○ First 5 Yolo Annual Report to BOS June 2024○ First 5 Yolo Feature in State Policy Brief by Children’s Partnership and First 5 Center for Children’s Policy, “Community Health Workers Advancing Child Health Equity”○ Update on State Budget and CalWORKs Home Visiting Program○
<i>Additional Information and Attachments</i>
<i>Action Requested</i>
The Executive Director updates the Commission on activities and developments.

**First 5 Yolo Children and Families Commission
Agenda Item Cover Sheet**

Attachments

Agenda Item- Commissioner Reports
<i>Background</i>
Commissioners have the opportunity to provide updates on activities and events relating to their role as First 5 Yolo Commissioner and/or professional capacity in the County.
<i>Executive Director Overview</i>
<i>Additional Information and Attachments</i>
<i>Action Requested</i>
Receive Commissioner reports.