The First 5 Yolo Children and Families Commission met on the 8th day of June, 2022.

**NOTE: This meeting was held via teleconference, pursuant to AB361.**

**Commissioners in Attendance**:

Jim Provenza\*, Verna Sulpizio, Sally Brown, Jenn Rexroad, Heidy Kellison, Garth Lewis, Karleen Jakowski, Nichole Arnold

J. Provenza arrived at 3:14pm

**Staff in Attendance**:

Gina Daleiden, Melina Ortigas, Victoria Zimmerle, Fawn Montagna, Rachel McFarland

**Public in Attendance**:

None.

**ADMINISTRATIVE AGENDA**

Item #1: Call to order

S. Brown called the meeting to order at: **3:03pm**.

Item #2: Roll Call

V. Zimmerle took a voice roll call and noted J Provenza will be arriving late.

**Absent:** Melissa Roberts

Item #3: Approval of Agenda

***Approve Agenda***

S. Brown deemed the agenda approved. No objections.

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 5/11/22

Item #7: Approve First 5 Yolo Finance Committee Meeting Minutes from 5/31/22

Item #8: Receive Sponsorship Fund Allocations Report: Friends of the Davis Library – Juneteenth Celebration

Item #9: Adopt Commission Meeting and Budget Process Calendar for FY22-23

***Approve consent agenda items 6-9.***

**Motion:** G. Lewis **Second:** J. Rexroad

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #10: Authorize Acceptance of Yolo County Cannabis Tax funds for FY22-23 for First 5 Yolo The CHILD Project: Road to Resilience

First 5 Yolo requested $125,000 from Yolo County’s Cannabis Tax related revenues to expand and enhance the reach of The CHILD Project: R2R. The funds would be allocated for the purpose of infrastructure and capacity building to better serve the R2R high-risk population with a focused emphasis on rural families within that population. County Staff recommended approval of the First 5 Yolo Request, and as of May 2022, the Board of Supervisors Cannabis Tax Subcommittee and the Cannabis Tax Community Advisory Committee approved this recommendation. The full Board of Supervisors will now consider approval of First 5 Yolo’s request, along with the other recommended requests, at a future meeting.

First 5 Yolo Executive Director G. Daleiden requests direction to accept this grant, should final approval be granted, such that action can be taken quickly to begin programming within expectation of the County.

No public comment.

***Authorize Acceptance of Yolo County Cannabis Tax funds for FY22-23 for FY22-23 for F5Y The Child Project: Road to Resilience***

**Motion:** V. Sulpizio **Second:** J. Rexroad

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #11: Consider and Approve Cost of Living Adjustment (COLA) for 2% for First 5 Yolo Employees for Fiscal Year 2022-2023

G. Daleiden share that Commission annually considers a COLA for all F5Y employees consistent with County Personnel Regulations and F5Y Policies. The COLA, if approved, would be applicable beginning July 1, 2022.

No public comment.

***Approve 2% COLA for all First 5 Yolo Employees, including hourly staff***

**Motion:** H. Kellison **Second:** N. Arnold

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #12: Public Hearing: Review and Adopt FY18/19-22/23 Strategic Plan Update

At **3:13 pm** S. Brown opened the Public Hearing to comments on Strategic Plan Update.

No public comment.

At **3:13 pm** S. Brown close the Public Hearing.

G. Daleiden provided an overview on the Strategic Plan Update introduced at the Commission meeting May 11, 2022. There have been minimal changes and updates since the last Commission meeting with updates and edits outlined in the attachments for this item. G. Daleiden noted one additional update needed to reflect S. Hartman’s title changing from Systems Improvement Officer to Systems Integration and Implementation Officer.

Commissioners discussed and asked questions.

J. Provenza joined the meeting at **3:14 pm.**

***Adopt FY18/19-22/23 Strategic Plan Update with correction noted by staff to the position title***

**Motion:** H. Kellison **Second:** G. Lewis

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #13: Review and Authorize Funded Program Contracts, Sole Source Procurements, and Professional Services for FY2022/23

At the May 2022 meeting, the Commission reviewed the anticipated list of programs and program amounts for FY22/23 and annually, the Commission reviews the list of contracts and amounts for agencies providing direct services in First 5 Yolo’s programs. G. Daleiden noted two additional changes from the original document, including changes to the allocations to Yolo County Children’s Alliance (YCCA) and Davis Arts Center (DAC). YCCA is proposed to receive an augmentation of $3,000 to cover rising costs for mileage in The CHILD Project: Road to Resilience and Davis Arts Center under IMPACT 2020 for an expanded number of art kits to be provided in anticipation of serving a created number of childcare providers. The updated version will go into the updated Meeting Packet.

No public comment.

***Authorize Funded Program Contracts, Sole Source Procurements, and professional Services for FY22/23***

**Motion:** G. Lewis **Second:** J. Rexroad

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #14 Review 3-Year Comparison Budget and Review and Adopt FY22/23 Budget

V. Zimmerle presented an overview of the proposed FY22/23 Budget and 3-Year Comparison Budget. V. Zimmerle noted a correction to the previous version of this document a line item was accidentally deleted which impacted the cost allocation calculations. The error has since been corrected and the corrected version is presented. Of note is the line for Strategic Planning, which is budgeted for F5Y to work with a consultant to develop the next Strategic Plan. V. Zimmerle also noted the proposed budget includes a planned deficit of $367,926 across Fiscal Year 22-23. The planned deficit is in alignment with the current Strategic Plan and Long Term Financial Plan to utilized fund balance strategically to allow F5Y to maintain consistent program funding for multi-year programs across the life of the Long Term Financial Plan.

V. Zimmerle also reviewed the Commission’s various reserves and recommend increasing the target balance for the Continuing Leveraged Programs reserve to $560,000. The Continuing Leveraged Programs Reserve is intended to ensure funding stability for First 5 Yolo’s multi-year initiatives through Fiscal Year 2023-2024. After additional review since the prior Commission meeting, staff do not recommend modifying the target reserve for the Unassigned Balance. The Unassigned Balance serves as the Commission’s cash flow reserve which allows the Commission to support its funded partners and release reimbursements despite delays in receiving reimbursements from leveraged funds, such as those from State of California. This reserve provides stability for smaller agencies whose budget cannot support 3-6 months delays in receiving reimbursements.

H. Kellison noted a typo that needs to be updated in the Budget cover sheet: a number inversion.

J. Provenza asked if the target reserve for the Operations Reserve is intended to be increased due to the excess funds currently in this reserve. V. Zimmerle clarified that staff do no recommend increasing the Operations Reserve’s target amount and the excess funds include the balance of funds allocated by the Commission to support the Accounting and Office Support Specialist position across 4-year. The excess funds were placed in the Operations reserve to support planning decisions by the Commission and show the funds as assigned.

Commissioners discussed and asked questions.

No public comment.

***Approve FY22/23 Budget with updates noted by staff***

**Motion:** V. Sulpizio **Second:** H. Kellison

V. Zimmerle took a roll call vote.

Motion carried unanimously.

Item #15: Public Hearing: Review and Adopt Long Term Financial Plan Update

Annually, the Commission reviews it Long Term Financial Plan and makes any updates, if necessary. The Finance Committee has reviewed the proposed updates to the current Plan which runs through FY2023/2024 and includes historical information since 2013/14.

Of note is the additional language surrounding SB793, the anticipated flavored tobacco products ban referendum which will be on the CA General Election Ballot in November 2022. If passed, SB793 is expected to further reduce Prop 10 revenues beginning in FY22/23. There are two projections in the LTFP to account for either outcome; F5Y has used the lower projection in its planning to ensure the Commission can meet its obligations in future years.

The LTFP was updated to include currently known grant funding and other revenues through FY23-24 which were unknown at the time of the previous update. F5Y’s long term revenue and expenditures are based on what F5Y knows can be funded through the life of the plan.

J. Provenza asked about the percent of revenues that come from Prop 10. V. Zimmerle provided an estimate of 25% of revenues coming from Prop 10 with the remainder being leveraged funding from state agencies, local agencies, and other funding sources.

J. Provenza opened the Public Hearing at **3:47 pm**.

No public comment.

J. Provenza closed the Public Hearing at **3:47 pm**.

***Adopt Long Term Financial Plan Update***

**Motion:** G. Lewis **Second:** J. Rexroad

V. Zimmerle took a roll call vote. N. Arnold briefly left meeting and returned but was unable to participate in the roll call vote.

Motion carried unanimously.

Item #16: Executive Director Report

G. Daleiden provided an update on the Childcare ARP Project. F5Y is close to a final contract with Yolo County and is expecting to receive an agreement soon. F5Y Staff working on procedures and applications with an eye on accessibility and equity especially for smaller childcare providers. Additionally, staff are establishing an Early Learning Review (ELR) Committee, which includes childcare provider serving agencies throughout Yolo County. This includes Yolo County Office of Education, Children’s Home Society, West Sacramento Home Run, and YCCA. The ELR will be meeting in a couple of weeks and will have regular meetings to review and collaborate on allocations made to individual childcare providers under the program. G. Daleiden believes this group should be in a good position to start distributing grant funds later this summer.

S. Hartman’s position has been reclassified to the new First 5 yolo Systems Integration and Implementation Officer position, which includes broader responsibilities.

As of July 1, 2022, there will be a salary step movement for Fawn Montagna, QCC Impact Program Officer, after a favorable annual review.

First 5 California, as well as F5Y, has been laying groundwork over the past three years for increased partnership with the County’s managed care plan, Partnership Health. Next week G. Daleiden will be meeting with the CEO of Partnership Health to discuss a funding partnership with F5Y for programs that are most aligned to Partnership’s goals. Partnership is especially interested in Welcome Baby and The Child Project: Road to Resilience.

Commissioners asked questions and discussed.

Item #17: Chair and Commissioner Reports

Chair Provenza shared that the Board of Supervisors adopted a resolution committing Yolo County the efforts funded, in part, by American Rescue Plan Funds (ARP) to do an analysis, including a needs assessment and develop a roadmap for children and youth programs in Yolo County. This effort is championed by G. Lewis at Yolo County Office of Education. The Board of Supervisors also set aside some ARP funding to begin implementation of items identified once the plan is completed.

G. Lewis provided more detail noting that through the process, in addition to needs and gaps, they will also identify assets in each community. Additionally, each of the school district has adopted the plan and resolution. The Yolo County Office of Education has heard from the City of Davis and is awaiting word from other cities in the county regarding adoption of the resolution and additional funding toward the project. A monthly newsletter will be released on the status of the project starting later this month and there are plans to build out a dedicated website for this work. The updated full name of the project is “The Road Map to the Future for Yolo County Children and Youth”.

K. Jakowski stated that Child Welfare Services will be receiving an allocation from the California Department of Social Services to assist in developing a comprehensive prevention plan to support implementation of the Families First Prevention Services Act Part 1 (FFPSA). FFPSA will give county child welfare agencies the ability to leverage federal Title IV-E funding for prevention services. This is a new and exciting opportunity with many requirements and outstanding questions however, K. Jakowski noted that there may be opportunity within those funds to leveraged R2R as a prevention service. K. Jakowski also shared that Child, Youth and Families workgroup also has $2.2 million in ARP funding set aside to respond immediate needs identified through The Road Map to the Future for Yolo County Children and Youth process.

V. Sulpizio organized a clothing drive for the Yolo Crisis Nursery and is now organizing a shoe drive for YCN on July 9 in West Sacramento.

Commissioners discussed, asked questions, and commended the work of department and agency leaders throughout the County for their collaborative spirit in working toward positive outcomes for children and families.

G. Daleiden provided an update that the Little Pioneer’s Childcare Center, which is the childcare center in the City of Winters and was in danger of closing, will be merging with Winter’s Parent Nursery School for children ages 2 and older. Winter’s Parent Nursery School likely intends to seek a new license for infants to keep some of the capacity of Litter Pioneers. It is likely that Winter’s Parent Nursery School will seek a grant under First 5 Yolo’s Childcare Recovery Project to renovate and expand so Winter’s Parent Nursery School can take on the new families.

Item #18: Adjournment

J. Provenza adjourned the meeting **at 4:24 p.m.**

Next Commission Meeting scheduled:

September 14, 2022 3:00 p.m. – 5:00 p.m.

First 5 Yolo

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