

POLICY AND OVERSIGHT COMMITTEE MEETING
September 16, 2020 3:30 pm to 5:00 pm
3375 Sonoma Boulevard, Suite 30, Vallejo, CA 94590

In furtherance of the direction from Governor Newsom (Executive Order N-25-20) and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), **public access to the First 5 Solano Committee Meeting will be limited.**

Commissioners and public may attend via remote meeting using the following options:

Join livestream via Zoom:

<https://us02web.zoom.us/j/87254383664>

Join via Phone:

1-669-900-6833

Meeting ID: 872 5438 3664

Public Comments:

Public Comment may be provided by: During the meeting via the phone/computer audio when the Chair calls for Public Comment on an item; or submitting written public comments to First 5 Solano via email at cfcsolano@solanocounty.com by 12:00pm on the day of the meeting.

CALL TO ORDER

I. Introductions, Public Comment, Commissioner Comment

II. Consent Calendar

- A. Approve the April 1, 2020 Policy and Oversight Committee Meeting Minutes
- B. Receive the Commissioner Meeting Attendance Status Report

Action

III. Co-Sponsorship of Training and Conferences Fund Application

Motion: Consider approval of a request from the Solano County Office of Education for an allocation of up to of up to \$3,000 to support the 2020 Quality Counts Early Childhood Education Virtual Conference contributing to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children 0-5 and their families.

Kwiana Algere, Health Education Specialist

IV. Annual Review of Policies

- A. Consider a recommendation to change the Solano County Code regarding membership of the First 5 Solano Commission
 - B. Review and provide input into the development of a Responsive Grant Fund
- Megan Richards, Deputy Director; Michele Harris, Executive Director*

Action

V. Pre-Kindergarten Academy Report and Recommendation

- A. Receive the 2020 Pre-Kindergarten Academy Report
- B. Consider a recommendation to reallocate up to \$130,000 from FY2020/21 Pre-Kindergarten Academies to provide school readiness kits to support for kindergarteners for distance and at-home learning (*Funding Source: 2018-2023 Program Investment Plan*)

Juanita Morales, Program Manager; Megan Richards, Deputy Director

Action

- VI. Contract Updates** **Information**
Receive a report on Parents By Choice and review compliance action plan
Gene Ibe, Program Manager
- VII. Strategic Planning Launch** **Information/Discussion**
Review the process and timeline for the Commission's upcoming Strategic Plan Update
Michele Harris, Executive Director
- VIII. Strategic Plan Implementation Updates** **Information/Discussion**
Receive updates on the following:
A. Program: First 5 Center Update
B. Systems Change Implementation Plan Update
C. Community Engagement Activities Update
Megan Richards, Deputy Director; Juanita Morales, Program Manager, Lorraine Fernandez, Program Manager
- IX. First 5 Solano Staffing and Finance Update** **Information**
Receive a report on First 5 Solano staffing and financials, including the FY2019/20 Year End fiscal report
Megan Richards, Deputy Director
- X. Future Agenda Items, Meeting Time/Date/Location** **Information**
The Policy and Oversight Committee is scheduled to meet next on Wednesday, November 18, 3:30 pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update, Systems Change Implementation Update; Community Engagement Update; and Staffing and Finance Update

ADJOURN

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

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

The First 5 Solano Children and Families Commission does not discriminate against persons with disabilities. If you require a disability-related modification or accommodation in order to participate in the meeting, please call (707) 784-1332 at least 24 hours in advance of the meeting to make arrangements. Non-confidential materials related to an item on this Agenda submitted to the Commission are available for public inspection at the First 5 Solano business office, 3375 Sonoma Boulevard, Suite 30, Vallejo, CA, 94590 during normal business hours.

**First 5 Solano Children and Families Commission
Policy & Oversight Committee (POC) Meeting**

April 1, 2020, 3:00 PM – 4:30 PM
3375 Sonoma Blvd Ste 30, Vallejo, CA

Minutes

Commissioners present (remotely via Zoom video conference): Jennifer Barton, Lisette Estrella-Henderson, Erin Hannigan

Chair Barton called the meeting to order at 3:06 PM

I. Introduction, Public Comment, Commissioner Comment

There were no public or commissioner comments.

II. Consent Calendar

Motion:

- A. Approve the December 11, 2019 POC Meeting minutes
- B. Receive the Commissioner Meeting Attendance Status Report

**Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson
Approved 3-0-0**

Yea: Commissioners Barton, Estrella-Henderson, Hannigan

Nay: None

Abstain: None

III. Emergency Response Fund

Executive Director Michele Harris shared that First 5 Solano staff developed an Emergency Response Fund (ERF) Policy to allow First 5 Solano to assist agencies serving children 0-5 and their families. The ERF policy was developed in response to the COVID-19 pandemic, but has been written broadly enough that it could apply to any future community emergency, allowing the Commission the flexibility to rapidly respond when community issues arise. The funding to be utilized for FY2019/20 is unspent annual grant funds and FY2020/21 funding would be from unspent Program Investment Funds related to well-child checks. Technology solutions for remotely serving families, along with safety and sanitation supplies are some identified needs. Should this committee recommend moving the policy forward to the commission for approval, staff will move forward with surveying grantees regarding their specific needs related to their COVID-19 response efforts.

Motion: Consider a recommendation to approve an Emergency Response Fund, including: recommending approval of an Emergency Response Fund Policy; and an allocation of \$44,519 in FY2019/20 and \$50,000 in FY2020/21 to support the fund.

Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson

Approved 3-0-0

Yea: Commissioners Barton, Estrella-Henderson, Hannigan

Nay: None

Abstain: None

IV. FY2019/20 Mid-Year Report

Ms. Harris reminded the Committee that the Mid-Year report is based on Quarters 1 and 2, before the drastic changes brought by the COVID-19 pandemic. First 5 Staff is working closely with contractors as they adjust to remotely serving children and families. Staff will work with contractors to ensure as many performance measures can reasonably be met during this crisis, while still providing flexibility to the greatest extent possible.

Ms. Harris shared that Parents by Choice was identified as struggling to meet measures prior to the pandemic. Program Manager Dottie Nicholson reported the first 6 months of the program were very slow, being new to the County and training new staff. Quarter 3 numbers are much higher. Executive Director Tony Yadon said Ms. Nicholson and the Solano County team are now guiding the entire agency on Triple P services and thanked First 5 staff for being supportive. Ms. Nicholson added that parents have adjusted to the webinar model very quickly and are attending through the current pandemic.

V. Strategic Plan Implementation Updates

A. Program: First 5 Center Update

B. Systems Change Implementation Plan Update

C. Community Engagement Activities Update

There was no additional information outside the report and Commissioners had no questions.

VI. First 5 Solano Staffing and Finance Update

Ms. Harris shared that First 5 Solano has closed their lobby and staff are now mostly teleworking. Commissioner Hannigan asked about the First 5 Center staff and whether they were able to work and be paid through the Center closure. Ms. Harris commented that they continue to work remotely and are continuing to serve families, pursuing professional development, and creating future lesson plans.

Commissioner Estrella-Henderson asked if the pandemic has impacted First 5 revenues. Ms. Harris responded that early indications are that smoking is increasing. Ms. Harris also noted that revenues are actually connected to the stamps that are put onto tobacco products, not the actual sales. The revenue is secured when a retailer purchases the stamp to put onto tobacco products. Therefore, any increase could be interpreted as retailers restocking their stamp supply.

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

The next Policy and Oversight Committee is scheduled for Wednesday, May 13, 3:30pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update; Systems Change Update; Community Engagement Update; and Staffing and Finance Update.

Adjourn

Chair Barton adjourned the meeting at 3:41 PM.

Luke Winders, Office Assistant III

Approved:

DRAFT

DATE: September 10, 2020

TO: Jennifer Barton, Policy and Oversight Committee (POC) Chair
Erin Hannigan and Lisette Estrella Henderson, POC Members

FROM: Lorraine Fernandez, POC Staff

CC: Michele Harris, Executive Director

SUBJ: **Policy and Oversight Committee Meeting Staff Report**

Agenda Item III: Co-Sponsorship of Training and Conferences Fund Application

Motion: Consider approval of a request from the Solano County Office of Education for an allocation of up to of up to \$3,000 to support the 2020 Quality Counts ECE Virtual Conference contributing to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children 0-5 and their families

Staff Recommendation: Approve

Staff Report: Solano County Office of Education is requesting \$3,000 to provide its 2020 Quality Counts Early Childhood Education (ECE) Virtual Conference. The conference will contribute to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children 0-5 and their families.

The Quality Counts ECE Conference is an annual event that has been previously funded through IMPACT funds. The Conference will be a full-day Saturday event in September 2020. The Conference will be conducted virtually with an expected 200 participants, presenters and volunteers. Participants will be able to choose 3 sessions from a menu of 16 sessions in a variety of topics, such as, trauma responsive practices, resilience building strategies and childcare business support to attend virtually etc.

The total cost of the event is \$7,600. A minimal registration fee (\$10) will be charged to participants who are interested in attending the conference. The remainder of the funding will be provided by in-kind donation.

Summary: The application for Agenda Item III is included as Attachment B. For FY2020/21, the Commission funded the Co-Sponsorship of Training and Conferences Fund at \$25,000 and this is the first request of the Fiscal Year. If funding is approved in the recommended amount, the balance of the fund will be \$22,000.

Agenda Item IV: Annual Review of Policies

Commission policies are updated either on an as-needed basis, or in an annual review process that takes place in or around each September to ensure they are consistent with changes to local, state, and federal laws/regulations and Commission actions during the prior year. This includes the biennial review of the Commission's Conflict of Interest Code. The complete list of policies can be found in Attachment C.

Motion: Consider a recommendation to change the Solano County Code regarding membership of the First 5 Solano Commission

When the County Code section 7.3 was created to establish the First 5 Solano Commission, language was included that required Commission members to be a *resident* of Solano County. Over the last 20 years, there have been several instances when an individual with desired experience that worked in the county was put forward for consideration to be a Commissioner; however, their participation was not allowable as they lived out of Solano County. Many of these examples come from Health & Social Services leadership, where the staff person works full-time for Solano County, but resides in another County.

Staff recommends that the county code language be changed as follows, with the underlined language being added:

All members of the commission shall work or reside in Solano County.

Responsive Grant Fund: During the annual review of Commission policies, staff is recommending the Commission modify how small grants are being offered to community agencies. Changes in small grants may affect the following policies:

- Annual Grants Policy
- Business Challenge Grants Policy
- Community Engagement Fund Policy
- Co-Sponsorship of Conferences and Training Fund Policy
- Organizational Support Fund Policy

The Commission has historically offered small grants (less than \$5,000) to individuals and organizations through allocated funding for specific categories/activities, such as: Community Events for parents and children; Trainings and Conferences for providers; Grant Writing for providers; etc. In addition, in 2018, the Commission began an Annual Grants Program to offer grants of up to \$20,000 to pilot innovative ideas and fill community gaps.

After a review of the last 4 years of small grant spending, it has been determined that approximately \$125,000 has been going unspent over all of the categories of funding. In addition, it has been identified that there are small events, programs, and one-time funding opportunities that would benefit young children in our community that do not fit within one of the designated categories. Staff is recommending transitioning the current small grant opportunities into a Responsive Grant Fund with several prongs which will offer more flexibility in funding. Details on transitioning to a Responsive Grant Fund can be found in Attachment D.

At this time, staff is seeking Committee input into the direction of moving toward a Responsive Grant Fund and input on the funding prongs. After Committee review and input, staff will review current policies and bring forward any necessary modifications at an upcoming meeting.

No other policies, including the Conflict of Interest Code are recommended for updates at this time.

Agenda Item V: Pre-Kindergarten Academy Report and Recommendation

2020 Pre-K Academies Report: Pre-Kindergarten (Pre-K) Academies provide a 4-week quality early childhood education experience for children who are preparing to enter Kindergarten and have not previously attended preschool. This program is also targeted toward children who can benefit from additional preparation prior to the start of Kindergarten.

The summer of 2020, 20 First 5 Solano Pre-K Academies sessions were scheduled to be offered by 12 agencies with more than 400 children anticipated to attend. As schools began to close due to the COVID-19 pandemic in mid-March many districts were affected by school closures and cancelled their scheduled Pre-K Academy session. Seven Pre-K Academies sessions were still able to be offered by two districts in Solano County following COVID-19 guidelines which included ensuring a stable cohort of a maximum of 10 students in each classroom. Six sessions were offered in Fairfield, and one session was offered in Benicia with a total of 51 students attending. The full report can be found in Attachment E.

Motion B: Consider a recommendation to reallocate up to \$130,000 from FY2020/21 Pre-Kindergarten Academies to provide kindergartener learning kits to support kindergarteners for distance and at-home learning (*Funding Source: 2018-2023 Program Investment Plan*)

As indicated in the 2020 Pre-Kindergarten Academy Report, only seven Pre-Kindergarten Academy classrooms were held due to COVID-19. The classrooms that were held we reduced cohort sizes to accommodate cohort restrictions and social distancing reducing the number of children served from an average of 370 a year for the past 3 years to only 51 children in summer 2020. In addition, out of the \$200,000 allocated for 2020 Pre-Kindergarten Academies, a maximum of \$70,000 will be spent, leaving \$130,000 unspent.

First 5 Solano staff have been meeting with Solano County Office of Education (SCOE) to discuss what can be done to support Transitional Kindergarteners and Kindergartens who started in the fall of 2020 are learning in a virtual setting. Staff are proposing to utilize the unspent funds from Pre-K Academies to provide every Transitional kindergartener and Kindergartener in Solano County Public Schools an at home learning kit. Even if students return to an in-person learning model during the school year, it will likely be a hybrid model with some at home learning.

Kindergarten learning kits will be distributed through the 57 elementary schools in Solano County to approximately 5,500 children. Examples of materials in the kits include:

- A minimum of 3 books (provided through Book Program from First 5 California; books will either be bilingual or have Spanish option)
- Age-appropriate school supplies (pencils, crayons, scissors, etc.)
- Unit blocks (blocks that can be stacked to show grouping, addition, etc.)
- Sight word and color/shape flashcards
- Art supplies
- First 5 Solano 2021 calendar and other parent support resources and materials

In addition to the funding from the Commission, First 5 California will be distributing books to each county through a one-time book program designed to get books in the hands of children during the pandemic. SCOE has also committed to provide fiscal support the distribution by providing a match as well as in-kind support in putting the kits together and assisting in getting them to the elementary schools for distribution.

Should the Committee recommend funding to the full Commission, the Commission will hear the item at the October 13, 2020 Commission Meeting. If approved at that meeting, staff will purchase the supplies and work with SCOE to distribute them, with the goal of getting them out to children no later than January 2021.

Agenda Item VI: Contract Updates

At the April 2020 Policy and Oversight meeting, First 5 Solano staff presented the mid-year performance report and it was reported that staff was working closely with all contractors as they were beginning to provide services remotely during the COVID-19 pandemic. Parents by Choice, however, was identified as struggling to meet performance measures for their Triple P Parent Education contract prior to the pandemic and they had not met their performance targets in the first two quarters of the fiscal year. First 5 Solano staff subsequently met with Parents by Choice and discussed strategies to improve performance. In accordance with the Commission’s Compliance in Contracts Policy (Attachment F), a compliance action plan was initiated in mid-April to confirm the grantee’s agreement with those improvements.

Since initiation of the compliance action plan, First 5 Solano staff has communicated regularly with Parents by Choice to gauge progress of their performance and is pleased to report that the grantee has shown improvement in meeting their targets. A summary of progress is shown below:

Measure/Item	FY2019/20		FY2020/21
	Quarter 3	Quarter 4	First Month of Quarter 1 (through July 2020)
Level 2: # of seminars	Not met	Met	In Progress
Level 3: # of individuals	Not met	Not Met	In Progress
Level 4 Group: # of sessions	Met	Met	Met
Level 4 Group: # of individuals	Met	Met	Met
Level 4 Standard: # of individuals	Met	Met	Met

Per the terms of their Compliance Action Plan (Attachment G), Parents by Choice will remain in compliance until quarterly performance measures are satisfactorily met for at least two consecutive quarters or for the full Fiscal Year. First 5 Solano staff will continue to monitor the grantee’s performance and will report on their progress at the next Policy and Oversight Committee meeting.

Agenda Item VII: Strategic Planning Launch

The First 5 Solano Commission last updated its Strategic Plan and Long Term Financial Plan in 2017. At the same time, the Commission outlined its current funding cycle in its 2018-2023 Program Investment Plan. To facilitate funding future Commission priorities, planning needs to begin now for a 2023 launch. Over the course of this strategic planning effort, the following broad activities are proposed to be accomplished:

1. Data collection and review, to ensure investments are targeted to high-need areas
2. Review and update of the of the Mission, Vision, Values, principles
3. Review and update of the Systems Change Plan
4. Review and update of the Strategic Plan
5. Review and update of the Long Term Financial Plan
6. Development of a new Program Investment Plan

Attached (Attachment H) is the timeline and process for these efforts that have already begun, and are targeted to be completed by October 2022 for a July 2023 funding launch.

Agenda Item VIII: Strategic Plan Implementation Updates

A. Program

- 1. First 5 Center Update:** Starting in July 2020, the First 5 Center has begun holding classes (both multi-week sessions and one-time drop-in). They have been following COVID-19 guidelines, including health screening families upon check in, holding classes outside, masks for any person over the age of 2, and social distancing. Their next session of classes will begin the week of September 14. Information on the classes offered and how to sign up can be found at:

http://www.solanocounty.com/depts/first5/vallejo_first_5_center.asp



B. Systems Change Implementation Plan

1. FY2020/21 Systems Change Implementation Plan

In the 2016 Strategic Plan Update, the Commission adopted its 4th Priority Area as Systems Change with a goal that “early childhood systems are strengthened, integrated, expanded, and sustained.” In March 2016, the Commission approved the Systems Change Action Plan, and staff developed a multi-faceted implementation plan. A progress report on continued implementation of the Systems Change Action Plan will be included as part of the FY2019/20 First 5 Solano Annual Report.

Taking into account progress made and lessons learned, staff has worked with the Commission’s evaluator Applied Survey Research (ASR) to revise the Systems Change Implementation Plan for activities taking place during FY2020/21 (Attachment I).

2. Systems Change Activities Update

The following are brief descriptions of recent notable systems change activities:

Letter to State Legislators – Support First 5 in Vape Tax Proposal: An advocacy letter to Solano’s state legislators (Senator Dodd and Assemblymembers Aguiar-Curry, Frazier and Grayson) to ask that they support First 5 in the Vape Tax Proposal (Attachment J). The letter asked for consideration of the request that the current tax structure on vaping products be applied to the new Vape Tax, and that First 5 receive our fair share equivalency of 14.8%. The Vape Tax Proposal was discussed in late August; and, the discussions included the recommendation to include First 5 in the proposal. However, due to flaws in the language unrelated to First 5, the discussion was paused.

Solano Funders Forum: As part of First 5 Solano’s continued efforts to raise the profile of Solano and to continue networking with Bay Area funders, First 5 Solano hosts a quarterly meeting with funders who have expressed an interest in collaborating to strengthen these efforts. Several members who are interested in continuing a conversation regarding potential support for immigrant communities participated in discussions on ZOOM on July 29th and August 12th. These discussions are being led by Solano County Public Health with assistance from the Bay Area Regional Health Inequities Initiative (BARHII). Monthly Zoom meetings will continue, and First 5 Solano staff member Lorraine Fernandez is participating in these meetings.

C. Community Engagement

Community Engagement Activities Update: Community Engagement and COVID response bags were provided to First 5 Solano grantees and community partners. The bags included First 5 Solano community engagement materials, such as personal size hand sanitizers, children’s “boo-boo” bear ice packs and forehead thermometer strips. The bags also included emergency supplies provided by First 5 CA and several books donated by Quality Counts Solano. Over 500 bags were provided to agencies for distribution to families with children ages 0-5 in Solano County.

The First 5 Solano 2021 Calendar is in design and production. The 2021 calendar will include lots of resources and pictures of local kids and family. This next year’s calendar will introduce a new First 5 Solano friend and a suggested book of the month. The calendar will once again be available in both English and Spanish and is on track to begin distribution in December.

Agenda Item IX: First 5 Solano Staffing and Finance Update

Staffing Update: First 5 Solano is currently fully staffed. Per the guidelines issued by the County of Solano and the state due to COVID-19, staff are working via a mix of teleworking and staff in the office. All staff can be reached via email or phone.

Finance Update: FY2019/20 has ended and staff has closed the fiscal year. Presented is a summary of revenues and expenditures, as well as a breakdown of spending by grant.

A summary of FY2019/20 Commission revenues is as follows:

Item	Final Budget	Actuals	Percent Received	Variance
Interest Income	163,122	177,423	109%	14,301

Tax Disbursements	3,038,986	3,387,000	111%	348,014
State Match	347,157	394,426	114%	47,269
Interfund Services	802,771	467,755	58%	(335,016)
Misc Revenue (including donations & contributions)	595,000	971,192	163%	376,192
Total Revenues	\$4,947,036	\$5,397,795	109%	\$450,759

Overall, revenue came in higher than expenditure. The main factors contributing to this is higher than expected Proposition 10 revenue, revenue for the IMPACT program, and grants and donations related to the First 5 Center tenant improvements.

The following is a summary of FY2019/20 expenditures:

Item	Final Budget	Actuals	Percent Spent	Balance Remaining
Salary & Benefits	1,035,587	1,035,576	100%	11
Services & Supplies	295,174	296,224	100%	(1,050)
Grants/Programs	3,925,881	2,592,342	66%	1,333,539
Transfers out/POBs	10,171	10,170	100%	1
Capital Improvements	1,495,153	1,459,214	98%	35,939
Total Expenditures	\$6,761,966	\$5,393,526	80%	\$1,368,440

Office & Administrative Expenditures: Overall administrative expenditures were 10%, keeping it below the Commission's upper limit on administrative costs of 15%.

Program Expenditures: Underspending took place in several areas is mainly attributed to underspending in grants. A breakdown of spending by initiative/grantee for FY2019/20 is reported in Attachment K.

Total revenue for FY2019/20 was \$5,397,795 and total expenditure was \$5,393,526, with revenue exceeding expenditure by \$4,369.

- Attachment A: Commission Meeting Attendance Log
- Attachment B: Co-sponsorship of Conferences and Training Application
- Attachment C: First 5 Solano Policy Index
- Attachment D: Responsive Grant Fund
- Attachment E: 2020 Pre-K Academy Report
- Attachment F: Contracts Compliance Policy
- Attachment G: Parents by Choice Compliance Action Plan
- Attachment H: First 5 Solano Strategic Planning Timeline
- Attachment I: FY2020/21 Systems Change Implementation Plan
- Attachment J: Support Letter First 5 in Vape Tax Proposal
- Attachment K: FY2019/20 Contract Spending

2020 COMMISSIONER MEETING ATTENDANCE LOG

COMMISSION MEETINGS													
	1/14/20	FEB	3/3/20	4/7/20	MAY	6/23/20	JUL	8/11/20	SEP	10/13/20	10/24/20	NOV	12/1/20
ANDERSON	Present	NO MEETING	Absent	Absent	NO MEETING	Present	NO MEETING	Present	NO MEETING			NO MEETING	
BARTON	Present		Present	Present		Present		Present					
CRUTISON	Present		Present	Present		Present		Present					
DIAZ	Absent		Present	Absent		Present		Present					
ESTRELLA-HENDERSON	Present		Present	Present		Present		Present					
HANNIGAN	Present		Present	Present		Present		Present					
HUBER	Present		Absent	Present		Present		Present					
NEFF	Present		Present	Present		Present		Present					
WANBERG	Present		Absent	Present		Present		Present					
POLICY & OVERSIGHT COMMITTEE MEETINGS													
	JAN	2/19/20	MAR	4/1/20	5/13/20	JUN	7/15/20	AUG	9/16/20	OCT	11/18/20	12/16/20	
HUBER	NO MEETING	CANCELED (GRAND OPENING)	NO MEETING	Present	CANCELED	NO MEETING	CANCELED	NO MEETING		NO MEETING			
HANNIGAN				Present									
ESTRELLA-HENDERSON				Present									

FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION MEETING ATTENDANCE POLICY

The Solano County Code (Chapter 7.3) and First 5 Commission Policy set forth the requirements of Commissioner meeting attendance. Per these documents, Commissioners cannot miss three Meetings in a row or more than 50% of Meetings in a calendar year, whereas "Meetings" are defined as meetings of the full Commission per the approved annual Commission Meeting Schedule. In addition, Commissioners serving on a standing Committee cannot miss more than 50% of Committee Meeting.



IT'S ALL ABOUT THE KIDS

Co-Sponsorship of Training and Conferences Fund Application

First 5 Solano Children and Families Commission can provide up to \$3,000 to support conferences and/or training that benefits providers of services to children aged 0-5 and their families.

Application Date: July 27, 2020

Applicant Name: Lisa Eckhoff, Sr. Director, Early Learning

Organization(s) Name (if applicable): Solano County Office of Education

Address (Street, Apt., City, Zip): 5100 Business Center Drive, Fairfield, CA 94534

Phone Number: 707-399-4407 Email: leckhoff@solanocoe.net

Date of Training/Conference: Sat., 9/19/2020 Time of Training/Conference 8:30-4:00

Location of Training/Conference: 2020 Quality Counts ECE Virtual Conference

Describe the proposed training/conference/activity and how it will directly contribute to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children 0-5 and their families include any informational material as a separate supplemental attachment.

Early learning professionals serving children 0-5, including family child care, centers, preschool, transitional kindergarten, and kindergarten settings, will be invited to the conference. We are expecting 200 participants, presenters, and volunteers at this virtual full day professional learning event. In addition to a phenomenal keynote presentation, participants will be able to choose three sessions from a menu of 16 sessions being offered. A wide range of topics will be covered in the sessions, including: trauma responsive practices, resilience building strategies, playful use of stories, songs, and nature, STEM, caregiver responses to stress, fine and gross motor activities, childcare business support, self-care and much more.

What is the goal/purpose of your activity/event? Education of early learning professionals in all settings

Who is the "audience" for the activity/event? Early learning professionals serving children 0-5, including family child care, centers, preschool, transitional kindergarten, and kindergarten settings

What is the total number of people expected to attend? 200 – 150 participants + volunteers & presenters

Are you charging a registration fee to attendees? Yes Amount: \$10.00 for attendees

What is the total estimated cost of the Activity/Event? \$ 7,600

What is the total dollar amount you are requesting from First 5? \$ 3,000

Are you receiving funds from any other sources for this event? \$4,000. If so include in budget.

Please provide a detailed budget breakdown for your training/conference/activity.

Type	Cost	Amount Requested	Amount from other source or in-kind	Description
Keynote Presentation	\$3,000	\$	\$3,000	Julie Kurtz, "Raising Human(e) Children, a Job of Superheroes!" Requesting sponsorship of keynote from Lakeshore or similar corporate sponsor.
Session Presenters	\$4,600	\$3,000	\$	16 breakout sessions are being offered, by 23 presenters, honorarium of \$200 is offered to each presenter
Projected Revenue:				
150 participants @\$10	\$	\$	\$1,500	Conference registration fee of \$10 will be paid by participants.
Vendors	\$	\$	\$1,000	Vendors will be asked to purchase "ads" for the electronic conference program at \$100 each for business card sized ad.
	\$	\$	\$	

Lisa Eckhoff
Applicant Signature

7.29.20
Date

NOTE: In addition to this Application, if the funding is approved, Applicant must read and sign the "Agreement for Co-Sponsorship of Education, Conferences & Training Fund Grant".

For more information or help completing this application, contact First 5 Solano at 784-1332, email CFCSolano@SolanoCounty.com or visit www.first5solano.org

First 5 use only

Received: _____ S & P Meeting Date: _____

Approved by Committee Yes / No Amount approved: _____

Notes:

Attach: SPC Meeting Agenda, Staff Report

First 5 Solano Policy Index

Administrative Costs Policy

Annual Grants Policy

Business Challenge Grant Policy

Commission Meeting Attendance Policy

Committee Structure Policy

Community Engagement Fund Policy

Compliance in Contracts Policy

Conflict of Interest Code

Conflict of Interest Policy

Contracting and Procurement Policy

Co-Sponsorship of Conferences and Training Fund Policy

Emergency Response Fund Policy

Non-Discrimination Policy

Organizational Support Fund Policy

Salary and Benefits of Commission Staff Policy

Service Restrictions by Age Policy

Signature Authority Policy

Tobacco/Nicotine Education, Prevention, and Investment Policy

Current: Individual Small Grants Opportunities

Ongoing:

- **Community Engagement Events**
- **Co-Sponsorship of Conferences and Training**
 - **Grant Writing**
 - **Business Challenge**

Annual:

- **Annual Grants**

Other:

- **Systems Change Grants**
- **Executive Director Fund**
- **Emergency Response Fund**

Proposed: Responsive Grant Fund

- **Community Responsive Grants**
- **Community Provider Technical Assistance and Capacity Building**
- **Annual Grants**
- **Other:**
 - **Executive Director Fund**
 - **Emergency Response Fund**

**Current:
Individual Small Grants
Opportunities**

Community Engagement Events

Up to \$300 for events that engage children, parents, and the community.

Annual Budget: \$10,000

Annual Average Expenditure: \$5,500

Co-Sponsorship of Conferences and Training

Up to \$3,000 for providers to build capacity by hosting or attending trainings and conferences.

Annual Budget: \$25,000

Annual Average Expenditure: \$10,850



**Proposed:
Responsive Grant Fund**

Community Responsive Grants

To Be Determined, but include events, trainings, programs, one-time expenditures and other opportunities for providers of all sizes and experiences to apply for grants of \$300 to \$5,000

Opportunity offered biannually.

Annual Budget: \$45,000

**Current:
Individual Small Grants
Opportunities**

Annual Grants

Up to \$20,000 for one-year programs to pilot innovative ideas and fill gaps in services.

Annual Budget: \$200,000

Annual Average Expenditure: \$120,000

**Proposed:
Responsive Grant Fund**

Annual Grants

Continue annual grants of up to \$20,000 for one-year programs to pilot innovative ideas and fill gaps in services.

Change application process to include a Letter of Intent and then a Technical Assistance meeting with First 5 Solano staff to develop the ideas and assist in how to write the grant.

Annual Budget: \$200,000

**Current:
Individual Small Grants
Opportunities**

Grant Writing

Up to \$5,000 to hire a grant writer.
Annual Budget: Varies
Annual Average Expenditure: \$3,000

Business Challenge

Up to \$10,000 to match business
donations.
Annual Budget: Varies
Annual Average Expenditure: \$2,500

Systems Change Grants

Funding in the Systems Change Budget
to support First 5 Solano grantees.
Determined annually.



**Proposed:
Responsive Grant Fund**

**Community Provider Technical
Assistance and Capacity Building**

Community providers could apply for
up to \$7,500 in funds or services
toward individual capacity building
projects as needed by the
organization, such as developing a
fundraising plan, hiring a grant writer,
board development, strategic plan
development, etc.

First 5 Solano would hire a consultant
who could provide services or the
provider could select their own for up
to the same rate as First 5 Solano.

Annual Budget: \$40,000

**Current:
Individual Small Grants Opportunities**

Community Engagement Events
Annual Budget: \$10,000

Co-Sponsorship of Conferences and Training
Annual Budget: \$25,000

Annual Grants
Annual Budget: \$200,000

Grant Writing
Annual Budget: Varies

Business Challenge
Annual Budget: Varies

Other:

- **Systems Change Grants**
Annual Budget: Varies
- **Executive Director Fund**
Annual Budget: \$20,000
- **Emergency Response Fund**
Annual Budget: As Needed

**Proposed:
Responsive Grant Fund**

Community Responsive Grants
Annual Budget: \$45,000

Annual Grants
Annual Budget: \$200,000

Community Provider Technical Assistance and Capacity Building
Annual Budget: \$40,000

Other:

- **Executive Director Fund**
Annual Budget: \$10,000
- **Emergency Response Fund**
Annual Budget: As Needed

2020 Pre-Kindergarten Academy Report

Introduction:

Pre-Kindergarten (Pre-K) Academies provide a 4-week quality early childhood education experience for children who are preparing to enter Kindergarten and have not previously attended preschool. This program is also targeted toward children who can benefit from additional preparation prior to the start of Kindergarten.

Due to state mandates placed on indoor gatherings as a result of the COVID-19 pandemic, the number of Pre-K Academy sessions offered during the summer of 2020 were limited. In 2019, 19 sessions were offered with 327 children attending. In 2020, only 7 sessions were offered throughout the county with limited enrollment for a total of 51 children attending; only 16% of the number of children that attended the previous year. One session was held in Benicia at the Benicia Unified School District and six sessions were held in Fairfield by the Fairfield Suisun School District and Fairfield Suisun Adult School.

Organizations that hold Pre-K Academies conduct the Kindergarten Student Entrance Profile (KSEP). The KSEP is an evidenced-based assessment developed by UC Santa Barbara that measures social-emotional and cognitive elements of children's readiness to enter kindergarten. Teachers complete a scale on 20 questions based on their observations of and interactions with the child in the classroom. The tool is used as children begin the program, and again as children complete the program.

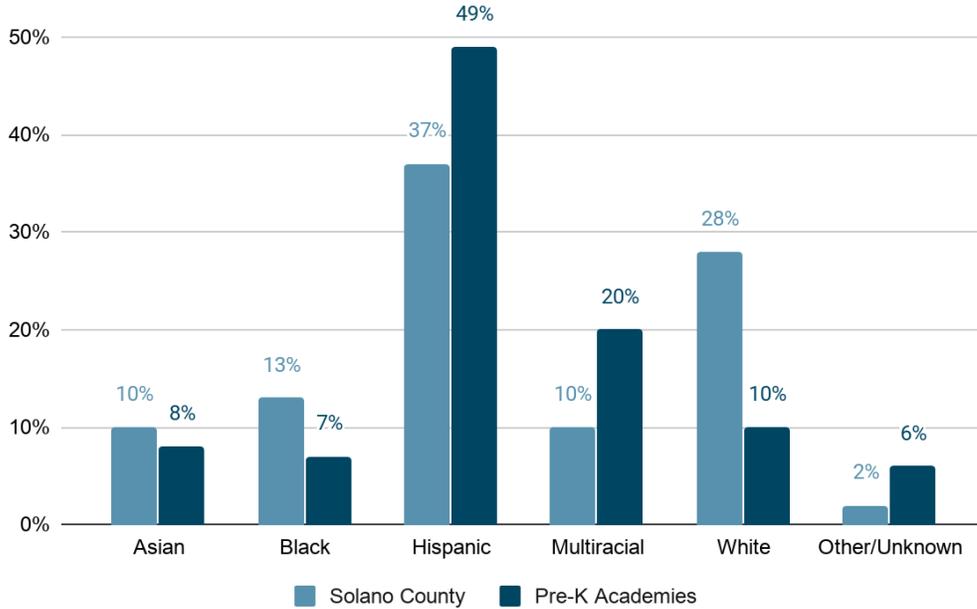
Of the 51 students who participated in the 2020 Pre-Kindergarten Academies, 48 completed consent forms, pre-assessment, and post-assessment forms that allowed for data analysis. The percentage of children and parents who completed all forms needed for data analysis was nearly 100% due to consolidating the forms into one registration/consent form and clear explanation of expectations by each organization.



Demographics:

Pre-K Academies were provided to children who had not previously participated in preschool activities, are English Language Learners or who are considered "high-risk" be due to factors such as poverty, remoteness, substance abuse, family violence, child abuse or neglect, and special needs. When comparing the Pre-Kindergarten student's ethnicities to county population data, the Pre-K Academies had a higher rate of Hispanic and multiracial children.

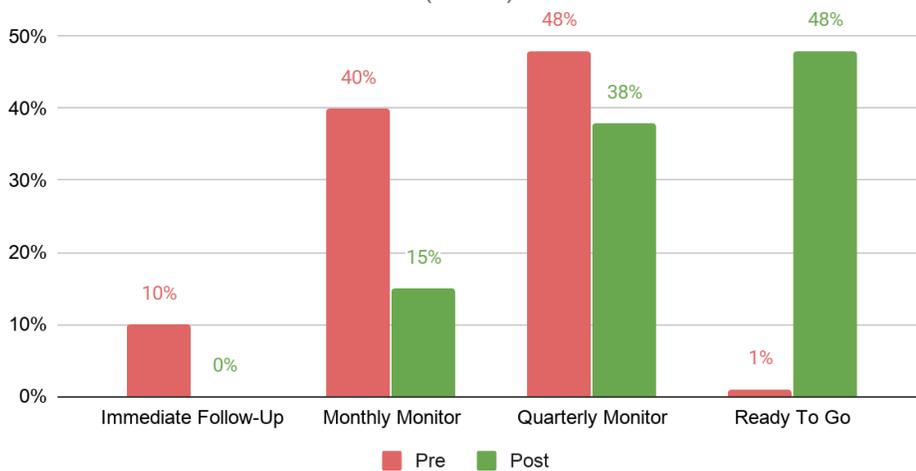
Solano County Ethnicity Comparison



Results:

First 5 Solano’s Pre-K Academies have been an effective approach in assisting the successful transition of young children into Kindergarten, and while fewer children participated, the Pre-K Academies were very effective in preparing children for Kindergarten.

Collective Pre and Post Follow-Up Status of Pre-K Students (n=48)



By the end of the 2020 Pre-K Academies, 85% of students were a part of the ready to go or nearly ready to go category in their preparedness for Kindergarten. This is higher than the 2019 Pre-K Academies which was 75% of students being a part of the ready to go or nearly ready to go category. At the start of the program less than 1% of the children were fully ready to go to Kindergarten based on the assessment. By the end, 48% of students were completely ready to go to and prepared for Kindergarten.

Health Profile/ Additional Findings:

This is the second year that First 5 Solano partnered with Solano County Health and Social Services to provide a dental education program, dental screenings and fluoride varnish treatment to all Pre-K Academy students. All students in a Pre-K Academy were provided an oral health kit, which included a toothbrush, floss, and age appropriate books about dental health. The Health Education specialist also provided oral health education virtually through Google meets. Due to COVID-19 guidelines fluoride varnish treatment and dental screenings were not able to be completed. Of the children who attended the Pre-K Academies, 46 children had health insurance and 39 had access to dental services and had a previous dental exam.

In addition, First 5 Solano also provided a bundle of 3 books, pencil kits and manuscript paper for all students that attended a Pre-K academy.

Conclusion:

First 5 Solano's Pre-K Academy was created with the goal of preparing young children with limited or no preschool experience for Kindergarten, and despite the limited availability and precautions needed due to the COVID-19 pandemic, they have still proven to reach this goal. Although children are the primary target of the academies, parents also benefit from the various engagement activities offered. Not only are children more prepared for a transition to either in-person classes but parents also have some expectation and introduction to distance learning and therefore families were better prepared overall. As one teacher stated, *"Even with the challenges of social distancing many of the students were excited to have an in-person kindergarten experience and were sad to have to leave at the end of 4 short weeks."*



COMPLIANCE IN CONTRACTS POLICY

- I. The purposes of defining a procedure for detecting and correcting non-compliance in contracts with grantees of the Commission are:
 - A. To most effectively assist grantees to achieve success in their endeavors to improve the lives of young children and their families through the contracted services and activities they carry out with Commission funding;
 - B. To provide an opportunity to resolve issues as they arise during the contract period through a process that leads to the successful completion of the grant in question; and
 - C. To protect the Commission, Solano County, and the grantee from avoidable delays, liabilities, and failure to achieve the agreed-upon outcomes of the grant.

- II. Identification and Documentation:
 - A. First 5 Solano grant contracts will contain a clearly defined scope of work and a timeline that identifies specific performance goals and measures (measurable service outcomes expected to be reached by a specified time) to be submitted, along with regular progress reports.
 - B. Unless otherwise stated in the contract, service targets shall be reported monthly and performance measures reported quarterly in the manner prescribed by the contract.
 - C. Grantees are required to promptly notify the Commission in writing when service targets and/or performance measure goals are not achieved. First 5 Solano contract monitoring and program support staff are also responsible for identifying instances in which service targets and/or performance goals are not achieved. This may be done through review of data, review of progress reports, Evaluator/data collection vendor input and site visits.
 - D. In addition, any information received by Commission staff that suggests that a problem might be occurring that could adversely affect the capacity of the grantee to meet the requirements of the contract will be investigated.

- III. Process for Correcting Non-Compliance:
 - A. When specified expected service targets and/or performance goals are not *achieved*, the following steps will be taken:
 1. First 5 staff will contact the grantee in question and assess whether corrective action is necessary by meeting with the grantee, identifying and discussing the cause of the problem, and determining if a compliance action plan and/or minor contract modification is needed.
 2. If staff determines a compliance action plan is needed, the written compliance action plan will be drafted and signed by the grantee, the Executive Director and Policy and Oversight Committee Chair. A copy of the agreement will be included in the contract folder.
 3. A report that briefly describes action taken will be submitted to the Policy and Oversight Committee at their regularly scheduled meetings and forwarded to the full Commission as

recommended.

NOTE: A compliance action plan, in and of itself, does not indicate the need for action by the full Commission and does not reflect negatively on the grantee if the problem is resolved through this process.

- B. Any contract in which the process described above does not resolve the issues raised, or in which a clear pattern of non-compliance occurs, or in which a significant contract revision (i.e., new contractors, 15% deviation from budget, etc.) is the proposed solution, or in which a significant liability to the Commission or the County is identified, the following steps will be taken:
1. The Executive Director will promptly notify the Commission Chairperson and, in the case of potential liability, County Counsel. Staff will notify other individuals as directed by the Chairperson. Staff will document the issues, potential liabilities, and possible course of action including alternatives in a report to the Commission Chair, who shall direct distribution to the appropriate Committee(s) and/or the full Commission for further review and action.
 2. Staff will follow Solano County contracting rules and policies and the terms of the contract in question if further action is needed.
 3. Staff will maintain summary records for contract compliance issues, including copies of reports and other pertinent documents.

**Compliance Action Plan
Parents by Choice
Contract #2018-401**

Purpose: The purpose of this Compliance Action Plan is to proactively address issues related to programmatic contract compliance by Parents by Choice contract #2018-401, and to assist Parents by Choice in achieving its contracted service standards for young children and their families as funded by First 5 Solano and Mental Health Services Act (MHSA). Both First 5 Solano and Parents by Choice agree that their mutual goals are to ensure that children and families receiving services via contract #2018-401 are well-served and that these services are accurately documented to meet contracted requirements.

Background: Parents by Choice entered into a 2-year contract (contract #2018-401) covering the period from July 1, 2018 - June 30, 2020 with funding provided by First 5 Solano and Health and Social Services/Mental Health Services Act (H&SS/MHSA) for provision of Triple P services, accreditation activities, participation in the Triple P countywide collaborative, and development and implementation of communication/outreach strategies to engage parents.

Through the mid-year point of FY2019/20, Parents by Choice did not meet 5 of 8 performance measures in contract #2018-401. This required review and discussion with the grantee regarding performance measures in the current contract and upcoming contract for FY2020/21. These discussions resulted in a reduction in performance targets and recommended funding for Year 3 of the contract, and ultimately, the initiation of a compliance action plan.

Issue: At the mid-year point of FY2019/20, Parents by Choice fell short of goals in 5 of 8 measures. The grantee was unable to achieve service delivery targets in Q1 and Q2, which impacted overall mid-year goals. This was further exacerbated by shelter-in-place orders beginning in March 2020 due to the COVID-19 pandemic, which impeded the grantee's ability to provide services to parents. A summary of performance is shown in the table below:

Measure	Total Mid-Year Target	Total Mid-Year Achieved
Level 2: # of Seminars (minimum 6 participants per session)	36	12
Level 3: % of participants reporting an increase in knowledge of effective parenting upon completion of pre/post Parenting Experience Survey	30	7
Level 4 Group: # of Groups (minimum 4 participants per session)	12	5
Level 4 Group: % of participants reporting an increase in knowledge of effective parenting upon completion of pre/post Parenting Scale and completed second clinical tool	48	27
Level 4 Standard: % of participants reporting an increase in knowledge of effective parenting upon completion of pre/post Parenting Scale and completed second clinical tool	10	8

Compliance Action Plan:

In service of reaching contracted targets for the above 5 performance measures, Parents by Choice will concentrate efforts on the following program operation activities:

❖ **Staffing/Training & Accreditation**

Maintain and expand staff as needed to provide Triple P services as indicated in the following table:

<i>Intervention</i>	<i>Current # of practitioners</i>	<i># of practitioners available and awaiting training</i>	<i>Additional # of practitioners to be identified and trained</i>	<i>TOTAL # of practitioners identified and trained by December 31, 2020</i>
Level 2	2	2	1	5
Level 3	2	0 (1 currently in training)	2	5
Level 4G	2	2	2	6
Level 4S	3	1	1	5

Trainings will be accessed through Triple P America Open Enrollment, through regional trainings (as space allows), and trainings that are anticipated to be held for Levels 2 & 3 by First 5 Solano in late summer/fall 2020. While training opportunities are limited, both First 5 Solano and Parents by Choice will review training opportunities on a minimum of a monthly basis and attempt to access any training available. Due to the current climate, additional accreditation trainings may be taking place via Zoom which will allow for participation in trainings outside the bay area region without travel.

❖ **Outreach Activities**

As additional staff complete accreditation and capacity to provide services increases, Parents by Choice will adjust its efforts accordingly towards performing outreach. Outreach activities will include the following:

- Outreach to community partners to increase referrals, as well as identify locations to hold workshops and groups. As needed, First 5 Solano will provide contact information and assist Parents by Choice in linking with partners.
- Outreach and marketing to parents will be an additional focus, with activities including in-person outreach at local community events, social media advertising, or participation in early childhood system partner meetings throughout the county.

❖ **Service Delivery**

To achieve performance targets over the course of this compliance action plan, Parents by Choice will schedule and begin interventions per this timeframe:

<i>Intervention</i>	<i>FY 2020/21 minimum Annual Target</i>	<i>Minimum Average Service Delivery schedule</i>
Level 2	30	2-3 Seminars per month
Level 3	20	1-2 Primary Care interventions per month
Level 4G	12	1 Level 4 Group each month
Level 4S	20	1-2 Level 4 Standard interventions per month

Annual performance targets differ between contracts in FY2019/20 and FY2020/21. Efforts to achieve targets via the Compliance Action Plan reference FY2020/21 targets.

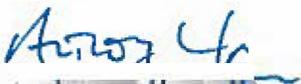
Additional Requirements:

1. Data Collection and Reporting: Parents by Choice will continue to report monthly and quarterly data to First 5 Solano in a timely manner (by the 15th of the month following the month reported for aggregate data and by the 30th of the month following the quarter for quarterly data).
2. Ongoing Reporting and Communication: Parents by Choice will provide a monthly report updating progress on issues related to contract #2018-401 (see attached) beginning with data from Quarter 4 of FY2019/20. In addition, a Parents by Choice representative will attend all Policy and Oversight Committee meetings and/or Commission meetings in which this Compliance Action Plan is discussed. First 5 Solano staff will provide Parents by Choice a list of all such meetings, locations times, and dates. The Parents by Choice Executive Director, the First 5 Solano Deputy Director and First 5 Solano staff will be included in these meetings as necessary and appropriate.

Term: This Compliance Action Plan is entered into on April 15, 2020 and will remain in full force and effect until Quarterly Performance Measures are satisfactorily met for at least two consecutive quarters in FY2019/20 or in the following fiscal year ending June 30, 2021, whichever comes first. If these terms are not met, further action may be taken, up to and including termination of Contract #2018-401, at the sole option of First 5 Solano.

I acknowledge and accept the above-listed terms and conditions for continuation of contract #2018-401.

Date: April 21, 2020

By: 
Tony Yador, Executive Director
Parents by Choice

SOLANO COUNTY
By: 
Michele Harris, Executive Director
First 5 Solano Children and Families Commission


Jennifer Barton
Policy and Oversight Committee Chair

Attachment A – First 5 Solano Contract Compliance Policy

FIRST 5 SOLANO STRATEGIC PLAN WORK PLAN

Prepared by Applied Survey Research
July 2020

This work plan proposes a strategic planning refresh process with the goal of:

1. Reviewing and updating First 5 Solano’s Vision, Mission, Values, and Principles
2. Reviewing and updating First 5 Solano’s systems change plan
3. Reviewing and updating First 5 Solano’s Program Investment Plan

In 2021, ASR will begin the strategic planning refresh process by facilitating meetings with First 5 Solano Commissioners to update First 5’s vision, mission, values, and principles. The strategic planning refresh process also involves a scan of entities in the county involved in setting and changing policy to inform First 5’s systems change plan update. Finally, in 2022, data will be collected on the needs of children 0-5 and families in Solano County and availability of services to meet those needs to inform the development of the Program Investment Plan. This work plan outlines key activities of the planning process, along with deliverables, an estimated timeline, and approximate hours for each task.

Phase/component	Activity	Deliverable	Timeline	Hrs
Preparation	Convene a kickoff meeting with First 5 staff to draft an outline of the work plan		June 2020	2
	Develop work plan detailing each major activity, deliverable, and timeline	Work plan - draft	June 2020	2
	Review work plan with First 5 staff Present work plan to commissioners	Work plan - final	July/September 2020	2
Data collection and facilitation of Commission and subcommittee	Review First 5 Solano’s current Mission, Vision, Values, and Principles, and discuss any modifications with First 5 Solano subcommittee Present proposed Mission, Vision, Values, and Principles to First 5 Solano Commission	Mission, Vision, Values, and Principles document	April-May 2021	20



Phase/component	Activity	Deliverable	Timeline	Hrs
meetings to develop Mission, Vision, Values, Principles and Systems Change Plan	Conduct KII's with 8 county leaders to understand: <ol style="list-style-type: none"> 1. Who is setting or changing policies that affect young children and families (i.e., policymakers, coalitions, and boards) 2. What their mission is/what they do 3. Whether First 5 is connected to them and they are connected to one another 4. Whether there are gaps and/or duplication of efforts 5. What First 5 can do to influence these entities and how they work together 	Key informant interview protocol System scan	June-July 2021	24
	Review system of policymakers and First 5 Solano's current systems change plan and discuss any modifications needed with First 5 Solano subcommittee Present proposed Systems Change Plan update to First 5 Solano Commission	PowerPoint presentation of policymaker system scan Systems Change Plan	August-September 2021	20
Write the Strategic Plan Update	Draft the Strategic Plan Update	Strategic Plan – draft	October-November 2021	30
	Present Strategic Plan Update to First 5 Solano subcommittee for input Present Strategic Plan Update to First 5 Solano Commission	Strategic Plan PowerPoint	December 2021	20
	Finalize Strategic Plan Update	Strategic Plan – final	January 2022	20

Phase/component	Activity	Deliverable	Timeline	Hrs
Program Investment Plan data collection	Gather community indicator data to illustrate trends, magnitude, and disparities in outcomes, for children 0-5 and their families in the areas of: <ul style="list-style-type: none"> 1. Health and well-being 2. Early childhood learning and development 3. Family support and parent education 	Indicator list Data charts for each indicator	November-December 2021	30
	Conduct 15 key informant interviews with key stakeholders to: <ul style="list-style-type: none"> 1. Understand the greatest needs of families with children 0-5 in the following areas: <ul style="list-style-type: none"> a. Health and well-being b. Early childhood learning and development c. Family support and parent education 2. Identify the services and supports families most need 3. Identify assets in the service system to address the needs of children 0-5 and their families 4. Identify gaps in service system for children 0-5 and their families 5. Identify First 5 investments that have been successful in meeting the needs of children 0-5 and their families 6. Identify any additional investment opportunities for First 5 to make an impact 	Key informant interview protocol Summary of findings	January-February 2022	45
Facilitation of Commission and subcommittee meetings to	Meet with subcommittee to define criteria for guiding investment priorities and discuss prioritization process	Prioritization criteria and process document	March 2022	10
	Present data on community needs and available services with respect to prioritization criteria and		April 2022	10

Phase/component	Activity	Deliverable	Timeline	Hrs
develop Program Investment Plan	facilitate prioritization process with First 5 Solano Commission			
	Support First 5 Solano in drafting and finalizing LTFP and PIP	LTFP and PIP	May-October 2022	2
Total Hours				237

FIRST 5 SOLANO SYSTEMS CHANGE IMPLEMENTATION PLAN 2020/21

Results, Strategies, and Activities

Current Landscape: Due to the challenges of the coronavirus pandemic, planning for systems change activities is designed to be nimble and flexible in order to respond to emerging community needs. Examples include: 1) Aligning systems to increase the capacity of childcare through partnerships with Public Health, school districts and other partners; and, 2) Maximizing resources by providing Emergency Response Funds and pursuing CARES funding opportunities

Systems are strengthened with the increased capacity of providers

1. **Equity:** Increase the service delivery capacity of providers to ensure more equitable access, experiences and outcomes regardless of class, race, sexual orientation, disability, age, or prior life experiences
 - ▶ Participate in the Solano County Community Action for Racial Equity (CARE) team and the Solano Equity Collaborative
 - ▶ Collaborate with Public Health and Solano Kids Thrive on a trauma informed systems approach
2. **Organizational Capacity:** Increase the organizational capacity of providers serving young children and families
 - ▶ Implement activities in 3 areas identified by the 2017-18 non-profit capacity assessment:
 - Vision and Impact Model
 - Internal Evaluation and Learning
 - Board Governance and Leadership
3. **Training:** Increase the knowledge and skills of providers serving young children and families
 - ▶ Training to expand agency capacity for quality service delivery
 - ▶ Training to expand cross-systems capacity

Systems are expanded with leveraged or new financial resources

1. Find new funding for services for young children and families
 - ▶ Raise Solano's profile with funders (e.g., share foundation giving report, pursue relationships with individual funders)
 - ▶ Apply for competitive funding opportunities from local, state, federal and private funders
 - ▶ Track and report on success of grant-seeking activities for which First 5 has a direct role
2. Maximize resources to fund services for children and families (alternative funding, leveraged funding, greater efficiency)
 - ▶ Continue to find alternative sources to fund services (e.g., MHSAs, County)
 - ▶ Identify ways to increase early childhood education funding, including investments in workforce and facilities
 - ▶ Implement blended funding models and / or co-located staff to support children and families (e.g., First 5 Center in Vallejo)

Systems are integrated with cross systems understanding, resource sharing, referral and collaboration

1. Utilize First 5 Solano's unique position as a multi-sector convener to increase systems integration (e.g., First 5 Center in Vallejo, Collective Impact)
2. Enhance cross-systems understanding and procedures

Systems are sustained with policy and legislative changes

1. Increase policymakers' awareness of issues facing Solano County children and families
 - ▶ Monitor and respond to emerging policy issues for Solano County children and families
 - ▶ Conduct outreach and briefings to policymakers
2. Pursue policy changes
 - ▶ Continue updating and implementing First 5 Legislative Platform
 - ▶ Participate in the First 5 Network advocacy efforts

August 10, 2020

The Honorable Bill Dodd; The Honorable Cecilia Aguiar-Curry; The Honorable Jim Frazier and The Honorable Timothy S. Grayson

State Capitol
Sacramento, CA 95814

COMMISSIONERS

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Gene Ibe
Program Manager

Lorraine Fernandez
Program Manager

Kwiana Algeré
Health Education Specialist

Luke Winders
Office Assistant III

Re: Support First 5 in Vape Tax Proposal

Dear Senator Dodd, Assemblymember Aguiar-Curry, Assemblymember Jim Frazier, and Assemblymember Timothy S. Grayson:

On behalf of the First 5 Solano Children and Families Commission, thank you for leadership during these unprecedented times. The virus has impacted every facet of our economy, government, and daily lives, and as more and more Californians struggle, safety net services will continue to be a lifeline for many throughout our state. **Most immediately, the Vape Tax proposal can play an immediate and critical role to bolstering safety net systems, especially for young children and families, and we request that First 5 receive its equivalency of 14.8% of any Vape Tax revenues.**

Families across our county face incredible stress. They are struggling to care for ill family members, work when childcare isn't available, and pay for food and rent after losing jobs. Children and adults alike are stressed by broken routines, social isolation, and anxiety at home and at large.

[First 5's work in response to COVID-19](#) has been vital to the health and wellbeing of families and young children across the state. We have stepped up to organize pop-up child care, diaper and food drives, virtual home visiting and developmental screening, parent groups, mental health supports, and more. County-based First 5s are the only network that look across health, human services, and education for our young kids and their families to address critical gaps in services. We are committed to supporting families as the pandemic and recession wear on, as well as during recovery. In Solano County, we have provided Emergency Response Funds to support providers in the areas of childcare, mental health, basic needs and COVID-19 safety and sanitation supplies.

County First 5s were created by Proposition 10 (1998) as the foundation for building local early childhood systems of care, and are completely funded by a 50-cent-per-pack cigarette tax, and a corresponding equivalency tax on other tobacco products. Proposition 56 (2016) built upon this tax structure and enabled First 5, as well as public health and health care services, to receive revenue from vaping products. Given these voter mandates, we ask that the Vape Tax follow the existing tobacco tax structure on vaping products, where First 5 receives 14.8% of funding to continue to build early childhood development systems of care.

While we support the concept of the Vape Tax, we have concerns around how the proposal would dedicate funding. Specifically, our concerns center around:

Bypasses Voter Will: First 5 is concerned about the precedent the proposed new tax sets in bypassing the voter-approved tax structure. Through the passage of Prop 56, voters approved



First 5 Solano is a
Division of the Solano
County Administrator's
Office

the current tax structure for vaping products. Voter will should be reflected in any vape tax structure and there is no sound reason to divert from the current funding structure.

Accelerates Already-Declining Revenues to First 5-Funded Programs: Children and families are struggling more than ever due to COVID-19. A new nicotine-based vaping tax will negatively impact existing tobacco taxes, including Prop 10. First 5 funds have declined by 50% since approved by voters in 1998. Accelerated declines will affect critical safety net programs for children and families, including but not limited to:

- Early Childhood Health & Developmental Screening: First 5 investments train health professionals and fill many critical system gaps that fundamentally support a child's health and development, including referrals to services, care coordination for parents, and services for children who would not otherwise qualify for early interventions. Care coordination has long been conducted through call centers and websites, and now developmental supports have moved to virtual settings as well.
- Impactful Early Learning: COVID-19 has placed a new spotlight on the need for safe and reliable child care. First 5 has led the state's efforts to build high-impact early care and education programs. These efforts are now being used to support and help sustain the child care field. The availability and sustainability of child care is essential to our state's economic recovery ahead.
- Home Visiting: First 5 has historically been the state's largest funder of home visiting services and systems. Many of these services are now occurring through virtual methods to continue to support families during these exceptionally stressful times.
- Outreach and Trusted Messengers: First 5s are critical outreach partners and trusted messengers in every county across the state. This has been clearly evident in our wide support for initiatives such as: (1) the 2020 Census, (2) the Young Child Tax Credit through EITC expansions, (3) the ACEs Aware campaign, and (4) the statewide Talk.Read.Sing.® campaign.

It is critical that First 5 receive its fair share of vape tax revenues, so it can continue to support the wellbeing of young children and their families through and beyond this global pandemic and recession, and into recovery in the years to come.

Thank you for your consideration of this important request. Should you have additional questions, please contact me at mdharris@solanocounty.com or (707) 784-1340.

Sincerely,

A handwritten signature in blue ink that reads "Michele Harris".

Michele Harris,
Executive Director, First 5 Solano

CC: Yolanda Richardson, Government Operations Agency, Secretary
Tam Ma, Governor's Office, Deputy Legislative Secretary
Giannina Pérez, Governor's Office, Senior Advisor on Early Childhood
Richard Figueroa, Governor's Office, Deputy Cabinet Secretary
Kris Perry, California Health & Human Services Agency, Deputy Secretary & Senior Advisor to the Governor
Ryan Miller, Department of Finance

**First 5 Solano
FY2019/20 Contract Expenditure**

Grantee	Contract #	FY2019/20 Budget	FY2019/20 Expenditure	% spent	Notes
Children's Health Insurance					
H&SS Dental MOU	2018-301	\$40,000	\$15,904	39.8%	MOU implemented late due to delay in H&SS process
		\$40,000	\$15,904	39.8%	
Early Childhood Education					
SCOE IMPACT	2018-501	\$307,157	\$256,251	83.4%	
SCOE Raising a Reader	2018-502	\$75,000	\$70,884	94.5%	
SCOE CSEFEL	2019-503	\$55,000	\$42,424	77.1%	
		\$437,157	\$369,559	84.5%	
Early Childhood Mental Health					
Solano County H&SS EPSDT	2018-106	\$100,000	\$55,500	55.5%	Fewer clients completed 6 months of servicdue to COVID impacts
A Better Way	2018-105	\$100,000	\$95,854	95.9%	
Child Haven	2019-103	\$150,000	\$56,432	37.6%	Contract not continuing in FY2020/21
Solano Family and Children's Services-HMG	2014-104	\$250,000	\$228,928	91.6%	
		\$600,000	\$436,714	72.8%	
Family Support Services (0-5)					
Fighting Back Partnership	2016-704	\$60,000	\$56,564	94.3%	
Rio Vista CARE	2018-705	\$50,000	\$45,176	90.4%	
Bay Area Community Resources	2019-701	\$431,667	\$301,833	69.9%	
		\$541,667	\$403,573	74.5%	
Triple P					
Parents by Choice	2018-401	\$269,400	\$133,001	49.4%	Many Triple P providers were planning on providing the majority of services Q3 & Q4. Services were disrupted due to COVID-19 pandemic. All providers have now transitioned to virtual services in FY2020/21 and are expected to be on track by mid-year.
Child Haven	2018-402	\$94,500	\$63,865	67.6%	
Child Start, Inc.	2018-403	\$37,400	\$10,850	29.0%	
Fairfield-Suisun Adult School	2018-404	\$25,700	\$10,400	40.5%	
Solano Family and Children's Services	2018-405	\$15,000	\$6,000	40.0%	
Rio Vista CARE	2018-406	\$9,000	\$1,200	13.3%	
Solano County Office of Education	2018-407	\$10,500	\$0	0.0%	
Fairfield Suisun Unified School District	2018-408	\$14,200	\$4,800	33.8%	
		\$475,700	\$230,116	48.4%	
Pre-Kindergarten Academy Services					
Benicia Unified School District	2018-801	\$10,000	\$10,000	100.0%	Summer 2019 Pre-K Academies were billed in FY2019/20
Fairfield-Suisun Adult School	2018-802	\$10,000	\$10,000	100.0%	
Dixon Unified School District	2018-803	\$19,664	\$14,820	75.4%	
Fairfield-Suisun Unified School District	2018-804	\$50,000	\$50,000	100.0%	
River Delta Unified School District	2018-805	\$10,000	\$10,000	100.0%	
Travis Unified School District	2018-806	\$10,000	\$10,000	100.0%	
Vacaville Unified School District	2018-807	\$30,000	\$27,672	92.2%	
Vallejo City Unified School District	2018-808	\$30,000	\$30,000	100.0%	
New Dawn Vallejo	2018-809	\$10,000	\$10,000	100.0%	
Child Start, Inc.	2018-810	\$20,000	\$10,000	50.0%	
		\$199,664	\$182,492	91.4%	
Annual Grants					
Fairfield Suisun Unified School District	2019-201	\$20,000	\$20,000	100.0%	
Solano County Library	2019-202	\$14,865	\$8,209	55.2%	
United Way of the Bay Area	2019-203	\$20,000	\$20,000	100.0%	
Innovative Health Solutions	2019-204	\$8,000	\$8,000	100.0%	
Eric Reyes Foundation	2019-205	\$17,320	\$14,907	86.1%	
Solano Family & Childrens Services	2019-206	\$16,070	\$9,640	60.0%	
Ready, Set, Survive	2019-207	\$19,905	\$19,393	97.4%	
Rio Vista CARE	2019-208	\$10,000	\$7,922	79.2%	
Care 4 Em	2019-209	\$18,540	\$16,933	91.3%	
The Childplay Institute	2019-210	\$8,500	\$4,250	50.0%	
		\$153,200	\$129,253	84.4%	
Professional Services					
Persimmony	2018-903	\$73,000	\$72,000	98.6%	
Applied Survey Research	2018-904	\$102,000	\$91,950	90.1%	
		\$175,000	\$163,950	93.7%	
Systems Change					
SCOE - Solano Kids Thrive	2018-908	\$30,000	\$27,453	91.5%	
		\$30,000	\$27,453	91.5%	
Total		\$2,652,388	\$1,959,014	73.86%	