

POLICY AND OVERSIGHT COMMITTEE MEETING
July 22, 2024 2:00 pm to 3:30 pm
3375 Sonoma Boulevard, Suite 30, Vallejo, CA 94590

CALL TO ORDER

I. Introductions, Public Comment, Commissioner Comment

II. Consent Calendar

Action

- A. Approve the July 22, 2024 Policy and Oversight Committee Meeting Agenda
- B. Approve the [March 4, 2024 Policy and Oversight Committee Meeting Minutes](#)
- C. Receive the [Commissioner Meeting Attendance Status Report](#)

III. Annual Grants Update

Action

Motion A: Consider recommending approval of allocations of funding of up to \$80,000 for FY2023-24 Annual Grant Extension in response to Request for Application #2023-04 as follows:

- 1. Bay Area Community Resources in the amount of \$20,000 to provide diapers to families through a Diaper Bank Program at the First 5 Center, Vallejo
- 2. Gifted Minds – in the amount of \$20,000 to provide transportation to childcare for under resourced children ages 0-5 and their parents/caregivers
- 3. Vacaville Solano Services Corp – in the amount of \$20,000 to provide family supports and parent education in a safe and nurturing environment
- 4. Solano County Resource Family Association - in the amount of \$20,000 to pilot a trauma informed care training for caregivers of children ages 0-5

Kwiana Algere, Program Manager

IV. 2023 Strategic Plan Implementation Updates

Information/Discussion

Receive updates on the following:

- A. Program Update
- B. Community Engagement Update
- C. Systems Change Update

Kwiana Algere, Gene Ibe, Toya Adams, Program Managers; Alicia Gutierrez, Health Education Specialist

V. First 5 Solano Staffing and Finance Update

Information

Receive a report on First 5 Solano staffing and financials
Denise Winters, Deputy Director

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

Information

The Policy and Oversight Committee is scheduled to meet next on Monday, September 23, 2024, 2:00 pm to 3:30 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include Early Learning Center update, Fairfield First 5 Center update, Strategic Plan Implementation updates, and Staffing and Finance.

ADJOURN

Vision: *All Solano County children are healthy, eager to learn, and nurtured by strong families in safe and inclusive communities.*

Mission: *First 5 Solano is a catalyst that strategically advances innovative, prevention-focused approaches across systems that improve the lives of young children and their families.*

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**

March 04, 2024, 10:00 AM – 11:30 AM
3375 Sonoma Blvd Ste 30, Vallejo, CA

Minutes

Commissioners present: Commissioner Neely McElroy, Commissioner Amy Fabi, Commissioner Tyffany Wanberg

Chair McElroy called the meeting to order at 10:04 AM.

I. Introduction, Public Comment, Commissioner Comment

There were no public or Commissioner comments

II. Consent Calendar

Motion:

- A. Approve the March 04, 2024 Policy and Oversight Committee Meeting Agenda
- B. Approve the January 08, 2024 Policy and Oversight Committee Meeting minutes
- C. Receive the Commissioner Meeting Attendance Status Report

**Moved by Commissioner Wanberg; Seconded by Commissioner Fabi
Approved 3-0-0**

Yea: Commissioners McElroy, Fabi, Wanberg

Nay: None

Abstain: None

III. First 5 Association Annual Conference and Advocacy Day

First 5 Solano's (F5S) Policy and Fund Development Manager Toya Adams presented on the First 5 Association Annual Conference and Advocacy Day, with the Conference occurring February 5th-6th and Advocacy Day on February 7th. This was the first time post-Covid that this Conference and Advocacy Day have met in person, with 167 participants coming from all 58 California Counties. The event discussed topics such as loss of funding from Proposition 10 (flavored tobacco ban). Ms. Adams also noted that this was an opportunity to present First 5 Solano's ongoing Early Learning Center project.

IV. Mid-Year Performance Report

F5S Policy and Fund Development Manager Toya Adams introduced the Mid-Year Performance Report. The purpose of the Mid-Year Performance Report is to show the successes and challenges of all grantee programs throughout the first 6 months of the fiscal year. Ms. Adams indicated that there are 92 total metrics with 82 being met, thus most grantees are meeting their performance measures. The Mid-Year Report is

divided into 4 Priority areas, consisting of Health and Well Being, Early Childhood Learning and Development, Family Support and Parent Education, and Systems Change. With the exception of 2 Annual Grants that are being closely monitored, all grantees are on target to meet their annual performance measures.

V. First 5 Solano Staffing and Finance Update

DD Winters reported that F5S is fulling staffed and expenditures are on track.

VI. Future Agenda Items, Meeting Time/Date Location

The Policy and Oversight Committee is scheduled to meet next on Monday, April 1, 2024, 10:00 am to 11:30 am, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Fairfield First 5 Center update, Strategic Plan Implementation updates, and Staffing and Finance.

Adjourn

Chair McElroy adjourned the meeting at 11:23 AM.

Caitlin Brakefield, Office Assistant III

Approved:

2024 COMMISSIONER MEETING ATTENDANCE LOG

COMMISSION MEETINGS											
	1/24/2024		3/20/2024	4/17/2024	6/26/2024		8/21/2024		10/16/2024		12/18/2024
FABI	Present	NO MEETING	Present		NO MEETING	NO MEETING		NO MEETING		NO MEETING	
MCELROY	Present		Present	Present							
ESTRELLA-HENDERSON	Present		Present	Present							
HANNIGAN	Present										
JONES	Present										
HUBER/ROBINSON**	Present		Present								
SHAKOOR-GRANTHAM			Present	Present							
WALKER-GIBSON			Present	Present							
WANBERG			Present								
POLICY & OVERSIGHT COMMITTEE MEETINGS											
	1/8/2024		3/4/2024	4/1/2024	6/3/2024	7/22/2024	9/23/2024		11/25/2024		
FABI	Present	NO MEETING	Present								
WANBERG	Present		NO	Present	NO	NO	NO	NO	NO	NO	NO
HANNIGAN/MCELROY***	Present		MEETING	Present	MEETING	MEETING	MEETING	MEETING	MEETING	MEETING	MEETING

*Commissioner Present via Zoom
 ** Commissioner Robinson is replacing Commissioner Huber effective 3/20/24
 *** Commissioner McElroy is replacing Commissioner Hannigan effective 3/04/24

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.

Date: July 22, 2024

TO: Lisette Estrella-Henderson, Policy and Oversight Committee (POC) Chair
Neely McElroy and Tyffany Wanberg, POC Members

FROM: Toya Adams, Contracts & Programs Specialist

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

Agenda Item II: Consent Calendar

- A. Approve the July 22, 2024 Policy and Oversight Committee Meeting Agenda
- B. Approve the March 4, 2024 Policy and Oversight Committee Meeting Minutes
- C. Receive the Commissioner Meeting Attendance Status Report

Agenda Item III:: Annual Grants Update:

Motion A: Consider recommending approval of allocations of funding of up to \$80,000 for FY2023-24 Annual Grant Extension in response to Request for Application #2023-04 as follows:

- 1. Bay Area Community Resources in the amount of \$20,000 to provide diapers to families through a Diaper Bank Program at the First 5 Center, Vallejo
- 2. Gifted Minds – in the amount of \$20,000 to provide transportation to childcare for under resourced children ages 0-5 and their parents/caregivers
- 3. Vacaville Solano Services Corp – in the amount of \$20,000 to provide family supports and parent education in a safe and nurturing environment
- 4. Solano County Resource Family Association - in the amount of \$20,000 to pilot a trauma informed care training for caregivers of children ages 0-5

In August 2022, Applied Survey Research presented to the Policy and Oversight Committee, discussing funding and process considerations for future Annual Grants. The Committee agreed that up to 20% of grants should be allocated to repeat projects to sustain success. First 5 Solano Program Manager, Kwiana Algere, evaluated FY2023/24 grantees based on criteria including program evidence and impact, funding management, and collaborations, with a maximum of 10 points possible. Out of eight grantees assessed, four scored 6 out of 10, making them eligible for project continuation.

For the FY2024/25 Annual Grant cycle, First 5 Solano proposes to extend funding to several FY2023/24 Annual Grant grantees for another year. The Commission allocated \$160,000 towards FY2024/25 Annual Grants, recommending approval for three grants totaling \$52,140, leaving a balance of \$107,860. However, due to insufficient applicants meeting criteria, decreased submissions, and agencies ineligible for reapplication based on the five-year criteria or low application scores, there is an unspent balance.

Therefore, First 5 Solano proposes funding all four FY2023/24 Annual Grant grantees for an additional year, for a total of \$80,000 from the remaining FY2024/25 funds, enabling project continuation in the upcoming fiscal year.

Motion A: Consider approval of allocations of funding of up to \$80,000 for FY2023-24 Annual Grant Extension in response to Request for Application #2023-04 as follows:

	Agency	Program Description	Rec'd	Strategic Plan Priority	Geographic Location
1	Bay Area Community Resources	To supply diapers to families through a Diaper Bank Program at the First 5 Center.	\$20,000	Health & Well-Being	Vallejo
5	Gifted Minds	To provide transportation and childcare for under resourced children ages 0-5 and their parents/caregivers.	\$20,000	Early Childhood Learning and Development	Countywide
7	Vacaville Solano Services Corp	To provide family supports and parent education in a safe and nurturing environment	\$20,000	Family Support and Parent Education	Vacaville
8	Solano County Resource Family Association	To pilot a Trauma Informed Care Training for caregivers of children ages 0-5.	\$20,000	Family Support and Parent Education	Countywide
	Totals:		\$80,000		

Following a review of the 2024/25 Annual Grant implementation and criteria, staff conducted interviews with applicants that submitted LOI's which provided the following feedback:

- Process too daunting
- Thought LOI was the application
- Thought application was submitted
- Not enough funding to impact proposed program
- Proposal was not focused or ready to present

In response, staff recommends the following changes for the upcoming Annual Grant cycle:

- Increase grant awards by \$5,000 each, totaling \$25,000, for four new grantees.
- Offer a grant writing workshop focusing on the Four "C"s of grant writing (Clear, Concise, Comprehensive, and Compelling) to previous grantees who were not selected and struggle with crafting compelling grant applications.
- Reducing the resubmission period from five years to three years.

Staff anticipate that these changes will encourage more application submissions, provide additional funding for successful projects to continue for another year, and still allow for up to four new projects to receive increased funding.

Agenda Item IV: 2023 Strategic Plan Implementation Updates

A. Program Updates

None.

B. Community Engagement Update

Developmental Disabilities and Neurodiversity Conference 2024: The 2024 Developmental Disabilities and Neurodiversity Conference, sponsored by First 5 Solano, was attended by Deputy Director Denise Winters and Health Education Specialist Alicia Gutierrez from First 5 Solano. The event was on April 5th and 6th at the Joseph Nelson Community Center in Suisun City, the conference presented a valuable opportunity for First 5 Solano to stay informed about the latest advancements and best practices in the field. It served as a platform to connect with experts, gain insights, and forge partnerships. Additionally, First 5 Solano participated in the resource fair to provide information, resources, and engage with community.

2024 Family Fun Fest: Health Education Specialist, Alicia Gutierrez hosted a community partner table at the 2024 Family Fun Fest on April 10th at the Military & Family Readiness Center at Travis Airforce Base (AFB) in Fairfield. This event marked the 16th Annual Family Fun Fest which highlighted April as Autism Awareness Month, Child Abuse Prevention Month and the Month of the Military Child, among other recognitions. During the event, First 5 Solano had an opportunity to connect with the military community and other agencies to provide resources, support, books, and community engagement materials.



Vacaville Unified School District Extravaganza Event: The Vacaville Unified School District (VUSD) held a public event on April 13th at Shelly Dally Early Learning Village to showcase the many Early Education options that are available for families in Vacaville. In addition to providing information about preschool, transitional kindergarten and kindergarten programs, the event also offered on-site enrollment assistance, family activities and community resources. Health Education Specialist, Alicia Gutierrez hosted a community partner table to engage with families and provide First 5 Solano materials, books, and resources.

Community Responsive Mini Grants Update: For the first application period of FY2024/25, \$30,000 was made available between July 1, 2024 and June 30, 2025 for grant requests up to \$5,000 for community engagement events, professional development opportunities, materials and equipment, and time-limited programs. The first period Community Responsive Mini Grant application was released on April 8, 2024 and applications were due April 29, 2024.

Thirty proposals from nonprofits, childcare sites, and other community organizations in Solano County were submitted to First 5 Solano. Twenty-five of those applications satisfied the requirements for consideration for funding and were evaluated. The review panel then gathered to decide on their final rankings and ratings, and eight applications were recommended for funding to the Executive Director. The awarded Mini Grants are listed below.

**Community Responsive Mini Grant Awards of Funding
FY2024/25 First Application Period**

	Agency	Grant Type	Recommended Amount
1	Advanced Peace	Time Limited To provide a capacity-building program specifically for fathers who have been identified to be at the center of gun violence and have children aged 0-5.	\$4,000
2	Les Petits Papillon	Time Limited To provide a STEM Skills Development Initiative (SSDI) program to offer hands-on learning experience for children ages 2 to 5 years old.	\$5,000
3	Home Sweet Hygiene	Materials & Equipment To purchase dental hygiene supplies, education materials and mobile clinic equipment to promote and improve access to pediatric dental care.	\$5,000
4	Solano County WIC	Professional Development To provide a training for WIC staff to become Certified Lactation Educators (CLE) to support breastfeeding mothers and infants in Solano County.	\$2,250
5	FosterLuv	Professional Development To provide a Foster Kinship Care Education (FKCE) Annual Training conference to over 250 attendees.	\$3,000
6	Food is Free	Time Limited To provide a Cooking for Families with Food Bank Resources Program for families with children 0-5.	\$5,000
7	SafeQuest Solano	Material & Equipment To purchase mobile phones and document assistance vouchers to support survivors of domestic violence and their children through Project Reconnect.	\$4,880
8	Vallejo First 5 Center	Community Engagement To provide a Community Baby Shower to address basic needs supports and increase awareness on how to support birthing parents and their babies.	\$500
		Total:	29,630

Solano County Public Health 2024 Division Wide Meeting: On May 15th, 2024, Health Education Specialist, Alicia Gutierrez attended the meeting at the Fairfield Community Center for a Trauma-Informed Training and public health division updates. First 5 Solano participated in the public health fair at the event to engage with Solano County members, share informational materials and upcoming local events for children and families 0-5, and distributed First 5 Solano swag. The event provided an opportunity to network with Solano public health members and gain insight into local community resources.

2024 Vallejo Juneteenth Celebration: On Saturday, June 15, 2024, First 5 Solano staff Kwiana Algere and Toya Adams, participated in the 34th Annual Juneteenth Festival and Parade in Vallejo from 11am to 5pm. First 5 Solano participated by offering resources and First 5 Solano swag for

children and families. Juneteenth, observed on June 19th, commemorates the emancipation of enslaved people in the United States.

2024 Solano County Fair: The Solano County Fair was held in person on June 15th and 16th, with this year's theme being "Community." First 5 Solano and its partners actively participated in the 2024 Solano County Fair by hosting the "First 5 Family Fun Zone," which featured the First 5 Solano calendar theme of "Bees & Butterflies." This designated area catered to young children and their families, providing a space for engagement and learning. In collaboration with Help Me Grow Solano, Child Start, and other community partners, First 5 Solano offered families valuable information on programs, services, and activities for young children. The First 5 Family Fun Zone was open from noon to 6 PM on both June 15th and 16th, consequently the turnout was significantly lower than expected with about 16 families visiting total.

RECOMMENDED CHANGE: The staff time and effort from multiple agencies attending the fair is significant, with 8 individuals covering a 6-hour shift every day. Over the last 2 years, fewer than 100 families have come to the fair over the course of several days. Given the significant staff time and effort and the lack of fair attendance of families with young children, staff is recommending that we no longer attend the fair, and instead represent the agency at the local Juneteenth events, which had more families than the fair had over 2 days.



County-Wide Website Revamp: Enhancing Accessibility and Equity for Solano Residents: First 5 Solano is in the process of revamping its website as part of a county-wide initiative to enhance the usability, equity, and accessibility of the Solano County website for all residents. Health Education Specialist Alicia Gutierrez, along with other First 5 staff, is leading the website redesign for First 5 Solano. The revamped website is scheduled for implementation in the fall of 2024.

C. Systems Change

First 5 Solano Diversity, Equity, and Inclusion Workshops

As a component of its Strategic Framework, First 5 Solano recently hosted its inaugural series of Diversity, Equity, and Inclusion (DEI) workshops. These sessions, led by Pati Navalta, a certified DEI communications expert, provided participants with invaluable perspectives and communication tools aimed at cultivating an open and safe workplace environment. Each workshop built upon the

insights and tools acquired in previous sessions. A total of 26 active participants from diverse collaborative agencies serving children aged 0-5 and their families attended. The workshops sparked profound self-reflection and fostered candid dialogue, aimed at helping participants identify communication skills conducive to a more inclusive workplace culture.

Aligned with First 5 Solano's System Change priority, these workshops will extend to four partnering agencies in FY2024-25, held once per quarter. The continuation of the DEI workshops will be supported by First 5 Solano through Systems Change.

California Budget and Policy Center Annual Conference

On April 16, 2024, staff from First 5 Solano participated in the annual conference held in Sacramento. Themed "Making Progress for Californians," the conference addressed the pressing issue of navigating through a significant economic downturn. Plenary sessions were meticulously arranged, delving into crucial elements of The Early Action Deal and the ramifications of the Taxpayer Deception Act. Panelists shared insights into the potential adverse impacts on vital public safety services and historically marginalized communities. A notable takeaway from the conference emphasized the imperative of prioritizing critical resources amidst the economic challenges. Moreover, attendees were urged to temporarily suspend proposals for expansion and instead forge connections with local subcommittee chairs and representatives in their respective regions.

Sustainability Advocacy Strategy (SAS)

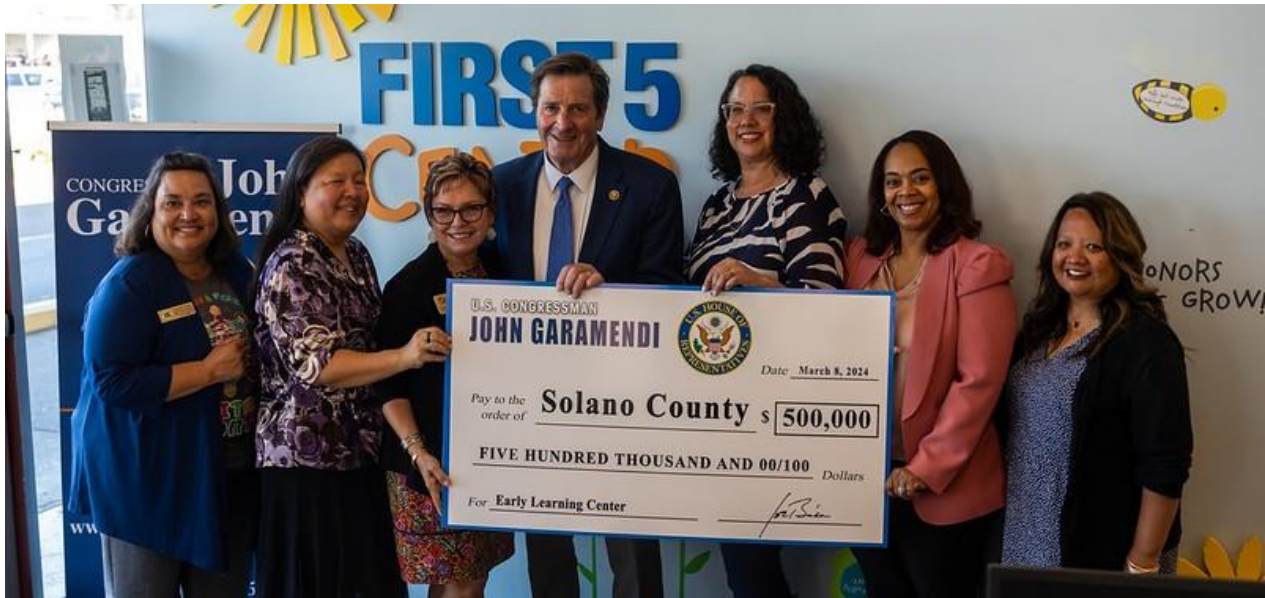
Executive Director Michele Harris has engaged in discussions with the Executive Director of First 5 California regarding outcome data aimed at co-authoring a forthcoming sustainability advocacy strategy. First 5 Solano, in collaboration with Applied Survey Research, has drafted an impact brief to underscore the significance of First 5 initiatives statewide and the imperative for advocacy amidst steep declines in tax revenue.

The sustainability advocacy strategy is in its preliminary stages of discussion involving stakeholders from First 5 CA, First 5 Association, First 5 Solano, and ASR. The formulation of a sustainability plan would involve the entire First 5 Network, comprising Executive Directors and Commissioners from all 58 counties.

Supervisor Elect Cassandra James First 5 Center Tour: On May 30th, First 5 Solano staff met with Supervisor Elect Cassandra James for a tour and orientation of programs and services. During the First 5 Center tour, Supervisor James was able to observe a Creative Minds activity for 2-3 year old's. The tour concluded with a viewing of the Early Learning Center (ELC) video and an overview of the ELC project. Supervisor Elect James brings a wealth of experience and knowledge to her incumbent position as the District 1 Board of Supervisors representative. First 5 Solano congratulates Supervisor James on her appointment.

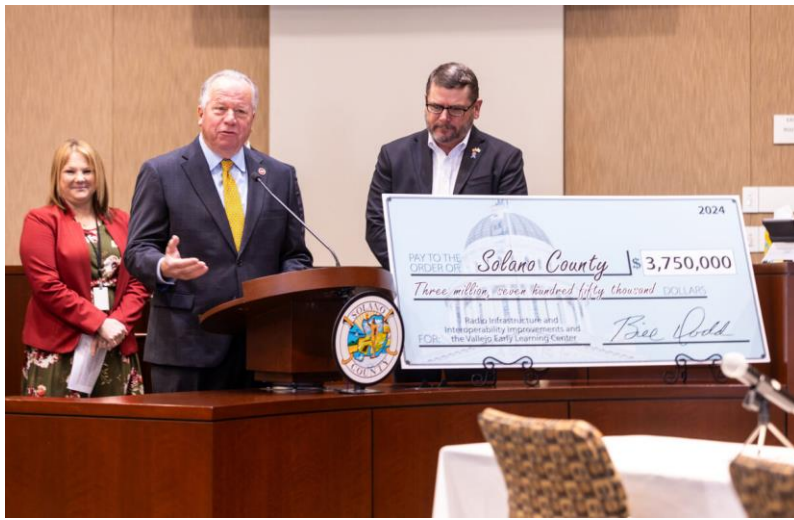
Partnership Health Plan First 5 Center Tour: On June 11th, the Partnership Health Plan of California's Quality Improvement and Community Outreach Team was warmly welcomed by the First 5 Staff for an insightful tour of the First 5 Center. Six participants joined the engaging site visit, witnessing firsthand the vibrant atmosphere of open play for children and families. Concluding the tour, the PHC team received an informal introduction to First 5 Solano's Systems Change program and services, with a spotlight on the Early Learning Center, and discussed possibilities in partnership to serve families with young children.

Congressman Garamendi Visits First 5 Center, Vallejo



May 20, 2024, Congressman Garamendi and his legislative staff visited our colleagues at the First 5 Center in Vallejo to present a check for \$500,000 to benefit the Vallejo Early Learning Center Project. As part of his visit, the Congressman was welcomed by our colleagues in First 5, representatives from District 1, and members of the First 5 Solano Commission and Child Start. The funds were part of the FY24 earmark award we received on behalf of the federal government, thanks to hard work from our departments, with guidance from Paragon Government Relations, and the direction and support from our Board of Supervisors.

Senator Dodd Presents Solano County with \$3.75 Million Dollar Check



On Tuesday, April 2, 2024, Senator Dodd presented Solano County with a \$3.75 million check that will be used for “critical” projects, with \$1 million going toward improving the Vallejo Early Learning Center. Senator Dodd continues to provide support for the Early Learning Center, Vallejo with great enthusiasm and a promise to come and visit the site

often. The funds were part of the FY24 earmark award we received on behalf of the state of California.

Rise Vallejo Early Education & Community Resource Center (formerly known as the Vallejo Early Learning Center): Drum roll please..... after the input at the Early Learning Center launch gathering in January and many hours of discussion the Leadership Team has reached consensus for the name and logo for the Early Learning Center. Rise Vallejo, Early Education and Community Resource Center. The logo's below represent happiness, vibrancy, and the dedication that the site will bring to Vallejo.



Agenda Item VI: First 5 Solano Staffing and Finance Update

Staffing Update: First 5 Solano is fully staffed, as of July 17, 2024.

Finance Update: Through June 30, 2024 (100% of the year complete), \$10,853,019 (103%) of the budgeted revenues have been received. \$1,245,166,830 (98%) of the salaries & benefits budget has been expended, \$385,098 (27%) of the services and supplies budget has been expended, and \$7,511,103 (91%) of the grants budget has been expended. Please note that the Early Learning Center expenditures were originally put in the budget under services and supplies and have since been moved to the Programs/Grants budget lines.

Overall, \$10,853,019 (103%) in revenues have been received, and \$9,953,516 (86%) of expenses have been incurred.

Attachment A: March 4, 2024 Committee Meeting Minutes

Attachment B: Commissioner Meeting Attendance Log