

## Meeting of October 7, 2014 – 2:30-8:00 PM

**Closed Session: 675 Texas St, Ste 1800, Fairfield, CA**

**Public Session: 601 Texas Street, Conference Room B, Fairfield, CA**

### CALL TO ORDER

- I. Closed Session – 2:30pm – 675 Texas St, Ste 1800, Fairfield, CA**
  - A. Public Employee Appointment-Executive Director of Children and Families. (Government Code Section 54957.6.)
  
- II. Reconvene to Public Session – 6:30pm – 601 Texas Street, Conference Room B, Fairfield, CA**
  - A. Salute to the Flag
  - B. Report Action Taken in Closed Session (if applicable)
  
- III. Public Comment** **Information**

*This is the opportunity for members of the public to address the Commission on matters not listed on the Agenda that are otherwise within the subject matter jurisdiction of the Commission. Please submit a Speaker Card and limit your comments to 3 minutes.*
  
- IV. Consent Calendar** (5 min) **Action**
  - A. Approve the Commission Meeting Agenda for October 7, 2014
  - B. Approve Minutes of the August 12, 2014 Commission Meeting
  - C. Approve the 2015 Commission Meeting Dates
  
- V. Public Hearing: First 5 Solano FY2013/14 Annual Report** (20 min) **Action**
  - A. Approve the First 5 Solano submission to the First 5 California the FY2013/14 Annual Report  
*Cherelyn Ellington, Early Education Programs Manager*
  
- VI. Committee Reports** (60 min) **Action**
  - A. Systems and Policy Committee (Commissioner Crutison)
    1. Receive an update on planning for the annual Commission Retreat on October 25, 2014 and Strategic Planning Sessions for 2015  
*Megan Richards, Interim Executive Director*
    2. **Consider approval of an update to the First 5 Solano Tobacco Use Policy**  
*Christine Shipman, Health Programs Manager*
  - B. Program and Community Engagement Committee (Commissioner Niedziela)
    1. **Consider a recommendation to fund a lease for the childcare center at 275 Beck Ave at a rate of no greater than \$49,968 annually, with an annual 3% increase to support Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs.** (Source of Funding: Long Term Financial Plan /Discretionary Fund)  
*Cherelyn Ellington Hunt, Early Learning Program Manager & Megan Richards, Interim Executive Director*
  
- VII. Chair Appoints Nominating Committee for 2015 Officers** (5 min) **Information**

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- VIII. Executive Director's Report** (5 min) **Information**  
*Megan Richards, Interim Executive Director*
- IX. Commissioner Remarks** (5 min) **Information**
- X. Future Agenda Items, Meeting Time/Date/Location** (5 min)  
The Commission Retreat will be held on October 25, 2014 at 9:00 am at the Solano County Office of Education, 5100 Business Center Dr, Fairfield, CA 94534. The next Commission meeting will be held on December 2, 2014 at 5:30 PM at 601 Texas Street Fairfield. Future agenda items include: Strategic Planning; Committee Reports

### ADJOURN

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

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

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

August 12, 2014, 5:30 PM – 7:30 PM  
601 Texas Street, Suite 210, Fairfield, CA

**Minutes**

Chair Speck called the meeting to order at 5:30pm.

Commissioners present: Jay Speck (Chair), Aaron Crutison (Vice Chair), Dan Ayala, Dana Dean, Elise Crane, Erin Hannigan, Liz Niedziela, Marisela Barbosa, and Patrick Duterte

First 5 Staff present: Megan Richards (Interim Executive Director), Ciara Gonsalves (Policy and Fund Development), Cherelyn Ellington-Hunt (Early Childhood Development), Christine Shipman (Health and Well-Being), and Christiana Lewis (Office Assistant III)

Members of the public present: Lori Allio (Hatchuel, Tabernik, and Associates), Debbi Davis (Children's Nurturing Project & Help Me Grow Solano), Annette Balter, Susan Brutschy, June Regis, Cheryl Lyn deWerff, Beth Coffman, Christina Arrostuto, Alan Kerzin, and 8 others

**I. Closed Session**

Commissioners retreated to Closed Session

**II. Reconvene to Public Session**

Reconvened to Public Session at 5:51pm. Chair Speck reported no action was taken during closed session.

**III. Public Comment**

A. Alan Kerzin from the Children's Network announced an open house taking place on Wednesday, September 24<sup>th</sup> from 4-6pm. The open house is an opportunity to meet Children's Network board members and staff, as well as gain insight into the Children's Network initiatives. Mr. Kerzin presented a copy of the *So Fit City Day* flyer detailing a 5k and 10k run on September 27, 2014. Mr. Kerzin also presented the newest Children's Network brochure, which was funded by a grant from Kaiser Permanente, and provides detailed information about the program. Kerzin ended with well-wishes to Christina Arrostuto.

B. Chair Speck introduced the newest Commission Member, Patrick Duterte, H&SS Director, and announced the departure of Commissioner Stephan Betz, as of August 5, 2014. Chair Speck presented Mr. Betz with a plaque of appreciation from the Commission. All Commissioners expressed their gratitude and appreciation for Mr. Betz's contributions and wished him well on new endeavors.

Mr. Betz stated he believes Solano is a leader among other First 5 Commissions and named specific examples of pioneered programs, such as leveraging for Early and Periodic Screening, Diagnosis and Treatment (EPSDT), and First 5 Futures. Mr. Betz thanked everyone for the opportunity to be part of the First 5 Solano Team.

#### **IV. Consent Calendar**

- A. Approve the Commission Meeting Agenda for August 12, 2014
- B. Approve Minutes of the June 3, 2014 Commission Meeting

***Motion: Approve the August 12, 2014 Commission Meeting Agenda and the June 3, 2014 Commission Meeting Minutes***

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

**Approved 9-0-0**

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

**Nay: None**

**Abstain: None**

#### **V. Honor Christina Arrostituto**

Chair Speck asked each Commissioner to participate in reading Resolution #2014-04 aloud.

***Motion: Adopt and present Resolution #2014-04 honoring Christina Arrostituto for her 11 years of distinguished service to the First 5 Commission and Solano County's children aged 0-5, their families and communities***

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

**Approved 9-0-0**

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

**Nay: None**

**Abstain: None**

Chair Speck presented Ms. Arrostituto with a plaque of appreciation from the Commission. All Commissioners individually thanked Ms. Arrostituto for her passion, commitment, and tremendous contribution to First 5 Solano.

Chair Speck asked if there were any public comments. Susan Brutschy, Cheryl Lyn deWerff, Michele Harris, Cherelyn Ellington Hunt, Stephan Betz, and Debbi Davis, responded and thanked Ms. Arrostituto and wished her well on her new endeavors. Ms. Arrostituto thanked everyone and gave credit to the Commission and community partners for making her time as the Executive Director possible. Ms. Arrostituto presented the Commission with a framed collection of children's drawings from a school in Costa Rica.

#### **VI. Community Partner Presentation**

Ms. Richards introduced Annette Balter, Health Education Specialist, from Solano County Health & Social Services. Ms. Balter provided a detailed presentation on e-cigarettes and their policy implications.

E-Cigarettes, also known as e-hookahs, vapor pens, etc., are battery operated devices that deliver nicotine and other chemicals by vaporization, are disposable or re-useable, and can be disguised in many everyday items and creative designs that appeal to young people, especially children and the 18-24 age group.

Ms. Balter cited a CDC report on the use of e-cigarettes by middle and high school-aged children, which doubled between 2011 and 2012. Ms. Balter further explained that online sales contribute greatly to the accessibility of e-cigarettes to minors because the only age verification required is for the purchaser to check a box and declare they are at least 18 years of age.

Ms. Balter stated a common myth is that e-cigarettes are harmless water vapor, but actually the vapor is loaded with carcinogens and tiny particles of metal which are embedded deep in the lung tissue. Ms. Balter presented a list of immediate side effects and the possibility of the device exploding. Currently, the long-term side effects are unknown. E-cigarettes are not an FDA approved smoking cessation device, and the claims that they help people quit smoking remains unproven.

The danger and threat to children is that e-cigarettes are marketed to young people with devices designed in cartoon images, liquids flavored like bubblegum or fruit, and advertising that pictures smoking is "cool." Ms. Balter presented examples of the device and liquids which she explained contains 60 milligrams of nicotine or more and is a potential lethal poison to young children. Ms. Balter cited a CA Poison Control Center report which state up to 215 calls per month regarding children ages 0-5 being harmed by e-cigarette liquid as of February 2014.

Currently, entities such as the World Health Organization and the California Department of Education are developing policies and taken positions against e-cigarettes. The State of California does restrict sales to only those over the age of 18. The FDA has released pending regulations and is currently accepting public comments.

Ms. Balter suggested updating smoke-free zones policies and identified Benicia as one of 62 California jurisdictions that has done so. Commissioner Hannigan explained that Solano County has a smoke-free zone among all County owned or leased property which will include e-cigarettes, but each city has its own jurisdiction.

Commissioner Hannigan asked for Ms. Balter's suggestion for action items First 5 Solano could do regarding e-cigarettes. Ms. Balter responded that it would be very beneficial to spread the word to First 5's provider network about the dangers and risks to children, community education, parent awareness, and advocating for policy change.

Commissioner Hannigan asked Ms. Richards if First 5 Solano has a smoking or tobacco policy. Ms. Richards responded that there is a tobacco-free policy, but is not updated to

include e-cigarettes. Ms. Richards stated the policy could be updated and brought to the next Systems and Policy Committee meeting for review and inclusion of e-cigarettes. Commissioners agreed.

Commissioner Barbosa suggested the Commission also educate parents on how to explain e-cigarettes to young children. Commissioner Duterte stated one of the immediate threats is containers and devices that are not childproof. He also suggested the Commission take a position on e-cigarettes, if allowed. Commissioner Crutison suggested the Commission also work to regulate the appearance of e-cigarettes and its accessories.

Chair Speck thanked Ms. Balter for her presentation.

## **VII. Committee Reports**

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

Commissioner Crutison explained that the Systems and Policy Committee (SPC) discussed conducting a “Collective Impact” (CI) model in addition to the Commission’s traditional strategic planning process. Ms. Richards gave a brief overview of CI, then introduced Dr. Lori Allio from Hatchuel Tabernik & Associates (HTA), Debbie Davis from Help Me Grow Solano (HMG), and Applied Survey Research (ASR), the Commission’s evaluator.

Dr. Allio explained that CI is an approach, not a planned process, which works with a set of elements to create systemic change. Dr. Allio explained the basic elements of CI and how this is an evolution of the collaboration that is already taking place in the community. It is proposed that HMG Solano can be used as the framework with the HMG Steering Committee assisting in CI implementation.

Commissioner Dean voiced concern about the potential for failure if the Commission does not grant some authority to the Steering Committee. Commissioner Crutison concurred with Commissioner Dean’s concern and stated the same discussion was brought up in the SPC meeting. He clarified that CI is a community-shared agenda, but First 5 would still be in charge of what the priorities are for First 5. Ms. Richards agreed and pointed out that there are similarities with this and what the Commission did early on with childhood mental health collaborative plan county-wide, but decided which piece of the plan the Commission wanted to fund.

Commissioner Crane expressed that she thought this plan would be broader to include children up to age 18. There is a lack of services and programs for kids after the age of 5 as well, so Commissioner Crane speculated CI could be an agenda for children 0-18 of which First 5 would zero in on the 0-5 group, and other experts would take on the 6-18 group. Commissioner Crane suggests there may be more potential to draw more funding with that plan. Commissioner Dean stated she was concern of encroaching on the statutory role and mandates of First 5 with CI. Dr. Allio confirmed that CI can be a “cradle-to-career” model or can be specific to 0-5.

The current proposal is for First 5 to implement the 0-5 portion with other funders possibly coming in at a later date to broaden the scope.

Commissioner Duterte responded that this model could tap into funding of larger organizations like Health & Social Services, which may provide an opportunity for funding beyond the \$100,000 per year. A common agenda could spark the attention of the Board of Supervisors and leverage more resources. Commissioner Duterte stated he supported CI.

Commissioner Barbosa stated that if the end result is an increase in resources and programs and services that have measurable results for children then it is worthwhile. Commissioner Barbosa wanted clarification as to who was going to be included in the Collective Impact, such as parents or grandparents. Dr. Allio answered that the entire community would be involved.

Commissioner Hannigan asked for clarification about if other entities will match the \$100,000. Chair Speck responded that the initial investment would be by First 5 to fund the backbone and other organizations may come in with other funding, but that is not required.

Commissioner Barbosa asked for clarification on the minutes from the last SPC meeting which state "\$100,000 for three years." Ms. Richards explained that the agenda is correct, but the minutes were not and should have read: "\$100,000 annually for three years." Chair Speck concurred. Ms. Richards stated the draft minutes would go back to the SPC for correction and approval at their next meeting.

Debbi Davis further explained how CI would fit with the Health Me Grow framework. Ms. Davis provided examples of shared goals like school readiness or measurable health milestones. Susan Brutschy also explained how measurement and the work the Commission has already done around Results Based Accountability fits into CI.

***Motion: Consider a recommendation to implement a combined First 5 strategic planning and county-wide "Collective Impact" development process beginning in August 2014 and recommend funding of up to \$100,000 a year for three years***

Moved by Commissioner Duterte; Seconded by Commissioner Hannigan

Approved 9-0-0

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

**Nay: None**

**Abstain: None**

## B. Program and Community Engagement Committee

Ms. Gonsalves presented the First 5 Solano Social Media Business Operations Plan and advised that, with advancements in technology, social media is a great way to reach the target audience and further the mission, vision, and core values of First 5

Solano. Ms. Gonsalves explained that if the Commission approved recommendation, the next step is to have the plan approved through the County Administrator and implemented by IT.

Commissioner Duterte asked if the plan would need a separate budget. Ms. Richards explained that the Community Engagement budget currently has a line item for social media (which Ms. Ellington clarified was \$5,000), however most of the money needed to maintain this plan would come from staff time.

Commissioner Barbosa shared that she has experience in creating social media for non-profits and that people use social media visually, by sharing, then by reading text. She also suggested the use of Pinterest to reach women of all ages, newsletters, and programs such as Hootsuite.

Commissioner Dean asked for Ms. Gonsalves to return to the Commission within a few months after implementation with a status update on its effectiveness. She also suggested that \$5,000 is a lot of money for a social media campaign and it is necessary to maintain content to keep the interest of the audience. Commissioner Dean inquired regarding the 2005 review date of the communications plan and Ms. Ellington and Ms. Gonsalves clarified that it was implemented in 2005, but was reviewed last year.

***Motion: Consider a recommendation to adopt the “First 5 Solano Social Media Business Operations Plan” as required by Solano County Social Media Policy***

Moved by Commissioner Dean; Seconded by Commissioner Duterte

Approved 9-0-0

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

**Nay: None**

**Abstain: None**

## **VIII. Executive Director’s Report**

Ms. Richards thanked the Commission for the opportunity to be Interim Executive Director. In addition, she provided the following updates:

- Head Start is applying for Early Partnership Grant which will help with increasing the quality of subsidized childcare slots and the Commission contributed with a letter of support.
- Solano County is in talks with Beth Coffman to use First 5 Futures funding to coordinate state preschool slots.
- First 5 is also working in partnership with Head Start to secure a vacated childcare space at 275 Beck Avenue, and will be bringing it to the Commission through committee.
- First 5 received notice from their attorneys that we lost the appeal for AB99 attorney’s fees. At the advice of the attorney, none of the First 5’s participating will be pursuing any further. Out of \$100,000 that was set aside in the Discretionary Fund for the lawsuit approximately \$57,000 has been spent and



Ms. Richards anticipates one more invoice for July and August at which time she will report the final amount. Any monies that remain would be re-deposited into the long-term financial reserve.

- The Safety Net Summit # 8 is planned for October 2, 2014.

#### **IX. Commissioner Remarks**

Commissioner Dean announced she has been elected.

Commissioner Ayala asked for an updated Commissioner contact sheet. Ms. Richards confirmed his request.

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

No comments.

#### **Adjourn**

Commissioner Speck adjourned the meeting at 8:21pm.

Christiana Lewis, Office Assistant III

Approved:

## 2015 First 5 Solano Commission & Committee Meeting Schedule

<b>Commission Meetings</b> <u>Proposed</u> <b>1<sup>st</sup> Tuesday<sup>1</sup></b> <b>5:00-7:30 PM</b> 601 Texas Street, Fairfield	<b>Program &amp; Community Engagement Committee</b> <u>Proposed</u> <b>1st Thursday*</b> <b>2 pm-3:30 pm</b> 601 Texas St., Suite 210, Fairfield Change due to holiday	<b>Systems and Policy Committee</b> <u>Proposed</u> <b>1<sup>st</sup> Tuesday*</b> <b>3pm-4:30 pm</b> 601 Texas St., Suite 210, Fairfield
January 13		
	February 5	February 3
March 3	March 5	March 3
April 7		
	May 7	May 5
June 2		
	July 2	July 7
August 11		
	September 3	September 1
October 6		
<b>October 24</b> <i>Annual Retreat 10:00 AM - 3:00 PM</i>		October 30*
	November 5	November 3
December 1	December 3	December 1

<sup>1</sup> January and August Commission meetings are the second Tuesday



CHILDREN ARE OUR BOTTOM LINE

**DATE:** October 2, 2014

**TO:** First 5 Solano Children and Families Commission

**FROM:** Chereilyn Ellington Hunt, Early Learning and Education Manager

**SUBJ:** **First 5 Solano Submission to First 5 California for the FY2013/14 Annual Report**

**Motion:** **Approve the First 5 Solano Submission to First 5 California for the FY2013/14 Annual Report**

**Background**

Each year, the First 5 California Children and Families Commission is required by law to submit to the Legislature and the Governor a report outlining the activities and accomplishments of both the state First 5 Commission and the 58 county First 5 Commissions.

First 5 Solano presents its required contribution for this document to the First 5 Solano Commission each year at the October Commission meeting, where it is reviewed in a public hearing, to meet the October 31 deadline for submission to First 5 California.

The First 5 Solano submission to First 5 California for its FY2013/14 annual report has been prepared in accordance with state requirements. These include brief descriptions of program accomplishments, summaries and breakdowns of “aggregate data” (service counts and demographics), and detailed information about the Commission’s revenues, expenditures and fund balance.

As the First 5 California Annual Report submission requirements are relatively narrow and prescriptive stating the required elements for state Commission, they do not constitute a full report of First 5 Solano’s activities, grants and services. To that end, staff also included for the Solano Commission’s information the following reports for FY2013/14:

- Table of Accomplishments
- Year End Performance Report

Enclosure: First 5 Solano FY2013/14 Annual Report Submission to First 5 California.

**First 5 Solano Children and Families Commission  
Systems & Policy Committee Meeting  
September 2, 2014, 3:00 PM – 4:30 PM  
601 Texas Street, Suite 210, Fairfield, CA**

**Minutes**

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

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

Committee Members present: Aaron Crutison, Marisela Barbosa, and Jay Speck

First 5 Staff present: Megan Richards (Interim Executive Director), Ciara Gonsalves (First 5 Futures and Community Engagement), Christine Shipman (Health and Well-Being), Cherelyn Ellington-Hunt (Early Childhood Development), Christiana Lewis (Office Assistant III)

Members of the public present: Lori Allio (Hatchuel, Tabernik, and Associates), Jessica Mautner (Solano County Office of Education), Catherine Baxter (Senator Lois Wolk's Field Representative)

Public Comment: None

Commissioners' Comments: Commissioner Speck announced he would recuse himself from Items III. B and C.

**II. Consent Calendar**

***Motion: Approve Agenda of September 2, 2014***

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

***Original Motion: Approve Minutes from July 17, 2014***

***Amended Motion: Approve Minutes from July 17, 2014 as amended***

Commissioner Barbosa asked for confirmation that the motion for Item VI was corrected from “. . . recommend funding of up to \$100,000 for three years” to “. . . recommend funding of up to \$100,000 annually for three years.” Ms. Richards confirmed the change..

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

***Motion: Receive the Commissioner Meeting Attendance Status Report***

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

### III. Co-Sponsorship Grant Requests

- A. Ms. Ellington presented the request from A More Excellent Way (MEW) up to \$3,000 to fund a peer breastfeeding counselor training. The budget would cover \$150 for an honorarium, \$1350 for trainer fees, and \$1,500 for up to 30 breastfeeding counselor trainees. The training will take place in Vallejo on six consecutive Saturday mornings in January-February 2015. Ms. Ellington pointed out that per last year's attendance record for the same training, 12 people signed up and 7 completed. First 5 recommends to approve the total amount for honorarium and trainer, but to prorate the amount funded according to the number of actual attendees.

Commissioner Barbosa asked if there has been any follow-up assessment of the 7 graduates from the previous year's training regarding the benefit of the class. Ms. Ellington stated that out of the attendees from last year, 1 has begun coaching her second new mom, and the others have been engaged with pregnant or lactating women. Commissioner Barbosa said she likes to see results that substantiate trainings such as these, especially when funded by First 5 multiple years.

Commissioner Barbosa asked if it was typical of First 5 to fund refreshments. Ms. Richards clarified that MEW is requesting funding for refreshments from Kaiser. The amount requested from First 5 is for speakers and breastfeeding supplies. Commissioner Crutison asked how many years First 5 has funded this training. Ms. Ellington replied it was the fifth year. Commissioner Crutison asked for the average attendance rate during that time, to which Ms. Ellington said she does not currently have those numbers, but the correspondence she received from MEW states the attendance of last year's class "runs parallel" to previous years.

Commissioner Speck asked if MEW has non-profit status. Ms. Ellington confirmed. Commissioner Crutison asked how much First 5 funded last year. Ms. Ellington stated a flat rate of \$3,000 was funded. Commissioner Barbosa asked how MEW reaches out to the community to gain participants in their trainings. Ms. Ellington explained that they are very involved in the faith community as well as word-of-mouth and a partnership with WIC.

***Original Motion: Consider approval of a request from A More Excellent Way Health to deploy up to \$3,000 for the 10th Annual MEW Breastfeeding Peer Counselor Training. (Source of funding: FY2014/15 Training and Co-Sponsorship Fund)***

***Amended Motion: Consider approval of a request from A More Excellent Way Health to deploy up to \$1,350 for trainer fees, \$150 for honorarium fees, and \$50 per trainee who attend first session, up to 30 trainees, for the 10th Annual MEW Breastfeeding Peer Counselor Training. (Source of funding: FY2014/15 Training and Co-Sponsorship Fund)***

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

Commissioner Speck recused himself from the room.

- B. The Solano County Office of Education (SCOE) requested a sponsorship of \$2,144 for a Preschool to Kindergarten Articulation event which focuses on Preschool Foundations and Kindergarten Common Core State Standards, and will also provide hands-on experiences of Math Habits of Mind. The amount will provide materials, supplies, and instructor fees. The same class last year partially funded by First 5 exceeded their anticipated attendance.

Commissioner Barbosa asked how many people attended last year. Ms. Mautner responded there were 135 people in attendance last year, and this year they are planning for 130 people. Ms. Mautner explained that all attendees get a certificate toward professional development hours, which bolsters attendance rates. SCOE aims to keep this event free for participants because this type of professional development tends to be costly to individuals. Commissioner Barbosa asked which city has the most participants; Ms. Mautner responded that the event is open to all cities within Solano County, but the city from which a participant is from is not tracked. Commissioner Crutison asked if a registration fee was charged in the past. Ms. Mautner said not during the two years she has been with SCOE and she does not believe there was a registration fee prior to that. Ms. Ellington also commented that this training supports the CARES and CSP leadership requirement. Commissioner Crutison asked what SCOE's role was in this event. Ms. Mautner answered they are the facility and event coordinators.

***Motion: Consider approval of a request from the Solano County Office of Education for an allocation up to \$2,144 for the 2014 Countywide Math Habits of Mind Preschool to Kindergarten Articulation Event.***

Moved by Commissioner Barbosa; Seconded by Crutison  
Approved: 2-0-0

- C. SCOE requested \$3,000 for a series of 5 workshops for up to 30 teachers and preschool providers to help assess and support students who are socio-economically disadvantaged, special-needs, and English Language Learners, while helping them meet the Common Core Standards.

Commissioner Barbosa asked what "English Language Learner Special Needs" focuses on. Ms. Mautner explained that this event will provide an actual guide to meet the needs of the English-learner, special-needs, and socio-economically disadvantaged students, and it provides a project-based lesson to implement immediately in their classroom. Commissioner Barbosa asked who organizes these programs. Ms. Mautner said there were various organizations contributing.

Commissioner Crutison asked if this was the first year for this event. Ms. Mautner answered that this event took place last year but focused on a different topic.

Commissioner Barbosa asked what the registration fee was; Ms. Ellington said there was no registration fee at this point and that this request will off-set the complete cost to any participants, but there may be a registration fee if funding requests were not fulfilled. Commissioner Crutison expressed his concern for not having a budget in place before approving the request for funding. He said the request is not specific and it prevents the Committee from making a more informed decision. Ms. Ellington and Ms. Mautner explained the budget is still being constructed, but there was verbal clarification between Ms. Ellington and SCOE as to what the First 5 funds would be used for. Commissioner Barbosa asked if the event would take place regardless of funding from First 5; Ms. Mautner confirmed the event would proceed regardless of funding, but the hope is to make it more accessible to participants.

Commissioner Crutison asked if a full budget was requested. Ms. Ellington explained a full budget was not requested in the current application. However, clarification on the anticipated utilization of the requested \$3,000 was given based on the outcomes from last year's event. Ms. Ellington informed the Committee that the current Co-Sponsorship application is being revised to include the requirement of a full budget for all future requests.

***Original Motion: Consider approval of a request from the Solano County Office of Education for an allocation up to \$3,000 for the 2014 Solano County Preschool English Learner Professional Development Series.***

***(Source of funding: FY2014/15 Training and Co-Sponsorship Fund)***

***Amended Motion: Consider approval of a request from the Solano County Office of Education for an allocation up to \$3,000 for the 2014 Solano County Preschool English Learner Professional Development Series upon submission of budget and Chair review.***

***(Source of funding: FY2014/15 Training and Co-Sponsorship Fund)***

Moved by Commissioner Barbosa; Seconded by Commissioner Crutison

Approved: 2-0-0

Commissioner Speck returned to the room

#### **IV. Planning for 2015 and Beyond**

Ms. Richards presented the proposed Annual Commission Retreat agenda for review and input. Dr. Allio reiterated the goal is to create a new First 5 Solano Strategic plan and integrate it with information from Collective Impact. The morning of the Retreat will be spent on the required annual review of the current strategic plan. Dr. Allio also discussed how the Organizational History Review is a great tool to measure progress and will initiate conversation about the trajectory of the Commission. The afternoon will

be spent on a training and discussion of Collective Impact. Ms. Richards explained that the October 7<sup>th</sup> Commission Meeting will not be focused around strategic planning since the Retreat follows shortly after. Committee members agreed the agenda looked appropriate for the Retreat.

Ms. Richards solicited feedback from the Committee regarding adding 30 minutes to either the beginning or end of Commission Meetings in 2015 to discuss strategic planning and eliminate the need for additional meetings. The Committee members all stated more meetings are not preferred and they could either start at 5:00pm (preferred) or end at 8:00pm. The Committee members identified that other Commissioners would need to weigh in.

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

All three interns have graduated and no longer work with First 5. Interviews were held earlier in the day and First 5 plans to move forward with a few of the candidates. The announcement for the Executive Director position closes this week and interviews should happen shortly thereafter.

Ms. Richards presented the end-of-year totals for revenue and expenditure. Ms. Richards explained the budget was underspent by about one million dollars and the amount is not attributed to any one item or event, rather multiple lines, including some program and grant under-spending and one FY2013/14 payment that was made late. The FY2013/14 audit will be presented at the October Commission meeting. The FY2012/13 audit has now been accepted by the State. The delay was caused when the State provided new administrative requirements in September 2013, after the FY2012/13 audit was completed. The administrative requirements have been resolved and the FY2012/13 audit has been accepted.

Commissioner Crutison asked for clarification on the totals for the Grantee Tracking Sheet and the Grants/Programs line item from the Staff Report that was presented. Ms. Richards explained that the Grantee Tracking Sheet only represents grantee funding, whereas the Staff Report provided total numbers, including internal spending.

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

The Pre-K Business Champions campaign raised a total of \$14,300 which is equivalent to 70 Pre-K Academy slots. When matched by First 5 Solano the grand total is \$28,600, which is \$850 more than the 2013 campaign total.

Ms. Gonsalves reminded the Committee members of the First 5 Futures Implementation and Fund Development (IFD) Plan that was launched in 2010. Ms. Gonsalves reported that the majority of the strategic plan to offset the depleting reserve fund has been completed. In the final year of IFD, Ms. Gonsalves plans to focus on three areas: growing upon the fund development training Commissioners had a few years ago by working one-on-one with Commissioners to leverage more donations; fostering regional and state-wide community partnerships; and continuing to engage legislators and policy change.



Commissioner Barbosa commented that she would like to revisit the specific goal of the fundraising efforts, for example Pre-K Academies. Ms. Gonsalves responded that she agreed and believes the Commission should think “bigger” and build off the Collective Impact work, which should yield larger funding opportunities due to the partnerships.

## **VII. Annual Commission review of policies**

Ms. Richards specified the specific policy brought for review was the Tobacco Policy which the Commission requested an update to include e-cigarettes at the August 12, 2014 Commission Meeting. Ms. Richards also informed the Committee that all other current policies have been staff-reviewed and there are no other recommendations for change or update at this time.

Ms. Shipman presented the updated draft Tobacco Policy and outlined the research completed that resulted in the final draft. First 5 Solano reached out to the First 5 Association to confirm the terms of the same policy from other County Commissions. The Association could not identify another Commission that had formally updated their policy to include e-cigarettes and believed First 5 Solano would be the first. In addition, Ms. Shipman worked with the staff from the Tobacco Coalition at H&SS for language. The final draft of the Tobacco Policy uses the terms “electronic nicotine devices” and “nicotine” to capture possible forthcoming devices and substances. Ms. Shipman also suggested providing a link on First 5 Solano’s website to the Tobacco Education Coalition website for cessation resources.

Commissioner Barbosa asked if there would be a press release to draw attention to the updated policy. Ms. Shipman stated the policy would be sent to current grantees and partners. Ms. Richards stated First 5 could also do a press release. Ms. Shipman also stated the Tobacco Coalition requested a copy of the finalized Tobacco Policy, which would be highlighted to other departments.

Commissioner Crutison asked if smoking and oral use were the only two ways of depositing nicotine in the system. Ms. Shipman confirmed it was. Commissioner Crutison revisited the Commission’s concerns of marketing e-cigarettes to young children. In addition, perhaps “smoking” is an old term and people now use “vaping” which many do not associate with smoking.

Commissioner Speck suggested amending the title of the policy to include the word “nicotine” to more accurately describe all related elements. Commissioner Barbosa agreed.

***Original Motion: Consider approval of an update to the First 5 Solano Tobacco Policy***

***Amended Motion: Consider approval of an update to the First 5 Solano Tobacco Policy with amended title “Tobacco/Nicotine Education, Prevention and Investment Policy”***

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

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

The next SPC meeting has been rescheduled to November 13, 2014 to allow for enough time to organize information from the Commission retreat.

### **Adjourn**

Commissioner Crutison adjourned the meeting at 4:39pm.

Christiana Lewis, Office Assistant III

Approved:



CHILDREN ARE OUR BOTTOM LINE

**DATE:** October 2, 2014  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Megan Richards, Interim Executive Director  
**SUBJ:** Update on First 5 Solano Annual Commission Retreat and Strategic Planning Sessions for 2015

**Background/Discussion**

Annual Retreat Planning: Each year the First 5 Solano Commission includes a Saturday “Retreat” meeting in its annual schedule. The 2014 Commission Retreat is scheduled for October 25, 2014 at the Solano County Office of Education (5100 Business Center Dr, Fairfield). Attached is draft agenda (Attachment A) for consideration and input. The Retreat Agenda focuses the morning on the required Annual Review of the First 5 Solano Strategic Plan which will serve as a starting place for the new strategic planning process. In addition, the Commission will be reviewing and updating the First 5 Solano organizational history. The afternoon will focus on Collective Impact and how Collective Impact will integrate with the Commission’s strategic planning process.

Strategic Planning Sessions in 2015: To allow time for upcoming strategic planning in 2015, staff is requesting an additional one-half hour of time be added to each Commission Meeting in 2015 to accommodate Strategic Planning activities. This will decrease the need for any additional special meetings to complete strategic planning. Commissioners have agreed that starting at 5:00pm and going until 7:30pm is preferable and this time is reflected in the 2015 meeting calendar.

Attachment A: Draft Commission Retreat Agenda



# Annual Commission Retreat - AGENDA

October 25, 2014  
5100 Business Center Dr., Fairfield  
10:00am – 3:00pm

## I. Call to Order/Salute to the Flag

- II. Welcome and Overview of the Agenda** (10:00-10:15 am) **Action**  
Approve the Commission Retreat Meeting Agenda for October 25, 2014  
*Jay Speck, Chair; Megan Richards, Interim Executive Director, Dr. Lori Allio, Hatchuel Tabernik Associates*

- III. Public Comment** (10:15-10:20 am) **Information**  
*This is the opportunity for members of the public to address the Commission on matters not listed on the Agenda that are otherwise within the subject matter jurisdiction of the Commission. Please submit a Speaker Card and limit your comments to 3 minutes.*

- IV. Public Hearing: FY2013/14 Annual Audit** (10:20-10:40am) **Action**  
Receive the FY2013/14 First 5 Solano Audit  
*Phyllis Taynton, Assistant Auditor-Controller, Solano County ACO*

- V. Public Hearing: Annual Review of the First 5 Solano Strategic Plan** (10:40-11:0 am) **Information/Discussion**  
Conduct the mandated annual review of the First 5 Solano Strategic Plan, including a review of First 5 Solano “dashboard” of community indicators within strategic plan Result Areas  
*Megan Richards, Interim Executive Director, Dr. Lori Allio/Hatchuel Tabernik Associates (HTA); Susan Brutschy, Kim Carpenter, Christina Branom/Applied Survey Research (ASR)*

- VI. Organizational History Review** (11:30am-12:15pm) **Information/Discussion**  
Review organizational history graphic and update and amend graphic as necessary  
*Dr. Lori Allio, Hatchuel Tabernik Associates*

**Adjourn for Lunch (12:15 pm); Reconvene for working lunch/PM session (12:45 pm)**

- VII. Collective Impact Training** (12:45-2:00 pm) **Information/Discussion**  
Receive a training on the Collective Impact approach to build a shared understanding, the five key elements, and the role it will play as it unfolds alongside the Strategic Planning process  
*Dr. Lori Allio, Hatchuel Tabernik Associates (HTA)*

- VIII. Collective Impact: Help Me Grow and First 5** (2:00-2:45 pm) **Information/Discussion**  
Receive a status report on progress in planning to date and detailed work plan for joint work together  
*Debbi Davis, Executive Director Children’s Nurturing Project, Dr. Lori Allio, Hatchuel Tabernik Associates (HTA), Megan Richards, Interim Executive Director*

- IX. Commissioner Remarks** (2:45-2:55 pm)

- X. Future Agenda Items, Meeting Time/Date/Location** (2:55-3:00 pm)  
The next regularly-scheduled Commission meeting will be held on **December 2, 2014 at 5:30 PM** at 601 Texas St. Fairfield. Future agenda items include: Election of 2014 Officers; Committee Reports; 2013 Pre-K Academy Services Report and 2014 Pre-K Academy Services Request for Applications.

*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 office, 601 Texas Street, Suite 210, Fairfield, CA during normal business hours.*

**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.



CHILDREN ARE OUR BOTTOM LINE

**DATE:** September 25, 2014  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Aaron Crutison, Systems and Policy Committee Chair  
By Christine Shipman, Health Programs Manager  
**CC:** Megan Richards, Interim Executive Director  
**SUBJECT:** Tobacco Policy Revision

**MOTION:** *Approve an update to the First 5 Solano Tobacco Policy to include nicotine devices/e-cigarettes*

**Background/Discussion**

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 County policy, state laws/regulations and Commission actions during the year.

Staff conducted the annual review of Commission policies in August 2014, including the required Conflict of Interest Code Review, and no changes are recommended to policies at this time, with the exception of the First 5 Solano Tobacco Policy as requested at the August 12, 2014 Commission Meeting.

At the August 2014 Commission Meeting, the Commission received a presentation from Annette Balter, Health Education Specialist, Solano County Health & Social Services on the ongoing research into e-cigarettes and the associated hazards and policy issues. As a result, Commissioners directed staff to update the First 5 Solano Tobacco Policy to include e-cigarettes. Staff has received information and recommendations from Health & Social Services and the First 5 Association to make the proposed revision to the policy (Attachment A).

The Systems and Policy Committee reviewed and provided input into this draft policy at their September 2, 2014 meeting, and is recommending approval.

Attachment A: Proposed Revision to the First 5 Solano Tobacco Policy  
Attachment B: Current First 5 Solano Tobacco Policy



CHILDREN ARE OUR BOTTOM LINE

## **TOBACCO/NICOTINE EDUCATION, PREVENTION AND INVESTMENT POLICY**

This policy covers the smoking or oral use of any tobacco or nicotine product including cigarettes, cigars, pipes, all forms of smokeless tobacco and any other smoking devices that use tobacco such as hookahs, or simulate the use of tobacco such as electronic cigarettes/nicotine devices or clove cigarettes.

The following constitutes the adopted Tobacco Policy that funded First 5 Solano programs/projects will follow. Funded Programs/Projects will:

- 1) Provide a tobacco and nicotine-free working environment for employees, visitors and clients and keep a safe and healthy environment for families and children.
- 2) Provide and/or arrange training and information to staff on the dangers of tobacco and nicotine products, smoking cessation, and the dangers of second-hand smoke (as needed).
- 3) Refuse tobacco and nicotine funding.
- 4) Divest themselves of tobacco and nicotine product investments.
- 5) Distribute and/or make available tobacco and nicotine cessation-related materials for participants in Commission funded programs.
- 6) A complete listing of tobacco and nicotine-cessation resources can be found at <http://www.tobaccofreesolano.org> which is included as a link on the First 5 website.



CHILDREN ARE OUR BOTTOM LINE

## **TOBACCO EDUCATION, PREVENTION AND INVESTMENT POLICY**

The following constitutes the adopted Tobacco Policy that funded projects will adhere to:

Funded Projects will:

- 1) Provide a smoke-free working environment,
- 2) Provide and/or arrange training and information to staff on smoking cessation/dangers of second-hand smoke (as needed),
- 3) Refuse tobacco funding, and
- 4) Divest themselves of tobacco product investments.
- 5) Distribute and/or make available smoking cessation- related materials for participants in Commission funded programs.

## First 5 Solano Children and Families Commission

Program & Community Engagement Committee Meeting  
September 25, 2014, 2:00 PM – 4:00 PM  
601 Texas Street, Suite 210, Fairfield, CA 94533

### Minutes

#### I. Introductions, Commissioner Comment, Public Comment

Committee Chair Niedziela called the meeting to order at 2:25 PM.

Committee members present: Committee Chair Liz Niedziela and Commissioner Erin Hannigan

First 5 Staff present: Megan Richards (Interim Executive Director), Cherelyn Ellington Hunt (Early Care and Education Programs Manager), Christine Shipman (Health Programs Manager), Ciara Gonsalves (First 5 Futures and Community Engagement Manager), and Christiana Lewis (Office Assistant III)

Public attendees: Niccore Tyler and Nazlin Huerta (H&SS/BabyFirst Solano), Debbie Peralez and Karen Sanchez (Child Start)

Commissioner Comment: None

Public Comment: None

#### II. Consent Calendar

- a. Approve Agenda of September 25, 2014
- b. Approve Minutes of July 24, 2014
- c. Recommend approval of 2015 Commission Meeting Dates

Ms. Richards elaborated on Item IIc to clarify that the motion is to approve the proposed dates only. A new start time of 5pm is being considered to allow an additional 30 minutes of designated Strategic Planning time, and will be presented once all Commissioners have been polled for their availability. Commissioner Hannigan and Commissioner Niedziela confirmed they are able to begin at 5pm and prefer that to going later.

**Moved: Commissioner Hannigan, Seconded: Commissioner Niedziela**  
**Approved: 2-0-0**

#### III. 275 Beck Avenue Child Development Center

Ms. Richards explained the previous childcare provider terminated its lease and the space at 275 Beck Ave that was designed as a childcare facility has been vacant since late 2013. The County Administrator approached First 5 asking to find a way to keep the space available for another childcare center. First 5 staff has been working with Child Start to house Head Start and Early Head Start programs at the site at a nominal cost to First 5. Staff spoke to the Board of Supervisors to determine if a discounted rate would be possible. The current cost rate for the 4,400 square foot space is \$1.18/sf, however the former childcare provider negotiated a rate of \$0.95/sf. Ms. Richards presented an updated cost sheet to the Committee from her meeting with the Board of Supervisors earlier in the week. In addition, General Services has agreed to a consistent rate of an annual 3% increase to account for CPI. Commissioner Hannigan inquired if an additional potential discount to \$.80/sf that the Board had discussed had been



communicated to First 5 staff. Ms. Richards responded that had not yet been communicated, but she would inquire with General Services and the County Administrator's Office to confirm to rate.

The other element of the motion is a one-time allocation of \$45,000 from the Discretionary Fund for start-up costs which would allow: General Services and consultants to begin the pre-renovation process which could adjust the move-in date up to two months earlier; renovations that are necessary to comply with the new ADA Draft Guidelines but are not associated with Child Start-specific need and; and signage to promote the center. Ms. Richards pointed out that there would also be renovations to the space that would be funded by Child Start and the tentative opening date is estimated at for July 2015, although that is an ambitious timeline.

Commissioner Hannigan asked when First 5 would start paying for the lease and how long the space has been vacant. Ms. Richards answered that payments would begin upon move-in and the space has been vacant since November 2013.

Commissioner Niedziela asked for clarification on the commitment from First 5. Ms. Richards explained the commitment would be 10 years, up to \$572,827 starting in FY2015/16 which would be funded by the long term financial plan, plus initial start-up costs of up to \$45,000 from the FY2014/15 Discretionary Fund.

Ms. Peralez stated that they were able to secure some funding for FY2014/15 from sequestration that must be expended during the same year and will be used in part for renovations of the facility. Per their Federally-mandated requirements, Child Start must show community support for their programs in order to continue receiving Federal grants. The funding provided by First 5 and the Board can be used as a 3 to 1 leverage for obtaining federal dollars.

Ms. Tyler asked if the child facility would be open to Solano County employees, especially those who work at that location. Ms. Peralez stated anyone using the facility would need to meet Head Start/Early Head Start income requirements, which most County employees would not qualify. However, there may be a few if someone is working part-time.

**Original Motion: Consider a recommendation to fund a lease for the childcare center at 275 Beck Ave to support an increase in Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs.**

**Amended motion: Consider a recommendation to fund a lease for the childcare center at 275 Beck Ave at a rate of no greater than \$49,968 annually, with an annual 3% increase to support Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs.**

***Moved: Commissioner Hannigan, Seconded: Commissioner Niedziela  
Approved: 2-0-0***

#### **IV. Program Updates**

Ms. Shipman reported a fully executed Compliance Action Plan for BabyFirst Solano (BFS). The scope of work was modified at the start of FY2014/15. First 5 staff met with BabyFirst Solano on September 15<sup>th</sup> to clarify reporting of Performance Measures for FY2014/15. BabyFirst Solano has also reported the following achievements for July-August 2014: enrolled 14 new families into Healthy Families America, 84% weighted case load, and 7 new births which all were at or

above optimum weight and greater than 37 weeks gestation, initiated breastfeeding in-hospital, linked to medical home within 30 days, and completed appropriate well-baby appointments.

First 5 will continue to monitor BFS-HFA performance and report results back to the Committee.

Ms. Huerta added that BFA-HFA is now up to 72 active families and at 84% weighted case load they have already exceeded the required 80% per the new scope of work. Also, Ms. Huerta requested that the original memo submitted entitled *BabyFirst Solano/Healthy Families America Status Report July-August 2014* be added to the official record of the Committee meeting. Ms. Lewis made copies of the memo for those present.

## **V. Community Engagement Activities Update**

Ms. Gonsalves reported that three new interns were in the process of being hired and one of them will be specifically assigned for Community Engagement activities. The First 5 Solano Social Media Business Operations Plan is under review from the County Administrator's Office who is suggesting we draft a condensed version for review by other County Departments and the full version can be used as our implementation plan. Once the plan has passed all levels of approval, First 5 Solano can begin using social media.

First 5 is continuing to build relationships with the community, including the local radio station, KUIC. Staff is exploring the possibility of broadening the relationship with KUIC to include website and calendar contributions, hosting "coffee breaks" or "free-lunch Fridays" to raise awareness around early childhood issues, providers, and resources.

Since the last PCE Meeting, Ms. Gonsalves attended one of two resource fairs First 5 staff was invited to and passed out materials such as Kits for New Parents, Daddy's Tool-Kit DVDs, and Potter the Otter books to the community. Although First 5 was unable to attend Vallejo Celebrates Youth on September 13, 2014, the Commission was able to provide funding through a Community Engagement grant and materials to support the event.

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

Ms. Ellington confirmed the next meeting scheduled for November 6, 2014, but she stated that she will be contacting the Committee members about possible alterations to the schedule for 2015. Ms. Ellington asked the Committee members if 2:00pm is an agreeable start time; Chair Niedziela and Commissioner Hannigan confirmed.

Ms. Richards advised that a Cost Benefit Analysis of the Partnership for Early Access for Kids will be presented at the next meeting. The data needed from Child Welfare Services has been received and evaluated by Applied Survey Research.

The meeting was adjourned at 3:13 PM.

Christiana Lewis, Office Assistant III

Approved:

**DATE:** October 1, 2014

**TO:** First 5 Solano Commission

**FROM:** Liz Niedziela, Program & Community Engagement Committee (PCE) Chair  
by Chereilyn Ellington Hunt, PCE Staff

**SUBJECT: 275 Beck Avenue Child Development Center**

**Motion: Consider a recommendation to fund a lease for the childcare center at 275 Beck Ave at a rate of no greater than \$49,968 annually, with an annual 3% increase to support Head Start/Early Head Start slots in Solano County and allocate up to \$45,000 from the Discretionary Fund for one-time expenses associated with start-up costs. (Source of Funding: Discretionary Fund/Long Term Financial Plan)**

**Summary**

The County Administrator notified First 5 Solano in early 2014 that the former childcare provider had vacated the childcare facility at 275 Beck Ave., Fairfield, and that the County would like this space to continue to house childcare/early childhood developmental services. Staff have been working with General Services and Child Start, Inc. to determine the feasibility to house Head Start and Early Head Start programs at this site and have determined it would be a great opportunity to expand Head Start services in the county at a nominal cost to First 5 Solano. First 5 Solano would lease the space and in turn provide the space to Child Start at no cost for an initial term of five years with an option to extend the lease an additional 5 years. The Fair Market Value of the lease would be leveraged as the local community match by Child Start, to increase funding and available spaces for Head Start and Early Head Start.

**Background**

The childcare provider located at the Beck Avenue Health & Social Services complex in Fairfield terminated its lease in November 2013 and went out of business due to low enrollment and challenges meeting expenses. The space has been vacant since and is still configured for use as a childcare center. First 5 Solano was approached by the County Administrator with the opportunity to provide/support childcare services in the building.

First 5 staff researched possible options for use of the space to support the Commission's Quality Childcare Initiative, including soliciting for another private provider, partnering with Fairfield Suisun Unified School District, and partnering with Child Start. In the end, it was deemed that the partnership with Child Start was the most feasible and cost effective.

Child Start is a federally funded child development and preschool provider, and is the sole Head Start and Early Head Start program provider in Solano County. Child Start meets high quality standards, and provides childcare and early learning opportunities at no cost to low income families. First 5 Solano currently partners with Child Start through the Child Signature Program to increase quality in the classroom and through funding for 40 children to receive full day care so parents can work or go to school. With these local partnerships, Child Start is able to leverage additional federal dollars at the rate of a 3:1 federal/local match. Currently, Child Start runs a preschool center that serves 20 children in a converted residence on Woolner Avenue in Fairfield to meet the demand from the surrounding community. Child Start's services are available to children up to 5 years of age and children must meet income eligibility criteria.

**Status**

First 5 Solano has been strategically utilizing its reserve to provide program funding under its current Program Investment Plan. If funding is continued at the current level, the reserve is projected to be fully expended by FY2017/18. At that time, the Commission will have to rely on its annual Proposition 10 allocation, which is less than half of its current budget. This opportunity would allow the Commission to partner and leverage funds whereby support of high quality programs can be extended over a longer period of time to serve the maximum number of children and families possible.

The actual building use cost for 275 Beck, which is a fully-loaded occupancy rate that includes maintenance, repairs, utilities, insurance, etc., and is charged to departments through the A87 cost plan based on their assigned square footage, was \$1.18/sf per month for FY2012/13. Based on this figure, the cost for the 4,400 sf childcare space equates to \$62,304 annually. However, the former childcare provider had obtained a negotiated rate through the Board of Supervisors of \$0.95/sf, which would lower the annual cost to \$49,968. First 5 and General Services have been in discussion with the Board of Supervisors who initially agreed to provide the space to First 5 at \$0.95/sf with a 3% annual increase which was presented to the Program and Community Engagement Committee on September 25, 2014 and which the Committee recommended to the full Commission. Upon further discussion after the Committee Meeting, it was determined the Board is willing to provide the space to First 5 at a rate of \$0.80/sf with a 3% annual increase.

Beck Childcare Center Costs Annually and Cumulative for 10 year agreement											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total all years
Proposed rate + 3% annual increase \$ .80/sf x 4,400 sf	\$42,240	\$43,507	\$44,812	\$46,157	\$47,541	\$48,968	\$50,437	\$51,950	\$53,508	\$55,114	\$484,234

General Services, Child Start and First 5 staff have developed a tentative project plan which includes:

- Development of a Memorandum of Understanding (MOU) between the County and Child Start, Inc. for the lease and occupancy of the building.
- Contract between First 5 Solano and Child Start for lease payment and performance measures.
- Minor construction improvements and upgrades to bring the building up to Head Start standards including removing a wall, lowering sinks, food storage requirements and playground modifications
- County ADA compliance review and minor modifications to meet ADA standards of the existing structure
- Application for licensing to Child Start from both their required Federal and State Agencies.

Child Start will pay for any desired or necessary improvements to the space to meet their licensing and quality requirements, which will revert to the County upon termination of the use agreement. Child Start will also pay for phone/data, and contracted janitorial services. All maintenance, repair, and utility costs for the space will be the responsibility of the County as are all other spaces in the building and are included in the lease amount. It is anticipated that Child Start could be relocated and operational in approximately six-twelve months, depending on the construction timeline.

With First 5 Solano paying for the lease and allowing Child Start to use the space at no charge, the Fair Market Value of the lease qualifies for the local/community match, thereby allowing Child Start to receive three times this amount in federal funding for its operations in the space.

Child Start would relocate 20 full day Head Start preschool slots to this site and also expand to provide 16 additional Early Head Start toddler spaces utilizing the federal matching dollars.

In order for the project to begin, funds must be allocated by the Commission to support the lease agreement. The Commission would make a commitment to fund the annual lease for up to ten years. In addition to the lease funding, it is requested that the Commission allocate up to \$45,000 from the Discretionary Fund in one-time expenses associated with start-up costs including: initiating architectural drawings prior to a fully executed lease agreement with Child Start (estimated at \$20,000), any necessary ADA improvements under the new ADA draft plan (improvement necessary for habitation of the building and not associated with improvements requested by Child Start estimated at \$20,000), and First 5 Solano branding of the building.

### **Alternatives**

1. The Commission could choose not to approve funding for this lease. However this is not recommended for the following reasons:

- By utilizing the rent-free Fair Market value from First 5 and the County to meet the 3:1 federal/local match ratio, Child Start will have federal funding to sustain operations in the space for the 5-year term, the 5-year extension, and potentially years beyond. This continues the Commission's success in leverage First 5 dollars within the County.
- Child Start, First 5 Solano, and the County have a history of successful working partnerships through First 5 funded programs and at other County locations, such as Virginia St. in Vallejo.
- Currently, Child Start is only able to serve approximately 30% of eligible preschoolers and 4-6% of eligible toddlers showing a current demand in the surrounding community for Child Start's services especially in hard to establish toddler slots.

Attachment A: Discretionary Fund Tracking

**First 5 Solano  
Discretionary Fund Tracking**

<b>Discretionary Fund Allocation</b>		<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Total 2012-2015</b>
Beginning Balance		250,000	250,000	250,000	750,000
Roll Forward		-	3,989	63,208	
<b>Annual Funding Allocation</b>		<b>250,000</b>	<b>253,989</b>	<b>313,208</b>	<b>750,000</b>
<b>Discretionary Fund Deployment</b>	<b>Authorized</b>				
<i>Child Signature Project Site Grants</i>	<i>May 2012</i>	(150,000)			(150,000)
<i>Art for Kids/Parent Education</i>	<i>Jun 2012</i>	(9,638)			(9,638)
<i>Children's Network Data System Support</i>	<i>Aug 2012</i>	(16,865)			(16,865)
<i>Child Signature Project Site Grants</i>	<i>Jan 2013</i>		(99,000)	(62,500)	(161,500)
<i>2013 Pre-K Academy Expanded Sessions</i>	<i>Mar 2013</i>	(69,508)			(69,508)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Dec 2013</i>		(42,645)		(42,645)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Mar 2014</i>		(58,136)		(58,136)
<i>Transition to Permanent Housing</i>	<i>Mar 2014</i>			(75,000)	(75,000)
<i>Child Signature Project Site Grants (Correction)</i>	<i>May 2014</i>		9,000	(12,500)	(3,500)
<i>275 Beck Ave Improvements</i>	<i>Pending</i>			(45,000)	
					-
<b>Discretionary Fund Remaining Balance:</b>		<b>3,989</b>	<b>63,208</b>	<b>118,208</b>	<b>163,208</b>



CHILDREN ARE OUR BOTTOM LINE

**DATE:** October 1, 2014  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Jay Speck, Chair  
**SUBJ:** Nominating Committee for Election of 2015 First 5 Solano Commission Officers

In December of each year the First 5 Solano Commission elects its officers (Chair and Vice-Chair) as per its Bylaws. To facilitate this process, each October the Commission Chair calls for 2-3 Commissioner volunteers to comprise an ad hoc Nominating Committee, and bring forward a recommended slate of officers for the upcoming year. Commissioners Dana Dean and Dan Ayala have agreed to serve on the Nominating Committee for 2015 officers.

For the Commission's convenience, attached are copies of the Bylaws and the First 5 Solano "Commissioner Job Description," which include details about the duties of the Chair and Vice-Chair. Officers serve a term of one calendar year. Commissioners interested in serving as officers can review these materials and, if they wish to be considered, forward their names to the Nominating Committee for consideration.

Attachment A: Commission Bylaws  
Attachment B: Commissioner Job Description

**BY-LAWS**  
**OF**  
**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**ARTICLE 1**

**AUTHORITY**

The First 5 Solano Children and Families Commission is governed by the California Children and Families Act of 1998 and Solano County Code Section 7.3.

**ARTICLE II**

**PURPOSE AND INTENT**

**Section 2.1 Purpose.** The specific purpose of this Commission is to carry out the mandates as set forth in the California Children and Families Act of 1998 and Solano County Code Section 7.3.

**ARTICLE III**

**POWERS AND DUTIES**

**Section 3.1 Powers and Duties.** The powers and duties of the Commission shall be as set forth in the California Children and Families Act of 1998 and Solano County Code Section 7.3.

**ARTICLE IV**

**MEMBERS**

**Section 4.1. Management of the Commission's Activities and Affairs.** The activities and affairs of the Commission shall be conducted as set forth in the California Children and Families Act of 1998 and Solano County Code Section 7.3.

**Section 4.2 Membership.** The Commission shall be appointed by the Solano County Board of Supervisors as set forth in the California Children and Families Act of 1998 and Solano County Code Section 7.3.

**Section 4.3 California Political Reform Act.** Members shall comply with the terms of the California Political Reform Act.

**Section 4.4 Terms of Office.** The terms of office for each Commission member shall be four years. The terms of the original members shall be staggered.



## SECTION V

### COMMITTEES

**Section 5.1 Standing and Ad Hoc Committees.** The Commission may form standing committees or ad hoc committees as needed.

## ARTICLE VI

### OFFICERS AND DUTIES

**Section 6.1 Identification and Title.** The officers of the Commission shall be the Chair and the Vice-Chair.

**Section 6.2 Terms of Office.** The term of office for each officer shall be one year.

**Section 6.3 Election of Officers.** The election of officers shall take place at the first meeting in December of any year. The newly elected officers shall take office at the first meeting in January of any year. Vacancies in the positions of Chair and/or Vice-Chair that occur during the calendar year shall be filled by election as soon as possible, in accordance with the Ralph M. Brown Act, and any such officer(s) elected mid year shall serve out the remainder of the calendar year.

**Section 6.4 Conduct of Meetings.** The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both, the Commissioners attending shall choose a temporary Chair at the beginning of the meeting.

**Section 6.5 Chair.** The Chair shall:

1. Preside at all meetings of the Commission;
2. Appoint Chairs of Standing and ad hoc Committees.
3. Exercise such other powers and perform such other duties as may be prescribed by the Commission.

**Section 6.6 Vice-Chair.** The Vice-Chair shall have such powers and perform such duties as may be delegated by the Chair, and when the Chair is unable to preside at meetings and in his/her absence, shall preside and otherwise act as Chair.

## ARTICLE VII

### MEETINGS OF THE COMMISSION

**Section 7.1 Meeting Time and Place.** A regular time and place of meeting shall be adopted by the Commission in accordance with the Ralph M. Brown Act.

**Section 7.2 Special Meetings.** Special meetings of the Commission may be called from time to time provided such special meeting is called in accordance with the Ralph M. Brown Act.

## ARTICLE VIII

### QUORUM

#### **Section 8.1 Quorum.**

- (a) A quorum of the Commission shall be five members present.
- (b) Actions of the Commission shall be by majority vote of the full Commission.
- (c) If a quorum is lost so that no action may be taken, the meeting may continue as a committee in order to allow discussion and take testimony, provided that no action will be taken.

## ARTICLE IX

### RULES OF ORDER

**Section 9.1 Robert's Rules of Order.** Except as they may conflict with these By-Laws, the conduct of their affairs by the Commission and of all the committees shall proceed in accordance with provisions of the then-current codification of Robert's Rules of Order.

## ARTICLE X

### RECORDS, REPORTS AND INSPECTION RIGHTS

#### **Section 10.1. Annual Report.**

- (a) By January of each year, the Commission shall furnish a report containing the following information:
  - (1) the assets and liabilities as of the end of the fiscal year;
  - (2) the principal changes in assets and liabilities, including trust funds, during the fiscal year;
  - (3) the revenue or receipts of the Commission, both unrestricted and restricted to particular purposes, for the fiscal year;
  - (4) the expenses or disbursements of the Commission, for both general and restricted purposes, during the fiscal year; and
- (b) The report required herein shall be accompanied by any report thereon of the annual independent audit.

**Section 10.2 Strategic Plan.** By January of each year the Commission shall furnish a report on outcomes and changes regarding the Commission's Strategic Plan.

## ARTICLE XI

### MISCELLANEOUS PROVISIONS

#### **Section 11.1 Interpretation of By-Laws.**

- (a) Unless defined differently herein or unless the context requires a different meaning, terms used in these By-Laws shall have the same meaning as may be given to them in the Law, as amended from time to time.
- (b) To the extent possible, these By-Laws shall be construed as supplemental to all laws applicable to the same subject matter and shall be fully complied with unless such compliance shall be legal.
- (c) Any provision of these By-Laws which is inconsistent with any applicable law shall not be complied with, but such inconsistency shall not affect the validity of any other provision of these By-Laws, it being hereby declared that these By-Laws would have been adopted in full irrespective of the invalidity of any provision thereof.
- (d) By-Laws may be amended by majority vote at a regularly noticed Commission meeting. All proposed changes to these By-Laws shall be mailed to each Commissioner at least 10 days prior to such scheduled meeting. These By-Laws and subsequent amendments to these By-Laws shall take effect upon approval by the Board of Supervisors.

**Section 11.2 Fiscal Year.** The fiscal year of the Commission shall coincide with Solano County's fiscal year.



CHILDREN ARE OUR BOTTOM LINE

## First 5 Solano Commissioner “Job Description”

### I. First 5 Solano Commissioners are appointed for a four-year term.

The Commission makeup is as follows:

- One Board of Supervisor member
- Two Solano County Department of Health and Social Services representative members
- Five members, each of whom is nominated by a Board of Supervisor member (appointee need not reside in the District the appointing Board member represents)
- One ‘at large’ member

### II. Major areas of Commission responsibility include, but are not limited to:

- A. **Policy/Strategic Planning:** Oversee the development of, and approve, a strategic plan as the framework for the allocation of funding for programs, services and activities that enhance the health, well-being and development of children 0-5. Oversee and actively engage in the implementation of the strategic plan.
- B. **Allocation of funds:** Independent authority to allocate funds for services for children 0-5 and their families in accordance with the approved strategic plan.
- C. **Accountability:**
1. Ensure that the annual required independent audit is performed and submitted to the Board of Supervisors and First 5 California in accordance with established timelines.
  2. Approve an annual proposed budget and submit this budget to the Board of Supervisors in accordance with established timelines. Monitor the budget.
  3. Approve the required annual report submission to First 5 California. Monitor and review local program outcomes and documented results.
- D. **Functioning/Staffing:**
1. Approve and monitor policies as needed and ensure adherence to County policies as appropriate.
  2. Participate in the selection and evaluation of the Executive Director.
  3. Provide direction to staff to carry out the work of the Commission.
- E. **Community Engagement:** Substantively involve Solano parents, service providers, interested community members and policy makers in the activities and decision-making process of the Commission. Ensure that the Commission’s strategic plan, funding priorities, programs and services reflect community needs and priorities. Ensure the free and open flow of information among Commissioners and the public.

## II. Commissioner Job Duties:

In order to fulfill these responsibilities (and carry out the other powers and duties prescribed in the Children and Families First Act, County Code Section 7.3, Commission By-Laws and applicable commission policies), Commissioners are expected to commit to a substantive level of time and effort, including but not limited to the sections below.

A. **Meetings** – Commissioners must maintain sufficient meeting attendance in accordance with County Code Section 7.3 and the First 5 Solano Commission Meeting Attendance Policy. Meeting participation is outlined below.

1. There are 8-10 full Commission meetings per year, generally starting in late afternoon or early evening, lasting 2-4 hours and located in various parts of the County, including an annual, full-day Retreat, generally on a Saturday in October. From time to time a special meeting may be called to deal with an item that cannot be postponed.

The full Commission Chair and Vice Chair are elected annually and serve a one- (calendar) year term. Duties and responsibilities of Commission Chair include:

- a. reviewing and approving agendas and meeting materials
- b. presiding at/conducting meetings
- c. appointing Chairs of standing and ad hoc Committees
- d. presenting reports to the full Commission
- e. carrying out any other duties/activities delegated by the Commission
- f. representing the Commission at public or other meetings

The By-Laws provide that the Vice Chair acts as Chair if the Chair is unavailable and presides at meetings when the Chair is not present, and has the powers and performs the duties delegated to him/her by the Chair.

2. There are three standing committees – “Internal Systems, “Program” and “Community Engagement” committees. Committees also meet 8-12 times/year for 2-3 hours). Each Commissioner will be asked to serve on a standing committee.

Committee Chairs are appointed by the Commission Chair. Committee Chairs and members serve a minimum of one year and may serve indefinitely. Duties and Responsibilities of Committee Chairs include:

- a. reviewing and approving agendas and meeting materials
- b. presiding at/conducting meetings
- c. presenting reports to the full Commission
- d. representing the Commission at public or other meetings

3. From time to time, the Commission forms ad hoc committees, work groups or task forces and may request one or more Commissioners to serve on these bodies.

4. Commissioners also have training sessions on areas such as public information/media, Brown Act, Conflict of Interest and Robert's Rules of Order.
- B. **Establishing and maintaining a level of knowledge and understanding about early childhood issues to support responsible policy, strategic and fiscal decisions by the First 5 Commission.** This is accomplished by reading Commission packets and supporting information, tracking the Committee process.
- C. **Engaging in substantive policy, program or community support activities to promote the alignment of Commission/Community priorities, foster the free flow of information and promote system change<sup>1</sup>.** These can include representing the Commission in areas such as:
1. Presentations at policy bodies such as school boards, city councils, Solano County Board of Supervisors, etc.;
  2. Attendance at community meetings and events;
  3. Participating in interagency planning meetings and activities;
  4. Participating in Commission-hosted or -funded meetings and events (such as quarterly Grantee training/technical assistance meetings, strategic planning meetings, forums and workshops held by grantee organizations, Commission-sponsored forums/health and literacy fairs/etc., or other activities);
  5. Community partner visits to funded programs and local organizations, including meeting with parents, service providers and other community stakeholders;
  6. Participating in public information/education activities (such as a Speakers Bureau, writing opinion pieces or other press/media materials, speaking with the press, etc.).
- D. **Engaging in regional and statewide policy-level processes and/or activities concerning First 5 and/or early childhood issues.** Examples include attending First 5 Association or First 5 California meetings and being familiar with early childhood-related legislation or policy changes.

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<sup>1</sup> With the understanding that Commissioners represent First 5 Solano and its Strategic Plan Priorities, Goals, Results and objectives.



CHILDREN ARE OUR BOTTOM LINE

**DATE:** October 1, 2014  
**TO:** First 5 Solano Commission  
**From:** Megan Richards, Interim Executive Director  
**SUBJ:** **Executive Director's Report for October 2014**

**Information Items:**

**Child Care Funding:**

First 5 Solano, in partnership with the Local Childcare Planning Council and other community partners, submitted an "expression of interest" to be a Subgrantee to the state of California for a Federal Preschool Expansion Grant. According to the notice of interest, "California's application will focus on fostering voluntary alignment of existing local efforts into a statewide network supported by services and technical assistance from statewide partners, primarily the California Department of Education (CDE – Early Education and Support and Special Education Divisions) and First 5 California (F5CA). This investment will also emphasize building capacity and sustainable infrastructure, particularly at the local level, with a strong focus on full inclusion of children with disabilities. Integration of recent innovations, such as California's Race to the Top-Early Learning Challenge Quality Continuum Framework, will be an important feature of the proposed project. A key provision of this funding opportunity is that 95 percent of the grant award must be distributed to two or more Subgrantees in high-need areas of the state (as defined by the applicant) in order to increase access to high-quality early learning opportunities."

While this would have been a great opportunity to raise the quality and capacity of local preschool services, Solano was not selected to be a Subgrantee.

**First 5 California Visit:** Camille Maben, Executive Director of First 5 California, and Lori Gladding, CARES Plus consultant, visited Solano County on August 28, 2014. A day of site visits to grantees and lunch with two Commissioners familiarized her with the local programs and priorities. A big thank you to all grantees and Commissioners who participated!

**First 5 Statewide Convenings**

First 5 Solano staff and Commissioner Crane attended the First 5 Solano Association Staff Summit September 29-October 1 in Lake Tahoe. Workshops and sessions were held on various program areas, including Help Me Grow, partnering with Mental Health Services Act, and linking data, to name a few. Counties took the opportunity to learn from each other and share best practices across the state. Congratulations to Venis Boyd who presented on "Improving Internal Commission Practices." Great job representing First 5 Solano!

First 5 CA will be cohosting a conference in Sacramento February 10-12, 2015 with the goal of bringing state level partners together for a rich discussion on how to work together at a state level. The three areas of focus are poverty, early brain development, and impact of trauma. It is anticipated that there will be one or more sessions for local Commissioners, so stay tuned!

**Stakeholders Policy Summit**

First 5 staff and Commissioners have been invited to the Stakeholder's Policy Summit on November 5, 2014 at Joe Nelson Community Center to prioritize children's policy areas to present at the Second

Annual Children and Families Policy Forum in February 2015. Registration has closed, but if any Commissioners have not registered and are interested in participating, please let me know and I will inquire if there is any available spaces remaining.

**Local and Regional Anti-Poverty/Pro-Prosperty Activities Update:**

First 5 Solano received notice that United Way of the Bay Area/Rise Together Bay Area again funded \$25,000 to the Solano Safety Net Summits for FY2014/15 with First 5 Solano acting as the fiscal agent. These funds will go support the Steering Committee, the work groups, and implementing Parent Leadership Institute Training. The Parent Leadership Institute Training will be implemented in partnership with Children's Network of Solano County. As a college intern to be the Site Coordinator was not identified during the recent intern interviews, the funding for the Site Coordinator will be provided to Children's Network to hire a Site Coordinator along with facilitators, curriculum, and logistics (childcare, meals, etc.).

In addition, the Solano Safety Net Summit #8 was postponed to early 2015 to allow additional time for the work groups to identify the aligned measurements of the work groups to share.

Recent work group activities include:

- Closing the Word Gap participated in "Step Up for Kids" day, including a resolution at the Board of Supervisors and visits to local childcare providers to deliver books and early literacy materials to the providers and the children in their care.
- Senior Poverty Summit II will be held October 16 from 9:30-2:30. To RSVP, call 707-784-8269.

**Role of the First 5 Association:**

Over the past few months, the First 5 Association and it members have been discussing a transition in the Association's role from technical assistance to Counties to coordinating policy and communication efforts. Technical assistance will still be provided as needed and through county to county collaborations and online sharing of tools. To that end, the Association has developed the attached policy paper (Attachment A) to detail the four identified policy areas. The Association and its membership is working to further develop these policy areas and identify how to move the policy recommendations forward.

Attachment A: First 5 Association Policy Areas





## ASSOCIATION POLICY AREAS September 2014

### Universal Developmental Screenings

One in four children, age 0-5 years, is at moderate or high risk for developmental, behavioral, or social delay. The American Academy of Pediatrics recommends screening of all children for developmental, behavioral, and social delays at 9, 18, and 24 or 30 months. Even though these screenings are required to be covered as a preventive service by children's health insurance coverage, most children do not receive the recommended screenings. The federal health reform law requires insurance plans to cover developmental and behavioral screenings, along with two dozen other preventive services, at no cost to children; and Medicaid (Medi-Cal) also covers developmental and behavioral screenings as part of its package of children's preventive services. However, an alarming 72% or 1.7 million of California's youngest children did not receive any recommended developmental screening last year. Latino children are diagnosed with autism an average two and a half years later than white children, delaying the start of crucial intervention treatment. Identifying the signs of autism in Latino children whose primary language is Spanish is particularly difficult because less than a third of doctors offer developmental and behavioral screenings in Spanish.

Over 90% of First 5 commissions across California have established systems of screening and referral using validated tools like the Ages and Stages Questionnaire (ASQ), PEDS, and MCHAT. Last year, commissions screened over 90,000 children using these tools in a wide variety of settings. More importantly, county commissions have taken a leadership role in training thousands of pediatricians, nurses, early educators, and others to ensure that providers serving young children have the tools they need to advise families.

First 5s, however, understand that screening is just the first step in a multi-level approach to identifying and supporting children with developmental needs. Our goal is to ensure that all families have access to a comprehensive system that includes centralized intake and referral, community outreach to promote the early intervention systems, targeted outreach to childcare and child health providers, and the collection and analysis of data to understand the system.

California's leaders could support statewide efforts and make developmental and behavioral screenings a policy priority by:

- Recognizing early identification, referral, and intervention for children, including universal developmental and behavioral screenings, as a major state health and education priority.
- Ensuring children's health insurance plans and programs appropriately provide developmental and behavioral screenings, as well as other preventive services, that are covered at no cost under federal and state law.
- Investing in quality early intervention services and promotion of child-centered referral and care coordination models, such as Help Me Grow.
- Working with the AAP on outreach to pediatricians, to ensure they are ready to fulfill this important role.

## Early Learning Quality

The current neuroscience and economic research makes clear that an investment in early care and education yields a high return. Specifically, children who attend high-quality early education programs start kindergarten ready for school, are more likely to graduate from high school and attend college, and are more likely to be self-sufficient, productive members of society.

Over a third of all First 5 investments are dedicated to providing young children with access to high-quality early learning programs. County commissions invest in preschool programs meeting national standards for excellence; infant and toddler programs; programs for children with special needs, homeless children, and children in migrant worker families; summer bridge programs for entering kindergartners; and workforce development efforts for teachers. Last year, commissions invested \$132 million in high-quality programs serving 93,000 infants, toddlers, and preschoolers.

In the past five years, the development of quality rating systems has become the backbone of commissions' efforts, focusing on the need for a system that educates parents, providers, advocates, and the public about the component of a quality program and, more importantly, one that helps providers improve their classrooms and their practice. First 5s have been catalytic in these efforts, establishing the systems upon which state programs can be built.

California has taken important steps in the current budget to begin moving our fragmented system of care, which prioritizes access over quality, to one that integrates current research on the components of a program that supports strong child outcomes. These new investments build on First 5 path-breaking work, and chart a course for future investments. However, we must continue to build this system, and ensure access to quality for the all low-income children, in all 58 counties. But many challenges remain. Among the policy priorities to consider:

- Provide greater access to quality early care and education programs starting at birth.
- Strengthen connections between early education and K-12 systems.
- Improve program quality through Quality Rating and Improvement Systems.
- Enhance training and professional development for teachers and administrators.
- Promote family involvement and strengthen language and literacy services.
- Establish stronger links among preschool, transitional kindergarten, and kindergarten.
- Support a statewide kindergarten readiness observation and assessment tool that (a) helps parents better support their children's development, (b) informs the instructional practices of preschool, transitional kindergarten, and kindergarten teachers, and (c) provides policymakers a statewide snapshot of overall kindergarten readiness.

## Oral and Vision Health

Although tooth decay is the most common preventable illness, findings from the California Health Interview Survey (CHIS) show that one in three children between the ages of 1 and 5 years do not have access to dental insurance and a third have never visited a dentist. Many dentists do not encourage early visits for routine check-ups, despite the American Academy of Pediatric Dentistry's recommendation that all children visit a dentist "by the first tooth or first birthday." Untreated dental problems, such as cavities and gum disease, are progressive and can affect a child's health and quality of life by leading to pain, nutritional and sleep problems, impaired concentration, and increased school absences, as well as lost work hours for parents. If dental disease is not treated early, it can result in the need for more serious and expensive intervention later on.

Equally important is the access to vision screening. Vision disorders are a common pediatric health problem in the United States. It is estimated that nearly 25% of school-age children have vision problems. And only around one third of all children have had an eye examination or vision screening prior to entering school.

In many counties, First 5 is the only funder of dental care for young low-income children, providing screening and fluoride varnishes to prevent caries, and increasing access to fluoridated drinking water. County commissions invested \$15 million last year to improve young children's oral health, serving over 193,000 children. Outcome evaluation data from several commissions show a steady decline in the number of children with oral problems and severity of decay, and the improvement or maintenance of good oral health practices.

However, in many counties, these oral health efforts (as well as vision screening efforts in a few larger counties) have created a parallel system, where children with Medi-Cal coverage are being treated outside the system, by First 5 funded oral and vision health providers. While these programs are highly effective, are low cost per child, and have low administrative cost, they are not financially sustainable or expandable without receiving reimbursement from the Medi-Cal program. Without Medi-Cal funding, these programs cannot continue to operate at their current level and cannot be expanded to meet the need throughout the state.

- California should pursue all available federal funding opportunities to strengthen existing programs and create new ones to improve the oral health of the state's children, such as Affordable Care Act grant opportunities focused on addressing dental disease prevention, expanding the dental workforce, investing in state infrastructure, and improving dental data collection.
- The state should also align Medi-Cal dentist reimbursement rates more closely with private dental coverage to improve children's access to pediatric dental care.
- The state should explore ways to incentivize pediatricians to explain the importance of routine pediatric dental care to parents to increase utilization of dental services.
- The state should expand the use of tele-dentistry to reach underserved child populations, especially those in rural areas, and expand the oral health care workforce so dentists' time can be used more efficiently and more children can access needed services.
- The state should also explore ways to strengthen Medi-Cal reimbursement systems to ensure that we are maximizing the use of these benefits for low-income children.

### **Family Supports for 0-3 Families**

A growing body of research shows that family support programs must focus on the family, rather than simply the child; on prevention, rather than intervention or treatment; and on family empowerment. Family support programs must be designed to strengthen and enhance the growth and development of the entire family unit, and focus on empowering adults in their roles as parents, nurturers, and providers. First 5 county commissions support at-risk and isolated families in a variety of ways. Targeted intensive family support services utilizing evidence-based models seek to strengthen a family's connections to community supports; educate parents about positive discipline approaches; and support children's health and development. Over 60% of county commissions offer home visitation programs, which result in improved family and child outcomes such as increased school readiness and fewer children in social welfare and juvenile corrections systems.

However, these programs serve only a fraction of the existing need, and are not available in every community. State-level investments in these services and programs lag far behind First 5. More importantly, California does not have a vision for an integrated system of care and supports for infants, toddlers and their families. Unfortunately, infants and toddlers comprise more than one-quarter (27%) of the children who are abused or neglected annually and, at 31%, are the largest single group of children entering foster care.

The first step we must take is to map the current system, understand the available funding (both tapped and untapped) and work with other partners from across the spectrum of service areas to identify the critical needs. Among those many needs include:

- Support the integration of the Strengthening Families Framework across program areas, particularly those serving families with very young children.
- Seek and support opportunities to expand current home visiting programs (both First 5 and MIECHV-funded) at the federal level.
- Begin conversations with other partners about the need to strengthen policies that promote placement stability, reduce reliance on group care, and facilitate permanency for infants and children in foster care.
- Effectively leverage all newly available funds generated by the Mental Health Services Act of 2004, emphasizing prevention and early intervention programs focusing on children 0-3.

### **Statewide Integration – A Fifth Area**

Finally, across all four areas, we should work with state partners to identify benchmark goals for the many interrelated aspects of children's well-being from cradle to career. Using these goals, agencies that provide services to children should work together more closely to report on children's outcomes in a manner that is accessible and informative to the public and policymakers.