

COMMISSION MEETING
March 3, 2020 – 5:30-7:30pm
3375 Sonoma Blvd, Suite 30, Vallejo, CA 94590

CALL TO ORDER / SALUTE TO THE FLAG

- | | |
|---|--------------------|
| I. Public Comment | Information |
| <i>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.</i> | |
| II. Consent Calendar (5 min) | Action |
| A. Approve the March 3, 2020 Commission Meeting Agenda | |
| B. Approve the January 14, 2020 Commission Meeting Minutes | |
| III. First 5 Solano FY2020/21 Proposed Budget (45 min) | Action |
| A. Consider approval of the First 5 Solano FY2020/21 Proposed Budget | |
| B. Delegate authority to the Executive Director to incorporate additional grant funds in the FY2020/21 budget | |
| C. Consider an allocation of \$259,978 (\$48,968 per year with a 3% annual increase for 5 years) to extend the lease at 275 Beck Ave. in Fairfield for the Head Start site (Source of funds: 2018-2023 Program Investment Plan through FY2022/23) | |
| D. Consider an additional allocation of \$100,000 to Bay Area Community Resources for developmental screenings at the First 5 Center in Vallejo for FY2020/21 (Source of funds: Mental Health Services Act Prevention and Early Intervention Funds) | |
| E. Consider a sole source allocation of \$900,000 (\$300,000 per year FY2020/21-FY2022/23) to Solano Family and Children's Services to extend the Help Me Grow Solano program (Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act Prevention and Early Intervention funds) | |
| F. Consider a sole source allocation of up to \$10,000 to the Solano County Office of Education for one Pre-Kindergarten Academy session in Vallejo (Source of funds: 2018-2023 Program Investment Plan) | |
| <i>Megan Richards, Deputy Director</i> | |
| IV. Executive Director's Report (10 min) | Information |
| <i>Michele Harris, Executive Director</i> | |
| V. Commissioner Remarks (5 min) | Information |
| VI. Future Agenda Items, Meeting Time/Date/Location | Information |
| The next Commission meeting will be held on April 7, 2020 at 5:30PM at 3375 Sonoma Boulevard, Suite 30, Vallejo. Future agenda items include: Allocations of Funding, ECE Follow-up Report, Committee Report, First 5 Center Reconciliation | |

ADJOURN

Vision: All Solano County children are loved, healthy, confident, eager to learn, and nurtured by their families, caregivers and communities. **Mission:** First 5 Solano Children and Families Commission is a leader that fosters and sustains effective programs and partnerships with the community 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**

January 14, 2020, 5:30 PM – 7:30 PM
3375 Sonoma Blvd, Suite 30, Vallejo, CA

Minutes

Commissioners present: Erin Hannigan, Jerry Huber, Lenisha Anderson, Jennifer Barton, Aaron Crutison (arrived 6:09 PM), Lisette Estrella-Henderson, Nicole Neff (arrived 5:35 PM), Tyffany Wanberg (arrived 5:40 PM)

Chair Hannigan called the meeting to order at 5:32 PM

I. Public Comment

No public comment

II. Consent Calendar

Motion:

- A. Approve the January 14, 2020 Commission Meeting Agenda
- B. Approve October 8, 2019 Commission Meeting Minutes

**Moved by Commissioner Estrella-Henderson; Seconded by Commissioner Barton
Approved 5-0-0**

Yea: Commissioners Anderson, Barton, Estrella-Henderson, Hannigan, Huber,

Nay: None

Abstain: None

III. Election of the 2020 First 5 Solano Commission Officers

Motion: Consider approval of the recommendation from the Nominating Committee to appoint Lisette-Estrella-Henderson as 2020 Chair and Jennifer Barton as 2020 Vice-Chair of the First 5 Solano Commission

**Moved by Commissioner Huber; Seconded by Commissioner Anderson
Approved 5-0-0**

Yea: Commissioners Anderson, Barton, Estrella-Henderson, Hannigan, Huber

Nay: None

Abstain: None

Commissioners Neff and Wanberg arrived.

Commissioner Estrella-Henderson thanked Commissioner Hannigan for her service as chair for the last 2 years, highlighting the Commission's efforts over that time in nonprofit capacity building, increased engagement in philanthropic giving, and implementing the 2018-2023 Program Investment Plan, which includes opening the First 5 Center.

IV. Positive Parenting Month Resolution

Health Education Specialist Kwiana Algere reported that the County Board of Supervisors adopted a resolution to acknowledge January as Positive Parenting Month, a time to recognize the vital role parents, relatives, and caretakers play in creating happy, healthy, thriving children.

Motion: Consider approval of Resolution #2020-01 recognizing January 2020 as “Positive Parenting Awareness Month” in Solano County

Moved by Commissioner Barton; Seconded by Commissioner Anderson

Approved 7-0-0

Yea: Commissioners Anderson, Barton, Estrella-Henderson, Hannigan, Huber, Neff, Wanberg

Nay: None

Abstain: None

V. First 5 Center Update

Commissioners took a tour of the new First 5 Center. Deputy Director Megan Richards informed the Commission of the First 5 Center Grand Opening event February 13th. Program Manager Lorraine Fernandez shared that Medic Ambulance has contributed \$100,000 to tenant improvements. Alexina Rojas from Bay Area Community Resources (BACR) introduced Center Director Andrea Azurdia. Ms. Azurdia announced the hiring of a Bilingual Community Resource Specialist, a Solano County resident with 13 years of experience.

Commissioner Crutison arrived.

Chair Estrella-Henderson led a toast to the hard work of the Commission and staff in launching the First 5 Center.

VI. Policy and Oversight Committee Report

Commissioner Huber introduced Christina Branom from Applied Survey Research (ASR), who presented the Early Childhood Assessment report which included barriers to expanding early learning opportunities. The Commission discussed strategies to overcome barriers, particularly what benefits could come from returning the Local Child Care Planning Council to the County Office of Education. The Commission asked that ASR look deeper into what this move would look like so the Commission could make this recommendation to the County Board of Supervisors.

VII. IMACT 2020

Motion: Consider approval of a First 5 Solano Application to the First 5 California IMPACT 2020 anticipated Request for Applications (RFA) in the amount of \$664,207 for FY2020/21-FY2022/23 with a required local match not to exceed \$221,402

Program Director Juanita Morales provided background on the IMPACT program and shared some of the changes for IMPACT 2020. Should the Commission approve this item, First 5 Solano will apply for the funding and continue to partner with Solano County Office of Education for implementation.

Moved by Commissioner Hannigan; Seconded by Commissioner Anderson

Approved 8-0-0

Yea: Commissioners Anderson, Barton, Crutison, Estrella-Henderson, Hannigan, Huber, Neff, Wanberg

Nay: None

Abstain: None

VIII. Executive Director's Report

Nothing additional from the staff report

IX. Commissioner Remarks

Commissioners congratulated and commended staff for work on the center, and thanked Commissioner Hannigan for her leadership on this project.

X. Future Agenda Items

The next Commission meeting will be held on March 3, 2020 at 5:30PM at Sonoma Boulevard, Suite 30, Vallejo. Future agenda items include: First 5 Solano Budget, Committee Reports, First 5 Center Reconciliation

Adjourn

Chair Estrella-Henderson adjourned the meeting at 7:30 PM.

Luke Winders, Office Assistant III

Approved:

DATE: February 27, 2020
TO: First 5 Solano Children and Families Commission
FROM: Megan Richards, Deputy Director
CC: Michele Harris, Executive Director
SUBJECT: First 5 Solano FY2020/21 Proposed Budget

Motion A: Consider approval of the First 5 Solano FY2020/21 Proposed Budget

Motion B: Delegate authority to the Executive Director to incorporate additional grant funds in the FY2020/21 budget

Motion C: Consider an allocation of \$259,978 (\$48,968 per year with a 3% annual increase for 5 years) to extend the lease at 275 Beck Ave. in Fairfield for the Head Start site (*Source of funds: 2018-2023 Program Investment Plan through FY2022/23*)

Motion D: Consider an additional allocation of \$100,000 to Bay Area Community Resources for developmental screenings at the First 5 Center in Vallejo for FY2020/21 (*Source of funds: Mental Health Services Act Prevention and Early Intervention Funds*)

Motion E: Consider a sole source allocation of \$900,000 (\$300,000 per year FY2020/21-FY2022/23) to Solano Family and Children's Services to extend the Help Me Grow Solano program (*Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act Prevention and Early Intervention funds*)

Motion F: Consider a sole source allocation of up to \$10,000 to the Solano County Office of Education for one Pre-Kindergarten Academy session in Vallejo (*Source of funds: 2018-2023 Program Investment Plan*)

Budget Summary

The FY2020/21 Proposed Budget (Attachment A) represents the third year of the Commission's 2018-2023 Program Investment Plan. The FY2020/21 budget includes \$4.6 million in projected expenditures and \$4.2 million in projected revenues. When compared to the Adopted Budget (from June 2019), this budget represents a 12% projected decrease in expenditures, and a projected 6% decrease in revenues from FY2019/20. This decrease in projected expenditure primarily relates to the one-time expenditures for the tenant improvements at the First 5 Center.

Commission Planning Tools and Relation to Annual Budget

In reviewing the Commission's FY2020/21 Proposed Budget, it is helpful to understand how the annual budget fits with within the Commission's long-term financial plan. The following documents are fundamental Commission documents that guide staff in implementing the Commission's work:

- Strategic Plan-Sets the vision and priorities of the Commission. Last updated in 2016.
- Long-Term Financial Plan-Sets the long-term vision and policies for funding priorities. Last updated in 2016. Model updated annually.

- Program Investment Plan-Communicates how funds will be allocated among the Commission's Goals over a multi-year period. In December 2017, the Commission adopted a new 2018-2023 Program Investment Plan,
- Annual Budget-Creates detailed spending plan for specific revenue and expenditure for a one-year time period.

This item brings forward the FY2020/21 Annual Budget which reflects all of the planning documents and formalizes the Program Investment Plan into an expenditure plan. More information on the planning documents and their interrelation can be found in Attachment B.

Budget Process & Timeline

The First 5 Solano Children and Families Commission FY2020/21 Proposed Budget is submitted by the required due date to the County Administrator (February 28, 2020). Commission staff have notified the CAO's office that the First 5 Solano budget will be finalized after the Commission reviews and approves its budget at the March 3, 2020 Commission meeting. First 5 Solano's Proposed Budget will go before the Solano County Board of Supervisors in June 2020 as part of the overall annual FY2020/21 County Budget.

Budget Assumptions

The FY2020/21 Projected Budget is built on certain assumptions:

- Proposition 10 tobacco tax revenues will be available as projected;
- First 5 Solano will be successful in its Application for IMPACT funding and First 5 California will meet its match funding obligations;
- Funds from H&SS for MHSA funds and other funds will be available as projected;
- The State and Federal Budgets do not impact overall County, school and community services, and in turn impact First 5 Solano and its grantees;
- Funds are only included if they are secured.

Should any of these assumptions change, the Commission will have the opportunity to consider changes to this Budget as needed and appropriate.

Revenues

Revenues include Proposition 10 tobacco tax, interest, matching funds, and other revenue such as donations, small grants, and providing county services.

Overall revenues are projected to decrease by \$262,861 (6%) from FY2019/20 estimates. This projected decrease is due to several factors including:

- The expected decline in Proposition 10 tobacco tax
- Grant funding which has not yet been secured for FY2020/21 is not included in the FY2020/21 budget.

One significant source of revenue increased. Mental Health Services Act has agreed to provide an additional \$100,000 for developmental screenings bringing their total match funding for early childhood mental health services to \$700,000.

Expenditures

First 5 Solano's FY2020/21 Proposed Budget includes \$4,601,088 of expenditure and represents an overall decrease of \$650,175 (12%) in expenditures as compared to the FY2019/20 Adopted Budget.

The majority of the decrease is related to the one-time expenditure for tenant improvements at the First 5 Center in FY2019/20. The majority of expenditures (85%) remain program expenditures. Approximately 3% of expenditures are dedicated to evaluation and data collection. Administrative expenses constitute 12% of the expenditures, which is well below the administrative cost cap of 15%.

Programs

On-going program expenditures of \$4,038,479 are included in the proposed budget following the Commission's 2018-2023 Program Investment Plan. This includes direct program expenditures, along with internal programs and staff support to operate these programs.

Program expenditures include funds dedicated to each of the Commission's priority areas (Health & Well-Being, Early Learning & Development, Family Support & Parent Education, Systems Change), as well as funds for activities across priority areas, such as Annual Grants and Help Me Grow.

Details of the budgeted amounts are found in the Table below:

Priority Area	Budgeted Amount	Strategy
Priority 1: Health & Well Being	400,000	Triple P Parent Education (includes MHSA)
	100,000	Early Childhood Mental Health Provider Training (includes MHSA)
	200,000	Developmental Screenings (all MHSA)
	100,000	Early Childhood Mental Health Treatment (EPSDT)
	40,000	Dental Services
Total Priority 1	\$840,000	
Priority 2: Early Learning & Development	200,000	Pre-Kindergarten Academies
	261,403	IMPACT quality early care and education
	48,968	Beck Ave Child Start rent
	75,000	Raising a Reader
Total Priority 2	\$585,371	
Priority 3: Family Support & Parent Education	300,000	Triple P Parent Education (includes MHSA)
	50,000	Family Support in Rio Vista
	700,000	Family Support in Vallejo/First 5 Center (includes MHSA)
Total Priority 3	\$1,050,000	
Priority 4: Systems Change	447,000	See budget in Systems Change table below
Total Priority 4	\$447,000	
Overarching Priorities	200,000	Help Me Grow
	200,000	Annual Grants
	102,000	Community Engagement (see budget table below)
	25,000	Co-Sponsorship of Training and Conferences
Total Overarching Priorities	\$527,000	

Community Engagement: The Community Engagement Activities budget is requested for \$102,000, including \$10,000 for community engagement grants. The requested budget is the same as FY2019/20. However, there has been underspending in the area of community engagement grants in recent years, so staff will be analyzing usage of these grants along with the other small grants and bring forward recommendations on how to better utilize this funding for future years.

Community Engagement Budget

Description	FY2019/20 Amount	FY2020/21 Amount
Community Engagement/April Children's Month Grants	10,000	10,000
Parent Information Calendar	44,000	44,000
Kit for New Parent Customization	4,000	4,000
Event Partnerships	4,000	4,000
Promotional Materials	14,000	14,000
Messaging	30,000	30,000
Total Projected Community Engagement Budget	\$102,000	\$102,000

Systems Change/Collaboration: The Systems Change and Collaboration budget is included at \$432,000 of Commission funds and \$15,000 of additional revenue from Health and Social Services to complement the Commission's Systems Change work. In FY2019/20, the Commission received \$100,000 from Health & Social Services (H&SS) for work on the Resilience Strategic Plan and on Nonprofit Capacity Building. In FY2020/21, H&SS will be providing \$15,000 to continue some non-profit capacity building.

Systems Change Budget

Description	FY2019/20 Budget	FY2020/21 Recommended Budget
Staffing		
Executive Director @ 0.3 FTE	63,000	71,500
Deputy Director @ 0.25 FTE	46,000	50,000
Policy Manager @ 1.0 FTE	131,000	143,000
Operations		
Collective Impact/Resilience plan implementation	80,000 (including 50,000 H&SS)	30,000
Systems Change Grantee Participation Grants	35,000	24,000
Grant writing & Business Challenge Grants	15,000	15,000
Professional Services	50,000	50,000
Systems Change Supports	95,000 (included 50,000 H&SS)	45,000 (includes 15,000 H&SS)
Collaboration/Community Training and Capacity Building	15,000	15,000
Internal Training/Regional Travel	2,000	3,500
Total Projected Systems Change Budget	\$532,000	\$447,000

Evaluation and Data Collection

The FY2020/21 proposed budget for evaluation/data collection services remains at \$140,000. Evaluation is a required component of First 5 Programs under the Proposition 10 Statute.

Staffing

The FY2020/21 proposed budget includes 7.0 FTEs and 1 Extra Help staff (College Intern). This remains the same from FY2019/20. The proposed budget of \$1,129,347 for all staffing is a \$93,750 or 9% increase from the FY2019/20 budget. The increase is primarily due to step increases for staff, as well as cost of living increases in multiple line items.

Services and Supplies

Operational costs are projected to decrease by \$266,858, mainly due to the one-time funds for tenant improvements in FY2019/20.

FY2020/21 Proposed Budget Summary

Overall, the First 5 Solano FY2020/21 Proposed Budget implements the third year of the 2018-2023 Program Investment Plan. This budget represents a 12% projected decrease in expenditures, and a projected 6% decrease in revenues from the prior year. The Commission's Long Term Financial Plan Model has been updated reflecting the FY2020/21 Proposed Budget (Attachment C).

The FY2020/21 expenditure budget includes \$300,000 in funds for First 5 Center operations which are outside of the Commission's Program Investment Plan. \$365,000 were received in FY2019/20 from Yocha Dehe and Kaiser. However, as the First 5 Center was not fully operational for all of FY2019/20, approximately \$300,000 of these funds will be utilized out of the fund balance in FY2020/21. When these funds, as well as expected slight underspending are accounted for expenditures are in line with revenues.

In addition to approving the FY2020/21 Budget, as in previous years, Motion B requests the Commission delegate authority to the Executive Director to authorize incorporating grant funds into the FY2020/21 budget should they be received.

Allocations of Funding

Motions C-F bring forward allocations of funding for FY2020/21. Many of the Commission's funded services will be in year three of three-year contracts and need no further action from the Commission. However, mainly due to evolution of services during the past two years, there are four allocations of funding before the Commission:

Motion C: Consider an allocation of \$259,978 (\$48,968 per year with a 3% annual increase for 5 years) to extend the lease at 275 Beck Ave. in Fairfield for the Head Start site (*Source of funds: 2018-2023 Program Investment Plan through FY2022/23*)

In 2015, First 5 Solano entered into a lease agreement with Solano County to utilize the childcare space at 275 Beck Ave for Head Start and Early Head Start classrooms. Child Start, Solano's Head Start provider, provided the funds to update the classrooms and playground, and First 5 Solano has been paying the rent at a cost significantly below market rate. Child Start has been providing services for 20 preschoolers and 16 toddlers at the site. They are also able to use the in-kind provision of the site as part of their required match for their federal grant.

The current lease is through June 2020. In March 2020, First 5 Solano is required to notify the County whether it is in agreement to extend the lease for an additional 5 years. Child Start is still in need of the site in Fairfield and this has been a successful partnership. Funding is currently in the Commission's 2018-2023 Program Investment Plan through FY2022/23.

Motion D: Consider an additional allocation of \$100,000 to Bay Area Community Resources for developmental screenings at the First 5 Center in Vallejo for FY2020/21 (*Source of funds: Mental Health Services Act Prevention and Early Intervention Funds*)

For a number of years, developmental screenings have been jointly funded by First 5 Solano and Mental Health Services Act via home visit. This is currently being provided by Child Haven. In the current Fiscal Year, Child Haven has seen a significant decrease in the number of referrals for developmental screening. Numerous factors may be contributing to this decrease, including no wait time for early childhood mental health treatment for high risk children and increased screening by healthcare providers. In addition, in October 2019, Help Me Grow Solano began offering electronic developmental screenings. These screening methods meet the needs for screening for high risk or low risk children, but there has been identified a need to continue an outlet for screening and early intervention for moderate risk children.

The Commission did not have ongoing funding for developmental screenings in the 2018-2023 Program Investment Plan to meet this need. In discussions with Mental Health Services Act staff, MHSA is directing an addition \$100,000 (for a total of \$200,000) toward developmental screenings to meet the screening and early intervention needs of moderate risk children. First 5 Solano staff has proposed a regional developmental screening coordination model whereas a screening coordinator will be located at the First 5 Center for south county and Help Me Grow Solano for north county and MHSA has agreed. This motion brings forward adding the funding to the current Bay Area Community Resources Contract for FY2020/21.

Motion E: Consider a sole source allocation of \$900,000 (\$300,000 per year FY2020/21-FY2022/23) to Solano Family and Children's Services to extend the Help Me Grow Solano program (*Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act Prevention and Early Intervention funds*)

Help Me Grow Solano is program fulfilling the Commission's strategy of "Access and linkage to services." Since 2016, Help Me Grow Solano has been a program of Solano Family and Children's Services funded at \$200,000 by the Commission as well as Mental Health Services Act Prevention and Early Intervention funds. Last year, \$50,000 was added to the contract to implement electronic developmental screenings and conduct outreach around developmental screenings.

This motion brings forward to continue to offer Help Me Grow Solano services through Solano Family and Children's Services as well as add \$100,000 for electronic developmental screenings and developmental screening coordination for north county.

Motion F: Consider a sole source allocation of up to \$10,000 to the Solano County Office of Education for one Pre-Kindergarten Academy session in Vallejo (*Source of funds: 2018-2023 Program Investment Plan*)

Pre-Kindergarten Academies have long been a successful strategy of the Commission to prepare children for kindergarten. The Commission has allocated \$200,000 annually for this effort with \$60,000 targeting Vallejo. Providers in Vallejo for the summer of 2018 and 2019 have been the Vallejo Unified School District (contracted for 3 sessions), New Dawn Vallejo (contracted for 1 session), and Child Start (contracted for 2 sessions). For the past 2 years, Child Start has been unable to fill 2 classrooms and only provided 1 session. Child Start has cited challenges with identifying eligible children and enrolling them.

During the review of the Pre-Kindergarten Academy report at the Policy and Oversight Committee, Commissioners directed staff to look into identifying a provider for an additional classroom in Vallejo. After conversations with Child Start, Vallejo Unified School District, and Solano County Office of Education (SCOE), SCOE has proposed providing one classroom at the Vallejo First 5 Center. Bay Area Community Resources (the agency providing services at the First 5 Center) is in agreement to allow SCOE to utilize a classroom for this, as well as outreach to children at the Center who will be entering

kindergarten in the fall. SCOE will also be using the classroom as a demonstration classroom as part of their work with Quality Counts, Solano's Quality Rating and Improvement System.

Next Steps

Next steps on the implementation of the FY2020/21 Budget and the third year of the 2018-2023 Program Investment Plan include:

- Confirm the FY2020/21 Proposed Budget with the County Administrator's Office and bring it forward to County budget hearings in June 2020
- Approve allocations of funding for Triple P Positive Parenting Program at the April 2020 Commission Meeting
- Release FY2020/21 Annual Grants Request for Proposals:
- Continue implementation of Community Engagement and Systems Change activities
- Incorporate grant funding into budget as received

Attachment A: FY2020/21 First 5 Solano Proposed Budget

Attachment B: Interrelation of Planning Tools

Attachment C: First 5 Solano Long Term Financial Plan Model Updated February 2020

Attachment D: FY2020/21 First 5 Solano Proposed Budget Presentation

**First 5 Solano Children and Families Commission
Fiscal Year 2020/21**

Department 1530 - Summary
Budget Report - First 5

Attachment A

Number	Description	FY2019/20 Approved Budget (June 2019)	FY2020/21 Requested Budget	Variance	Percent Change	Comments
Subsubjects 1000 - Salary and Benefits						
1110	Salary/Wages RE	660,250	707,222	46,972	7%	
1121	Salary/Wages EX	23,227	24,180	953	4%	1 college intern ~20hrs/week
1131	Salary/Wages OT	-	-	0	#DIV/0!	
1210	Retirement-Employer	158,800	183,632	24,832	16%	County assigned benefits for permanent staff
1211	PARS Retirement	11,535	12,426	891	8%	
1212	Deferred Comp-County Match	650	910	260	40%	
1213	OPEB	13,206	14,143	937	7%	
1220	FICA-Employer	50,983	52,375	1,392	3%	
1230	Health Ins-Employer	97,624	116,619	18,995	19%	
1231	Vision Care Insurance	1,176	1,176	0	0%	
1240	Compensation Insurance	6,088	5,058	(1,030)	-17%	
1241	Lt Disability Insurance ER	2,185	2,335	150	7%	
1250	Unemployment Insurance	996	1,050	54	5%	
1260	Dental Ins-Employer	7,386	6,576	(810)	-11%	
1290	Life Insurance-Employer	1,481	1,645	164	11%	
	TOTAL	1,035,587	1,129,347	93,760	9%	

Subsubjects 2000 - Services and Supplies						
2021	Communication-County Telephones	3,666	4,447	781	21%	county assigned cost
2022	Communication-Telephone System	400	600	200	50%	
2023	Communication-Voice Mail	327	569	242	74%	county assigned cost
2026	Cell Phone Allowance	1,860	7,200	5,340	287%	ED/DD
2035	Household Expense	-	3,000	3,000	#DIV/0!	
2050	Insurance-Risk Management	3,322	5,882	2,560	77%	county assigned cost
2051	Liability Insurance	4,642	6,949	2,307	50%	county assigned cost
2140	Maintenance Bldgs & Improv	-	5,000	5,000	#DIV/0!	
2170	Memberships	7,500	7,500	0	0%	First 5 Association dues
2175	Miscellaneous Expense	250	250	0	0%	
2180	Books and Subscriptions	500	500	0	0%	
2200	Office Expense	4,000	4,000	0	0%	
2203	Computer Components	9,000	3,000	(6,000)	-67%	1 computer refresh
2205	Postage	100	100	0	0%	
2221	Records Storage	100	100	0	0%	
2235	Accounting & Financial	15,000	15,000	0	0%	
2236	Consulting Service	-	-	0	#DIV/0!	
2245	Contracted Services	3,000	-	(3,000)	-100%	audio for commission meetings
2250	Other Professional Services	458,000	28,000	(430,000)	-94%	Commissioner stipends/ED fund
2266	Central Data Processing Services	46,940	51,519	4,579	10%	county assigned cost
2270	Software	500	-	(500)	-100%	
2271	Software Rental/Subscription	500	500	0	0%	
2280	Publications and Legal Notices	500	-	(500)	-100%	
2281	Advertising/Marketing	500	500	0	0%	
2285	Rents & Leases-Equipment	7,000	7,000	0	0%	copier lease and copies
2295	Rents & Leases-Buildings	-	125,133	125,133	#DIV/0!	rent 3375 Sonoma Blvd
2310	Education & Training	4,000	4,000	0	0%	
2312	Special Departmental Expense	725	725	0	0%	
2335	Travel Expense	3,500	3,500	0	0%	
2337	Refreshments	2,000	2,000	0	0%	
2339	Management Business Expense Allowance	1,300	1,300	0	0%	
2354	Automobile Allowance	3,900	3,900	0	0%	
2355	Personal Mileage	3,000	3,000	0	0%	
2360	Utilities	-	24,000	24,000	#DIV/0!	Electric/water 3375 Sonoma Blvd
	TOTAL	586,032	319,174	(266,858)	-46%	
	TOTAL SALARY AND SUPPLIES	1,621,619	1,448,521	(173,098)	-11%	

**First 5 Solano Children and Families Commission
Fiscal Year 2020/21**

Department 1530 - Summary
Budget Report - First 5

Attachment A

Number	Description	FY2019/20 Approved Budget (June 2019)	FY2020/21 Requested Budget	Variance	Percent Change	Comments
Subobjects 3000 - Other Charges						
3007	Collaboration	200,000	300,000	100,000	50%	Help Me Grow
3008	Discretionary Fund	200,000	200,000	0	0%	Annual Grants
3010	Co-sponsor Conferences/Trainings	25,000	25,000	0	0%	
3011	School Readiness Grants	200,000	200,000	0	0%	Pre-K Academies
3014	Early Mental Health Grants	700,000	465,000	(235,000)	-34%	early childhood mental health training; Triple P
3016	Family Support/Parent Education Grants	950,000	945,000	(5,000)	-1%	Triple P; RV FRC; F5C
3018	Child Care Grants	469,700	385,371	(84,329)	-18%	IMPACT SCOE; Beck lease; Raising a Reader
3051	Data Collection/Evaluation	140,000	140,000	0	0%	Evaluation & Persimmony
3053	Community Engagement	102,000	102,000	0	0%	
3054	Systems Change	382,000	167,500	(214,500)	-56%	1.55 FTE in salary and benefits; includes HSS Capacity buildir
3690	Interfund Services	5,700	-	(5,700)	-100%	
3691	Interfund Services - Acctg & Payroll	12,230	12,230	0	0%	
3692	Interfund Services - Legal Services	7,800	7,800	0	0%	
3694	Interfund Services - Professional	140,000	140,000	0	0%	H&SS 100k EPSDT; 40k dental
3695	Interfund Svcs - Maintenance	500	-	(500)	-100%	
3696	Interfund Services -Small Projects	1,000	-	(1,000)	-100%	
3697	Interfund Svcs - Postage	1,000	1,000	0	0%	
3698	Interfund Services - Labor	47,240	-	(47,240)	-100%	
3710	County Administrative Overhead	35,407	50,592	15,185	43%	county assigned cost A-87
	TOTAL	3,619,577	3,141,493	(478,084)	-13%	

Subobjects 5000 - Other Financing Uses						
5040	Trans Out-POBs	10,067	11,074	1,007	10%	county assigned cost
	TOTAL	10,067	11,074	1,007	10%	
	TOTAL EXPENSES	5,251,263	4,601,088	(650,175)	-12%	

Subobjects 9400 & 9500 - Revenues						
9401	Interest Income	163,122	161,085	(2,037)	-1%	Interest decrease to 1.75%
9569	State - Other	3,038,986	3,027,292	(11,694)	0%	Prop 10 revenue
9591	Other Revenue	347,157	221,402	(125,755)	-36%	IMPACT-F5CA
9690	Interfund Svcs Provide - County	72,771	54,396	(18,375)	-25%	1570 revenue;
9694	Interfund Svcs Pro Svcs -	730,000	715,000	(15,000)	-2%	MHSA; nonprofit capacity building
9703	Misc Revenue	95,000	5,000	(90,000)	-95%	PKBC/donations; small grants
	TOTAL REVENUES	4,447,036	4,184,175	(262,861)	-6%	
	AMOUNT NEEDED FROM RESERVE	804,227	416,913	(387,314)	-48%	

First 5 Solano Children and Families Commission Interrelationship of Planning Tools

	Strategic Plan	Evaluation Framework	Long Term Financial Plan	Multi-Year Program Investment Plan	Annual Budget
Purpose	Set vision and priorities	Make the Strategic Plan measurable	Provide long-term policies and projections for funding priorities	Communicate how funds will be allocated among highlighted Goals	Translate vision into action through detailed spending plan
Key Functions	<ul style="list-style-type: none"> • Set Priorities for 10 years • Highlight Goals for 2-5 years 	<ul style="list-style-type: none"> • Identify and attach Indicators to the Results in the Strategic Plan • Track program performance and contributions to positive movement in community-level Indicators 	<ul style="list-style-type: none"> • Forecast by type of revenue or expense • Quantify amount of program investment each year • Establish policies on use of financial resources 	<ul style="list-style-type: none"> • Review recent allocations against LTFP policies • Direct program investment funds to grant programs and to highlighted Goals • Provide a timeline for funding 	<ul style="list-style-type: none"> • Provide specific forecasts and expenditure plans by revenue and expense accounts
Scope	Broad	Moves from broad to specific	Broad	Moves from broad to specific	Specific
Planning Horizon	10 years	Aligns with the Strategic Plan	10 years	3-5 years	One year
Revisions	Annual Review	Annual Review	Annual Review	Annual Update	Annual Creation Continuous monitoring
Does not...	Make specific spending commitments	Identify all program performance indicators	Obligate future Commissions to specific funding or authorize contracts	Specify grantees or contracts	Guarantee future funding to current grantees

Adapted from Proposition 10 Financial Planning Guidebook, June 2002, page 18

First 5 Solano Children and Families Commission
2016 LONG TERM FINANCIAL PLAN UPDATE
Model Revision February 2020

CATEGORY	FY2016-2018		FY2018/19-FY2022/23					Projection FY2023/24	Projection FY2024/25	Projection FY2025/26
	Y1	Y2	Y1	Y2	Y3	Y4	Y5			
	Actual FY2016/17	Actual FY2017/18	Actual FY2018/19	Budgeted FY2019/20	Budgeted FY2020/21	Projection FY2021/22	Projection FY2022/23			
REVENUE										
Fund Balance (Beginning)	8,107,069	8,385,908	8,353,676	9,751,039	9,204,875	9,013,017	9,268,073	9,431,434	8,702,752	7,887,511
Tobacco Tax - Prop 10	3,371,579	2,982,978	3,280,424	3,038,986	3,027,292	2,939,394	2,842,597	2,768,689	2,696,704	2,626,589
Interest	66,782	102,534	174,281	163,122	161,085	180,260	185,361	188,629	174,055	157,750
Matching Funds	409,389	540,368	726,813	947,157	921,402	821,402	821,402			
Other	51,366	121,572	695,027	207,771	69,396					
Unexpended funds returned to LTFP				258,063	230,054	194,000	194,000	194,000	194,000	194,000
TOTAL REVENUE	3,899,116	3,747,452	4,876,545	4,615,099	4,409,230	4,135,056	4,043,360	3,151,318	3,064,759	2,978,339
Total Available Resources	12,006,185	12,133,360	13,230,221	14,366,138	13,614,105	13,148,073	13,311,434	12,582,752	11,767,511	10,865,850
APPROPRIATIONS										
Program Priorities 1-4	2,990,005	3,136,389	2,881,203	4,498,680	3,898,479	3,183,000	3,183,000	3,183,000	3,183,000	3,183,000
Salaries, Benefits, Services and Supplies	382,718	374,631	302,429	492,051	449,108	457,000	457,000			
Priority 1 - Health and Well Being	734,503	843,927	654,336	840,000	840,000	700,000	700,000			
Priority 2 - Early Care & Education	530,882	626,248	528,473	669,700	585,371	290,000	290,000			
Priority 3 - Family Support & Parent Education	782,382	726,160	321,823	950,000	1,050,000	650,000	650,000			
Priority 4 - Systems Change	297,193	450,075	442,617	532,000	447,000	432,000	432,000			
Other	262,327	115,348	631,525	1,014,929	527,000	654,000	654,000			
Evaluation & Data Collection	131,250	135,150	110,850	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Total Program	3,121,255	3,271,539	2,992,053	4,638,680	4,038,479	3,323,000	3,323,000	3,323,000	3,323,000	3,323,000
Administrative										
Total Administrative	499,022	508,145	487,129	522,583	562,609	557,000	557,000	557,000	557,000	557,000
Administrative Percentage	14%	13%	14%	10%	12%	14%	14%	14%	14%	14%
TOTAL APPROPRIATIONS	3,620,277	3,779,684	3,479,182	5,161,263	4,601,088	3,880,000	3,880,000	3,880,000	3,880,000	3,880,000
Net Increase/Decrease	278,839	(32,232)	1,397,363	(546,164)	(191,858)	255,056	163,360	(728,682)	(815,241)	(901,661)
Fund Balance (Ending)	8,385,908	8,353,676	9,751,039	9,204,875	9,013,017	9,268,073	9,431,434	8,702,752	7,887,511	6,985,850

Assumptions:	Prop 10 revenue estimates by BOE through FY2022/23 then decline at 2.6% Only Secured Matching Funds in Revenue and Expenditure Interest at rate of 1.75%
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FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION

BUDGET PRESENTATION
FISCAL YEAR 2020/21
MARCH 3, 2020



- **Motions:**

- A.** Consider approval of the First 5 Solano FY2020/21 Proposed Budget
- B.** Delegate authority to the Executive Director to incorporate additional grant funds in the FY2020/21 budget

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- Motions-Allocations of funding:
 - C. Beck Lease: Head Start Services
 - D. Bay Area Community Resources: Developmental Screenings
 - E. Solano Family and Children's Services: Help Me Grow Solano and Developmental Screenings
 - F. Solano County Office of Education: Pre-Kindergarten Academies

3



COMMISSION PLANNING TOOLS

- 2016 Strategic Plan
- 2016 Long-Term Financial Plan
- 2018-2023 Program Investment Plan
- Annual Budget

4



COUNTY BUDGET PROCESS

- Proposed FY2020/21 Budget submitted February 28, 2020 as part of the overall County Budget process
- Commission approves budget March 3, 2020
- Supplemental budget due May 2020 (Optional)
- Incorporated in County Budget June 2020
- Funds assigned to County Reserve cannot be accessed once the Budget is approved

5



BUDGET ASSUMPTIONS

- Proposition 10 tobacco tax revenues available as projected
- First 5 Solano secures IMPACT funding; First 5 California meets its match obligations for IMPACT
- Funds from H&SS for MHSA and other funds are available as projected
- The State and Federal Budgets do not significantly impact overall County, school, and community services, and in turn impact First 5 Solano and its grantees
- Budget does not include funds which are “anticipated” but not secured

6



FY2020/21 BUDGET COMPONENTS

Revenues

- Proposition 10 State Disbursement
- State Match Funds
- Interest Income
- MHSA Funds
- Donations/Grants/Other

Expenditures

- Program
- Administration
- Evaluation

7



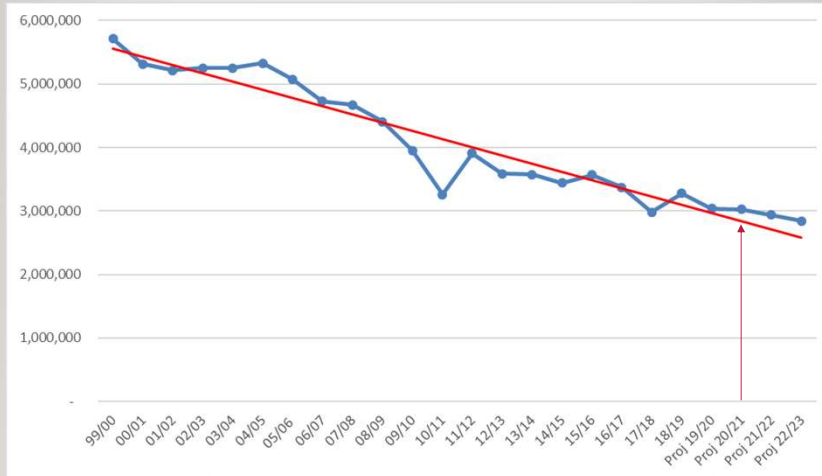
FY2020/21 PROJECTED REVENUE

- Prop 10 revenue projections-expected decline
- Increase MHSA revenue to \$700,000
- Decreased interest income from 2.0% to 1.75% yield
- Decreased state match revenue for IMPACT
- Other: donations, county services

8



PROP 10 REVENUE OVER TIME



9

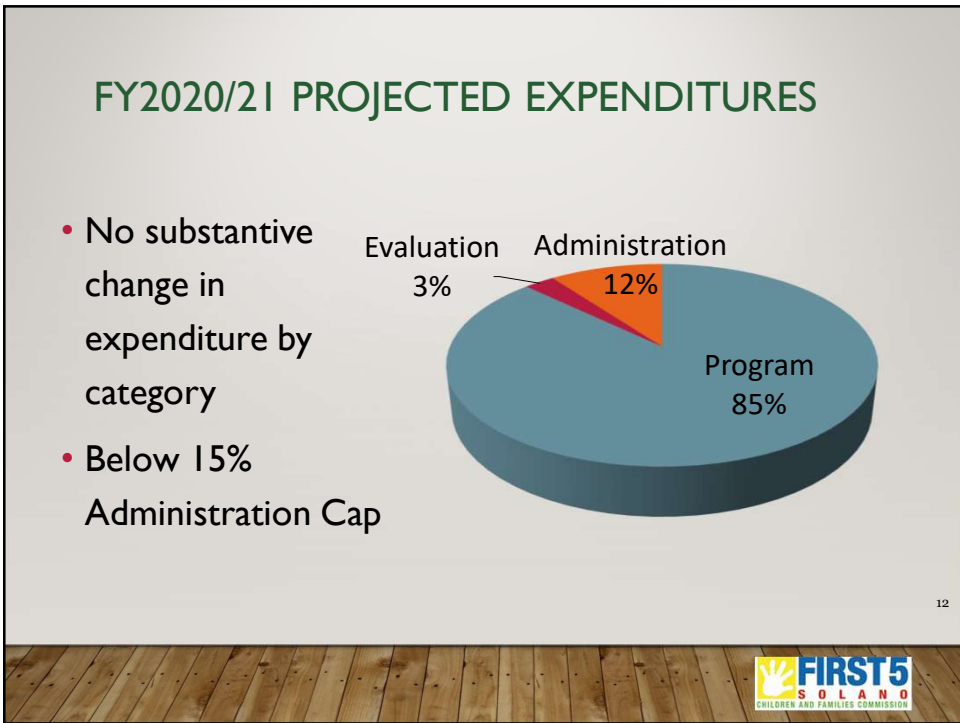
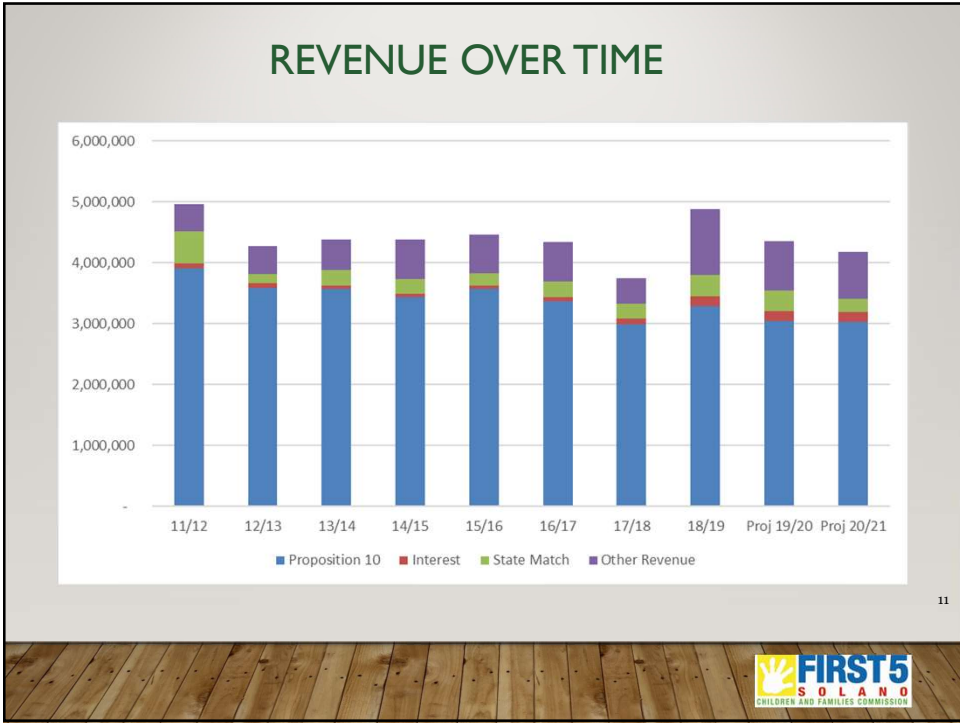


FY2020/21 PROJECTED REVENUE

		FY2019/20	FY2020/21
Proposition 10 State Disbursements	+	3,038,986	3,027,292
Interest Income	+	163,122	161,085
MHSA/PEI Funds	+	600,000	700,000
State Match Revenue	+	347,157	221,402
Other: Donations/Small Grants/County Services	+	297,771	74,396
Total Revenue	=	\$4,447,036	\$4,184,175
6% Decrease in Revenue	=		(\$262,861)

10





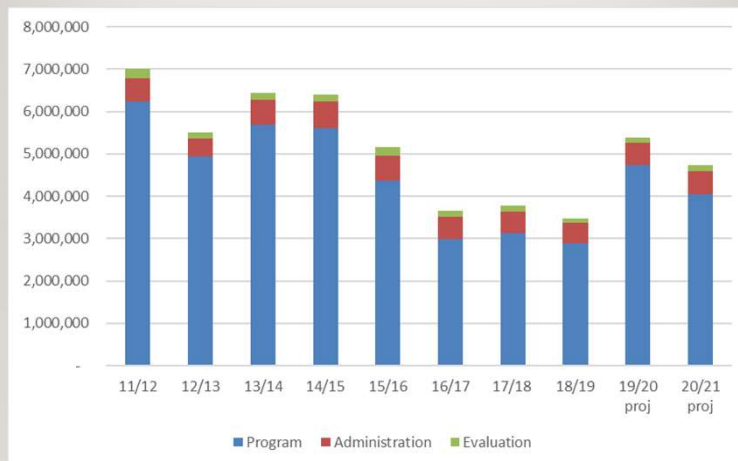
FY2020/21 EXPENDITURES

		FY2019/20	FY2020/21
Program Expenditures	+	4,728,680	4,038,479
Evaluation & Data Collection Expenditures	+	140,000	140,000
Administrative Expenditures	+	522,583	562,609
Total Expenditure	=	\$5,251,263	\$4,601,088
12% Decrease in Expenditure	=	(\$650,175)	

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EXPENDITURES OVER TIME



14



COMMUNITY ENGAGEMENT

Description	Amount
Community Engagement Fund Grants	10,000
Parent Information Calendar	44,000
Kit for New Parent Customization	4,000
Event Partnerships	4,000
Promotional Materials	10,000
Messaging	30,000
Total Community Engagement Budget	\$102,000

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SYSTEMS CHANGE/COLLABORATION

Description	Amount
Executive Director @ 0.3 FTE	71,500
Deputy Director @ 0.25 FTE	50,000
Policy Manager @ 1.0 FTE	143,000
System Change Grantee Participation Grants	24,000
Collective Impact/Resilience Plan Implementation	30,000
Grant-writing & Business Challenge Grants	15,000
Professional Services	50,000
Systems Change Supports (includes \$15,000 from H&SS)	45,000
Collaboration/Community Training & Capacity Building	15,000
Training	3,500
Systems Change Budget-Commission	\$432,000
Systems Change Budget-Other Revenue	\$15,000
Systems Change Budget-Total	\$447,000

16



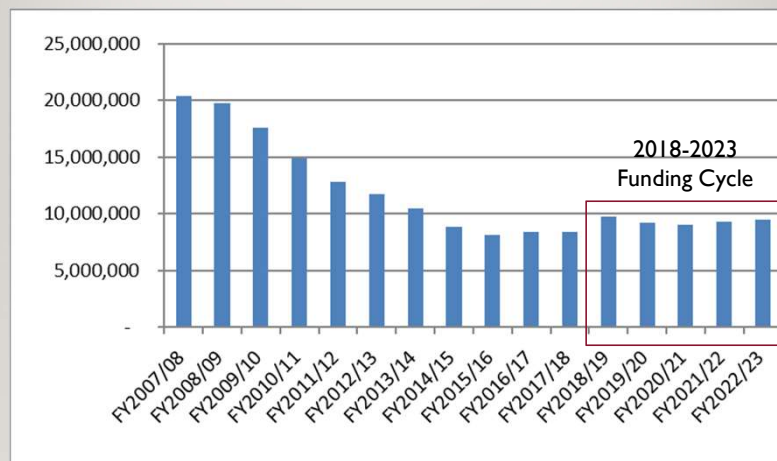
STAFFING

Program	
5.1 FTE Staff & 1 College Intern	830,731
Administration	
1.9 FTE Staff	298,616
Total Staffing	1,129,347

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LONG-TERM RESERVE PROJECTION FEBRUARY 2020



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- Motion C:
 - Consider an allocation of \$259,978 (\$48,968 per year with a 3% annual increase for 5 years) to extend the lease at 275 Beck Ave. in Fairfield for the Head Start site
 - *(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

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275 BECK AVE HEAD START

- Successful partnership with Child Start at Beck since 2015
- First 5 Solano pays lease at reduced rate
- Child Start utilizes space for 1 preschool and 2 toddler classrooms
- Child Start can use market-rate value of lease as match for federal grant

20



- **Motion D:**

- Consider an additional allocation of \$100,000 to Bay Area Community Resources for developmental screenings at the First 5 Center in Vallejo for FY2020/21
(Source of funds: Mental Health Services Act Prevention and Early Intervention Funds)

21

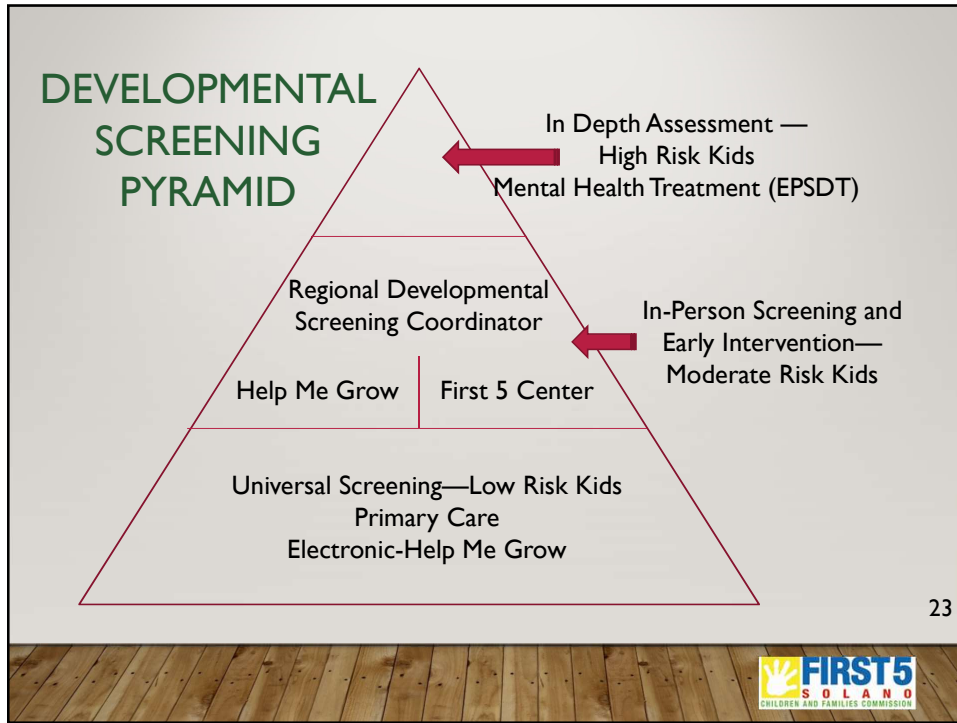



- **Motion E:**

- Consider a sole source allocation of \$900,000 (\$300,000 per year FY2020/21 - FY2022/23) to Solano Family and Children's Services to extend the Help Me Grow Solano program
- *(Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act Prevention and Early Intervention funds)*

22





- **Motion F:**
 - Consider a sole source allocation of up to \$10,000 to the Solano County Office of Education for one Pre-Kindergarten Academy session in Vallejo
 - (Source of funds: 2018-2023 Program Investment Plan)
- 24
- 

PRE-KINDERGARTEN ACADEMIES

- \$200,000 allocated for Pre-K Academies
- 6 classrooms for Vallejo
- Last 2 years only 5 classrooms have been filled
- SCOE proposing to offer Pre-K Academy at First 5 Center

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FY2020/21 BUDGET NEXT STEPS:

- Bring FY2020/21 through county budget process
- Release FY2020/21 RFP
- Approve additional allocations of funding April & June 2020
 - FY2019/20 Annual Grants
 - Developmental Screenings/Help Me Grow
- Continue implementation of Community Engagement and Systems Change work
- Incorporate grant funding into budget as received

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DATE: February 27, 2020

TO: First 5 Solano Children and Families Commission

FROM: Michele Harris, Executive Director

SUBJ: **Executive Director's Report for March 2020**

Census 2020 Update: In October 2019, First 5 Solano entered a contract with the Children's Network to coordinate countywide efforts to increase response rates from families with children in the upcoming Census. Accomplishments over the last 4 months include: 1) Establishing a 19 member "Solano Kids Count" subcommittee of the Solano Census Complete Count Committee which also acts the implementation team to conduct outreach to families with children, including 0-5; 2) Utilizing the messaging created by the First 5 Association and others through print materials, social media, and website content and to convey the message of the importance of counting children; 3) providing training to the staff of partner agencies on how to present the importance of the Census to families; and, 4) Collaborating to conducting several outreach activities.

First 5 Association Budget Ask – Nicotine-Based Vaping Tax: First 5 Association has begun conversations regarding a potential budget ask around the new Nicotine-Based Vaping Tax. A request will be made to apply the current tax structure on vaping products to the new nicotine-based tax, where Prop 10 receives 14.8% of funding. A meeting request has been sent to Ms. Kris Perry, Deputy Director of the State of California Health and Human Services agency and Senior Advisor to Governor Newsom on early childhood initiatives. Pending the outcome of this conversation, the next steps would be to engage members of the legislature who serve on the Assembly and Senate Budget committees.

Bay Area Early Childhood Funders Meeting: First 5 Solano staff member, Lorraine Fernandez, attended the January 30th meeting of the Bay Area Early Childhood Funders. The guest speaker was Ms. Kris Perry, Deputy Director of the State of California Health and Human Services agency and Senior Advisor to Governor Newsom on early childhood initiatives. Ms. Perry provided an update on the Early Childhood Policy Council; and, the activities that are underway to complete a Master Plan for Early Learning and Care.

Solano County Vision & Impact Cohort: The third session of the "Solano County Vision and Impact Cohort" was held on January 22nd. The agenda included instruction, coaching, and group work aimed at the completion of the Theory of Change for each of the nine participating agencies. Ms. Erika Van Buren, Vice President of Learning, Evaluation & Strategic Impact for First Place for Youth, provided a Case Study on how First Place for Youth has used their Theory of Change to inform organizational capacity building. The final session and graduation ceremony will be held on Wednesday, March 18th from 8:30 am to 2:00 pm.

Solano EDC Annual Meeting: First 5 Solano staff member, Lorraine Fernandez, attended the Solano Economic Development Corporation's Annual Meeting Luncheon on February 20th. The presentation included an update on the last year's activities in the areas of business attraction and business retention; and, a presentation from the founders of Thistle, a company that provides delivery of plant-based meals on the West Coast. This company is consolidating their facilities in a new location in Vacaville.

City of Vallejo funding for the Vallejo First 5 Center: At the February 11th meeting of the Vallejo City Council, an additional \$100,000 to fund a portion of the tenant improvements for the Vallejo First 5 Center was approved by the Council as part of its mid-year budget process. This funding was in addition to the \$100,000 that was approved in June 2019. Several councilmembers expressed their sincere support for this project and for the important focus on early childhood services.

First 5 Center Grand Opening: The First 5 Center Vallejo held its grand opening on February 13th, 2020. The event hosted close to 400 attendees, which included, children, parents, community members and dignitaries. The event began welcoming guests at 11am, with the opening ceremony emceed by Puppeteer “Rickie Roo” at noon. Supervisor and Commissioner Erin Hannigan recognized other dignitaries in attendance and thanked donors for their generous support of the center. The event provided lunch and activities, such as zumbini, mindful movement, Legos and story times for children and parents. The center is a welcoming space for parents and caregivers to engage with their children as they strive to be their child’s first teacher. The center will have drop-in services, connection to resources, and activities for parents and children. The center is open Monday-Friday from 9-5pm and Saturdays from 9-noon.

Story Time at the Center: The First 5 Center Vallejo will begin offering special story times every Wednesday at 2pm. This story time is an opportunity for volunteers, community members, commissioners or other special guest to engage with children and their families through reading. If anyone is interested in reading to the little ones at the First 5 Center please contact First 5 Solano Executive Director, Michele Harris at (707)784-1340 or mdharris@solanocounty.com to schedule your time/date.

First 5 California Summit: In February 2020, First 5 Solano staff attended the annual First 5 California Child Health, Education, and Care Summit. The theme of the 3-day, statewide conference was “Equity in Action: Elevating Children, Families, and California’s Workforce”, and focused on building partnerships and promoting collective impact, to providing leadership around critical programs and investment designed to benefit young children and their families.

Summit workshop sessions included a joint presentation on Collective Impact efforts by County Offices of Education and First 5 partners from San Bernardino, Fresno, and Solano Counties. Lisa Eckhoff, SCOE Director of Early Learning and Gene Ibe, Program Manager, First 5 Solano, shared highlights of Solano Kids Thrive’s ACEs awareness campaign and the Resilient Solano Strategic Plan. Additional highlights of the summit also included keynote speeches from Rosemarie Allen, President and CEO, Center for Equity and Excellence and Patricia Kuhl, Professor and Co-Director, University of Washington Institute for Learning and Brain Sciences.

The summit concluded with a keynote address by Dr. Nadine Burke-Harris, Surgeon General of California, known for her work linking adverse childhood experiences and toxic stress with harmful effects on health later in life.