

**POLICY AND OVERSIGHT COMMITTEE MEETING**  
**November 18, 2020 3:30 pm to 5:00 pm**  
**3375 Sonoma Boulevard, Suite 30, Vallejo, CA 94590**

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

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

**Join livestream via Zoom:**

<https://us02web.zoom.us/j/5922775330>

**Join via Phone:**

1-669-900-6833

Meeting ID: 592 277 5330

**Public Comments:**

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

**CALL TO ORDER**

**I. Introductions, Public Comment, Commissioner Comment**

**II. Consent Calendar**

**Action**

- A. Approve the September 16, 2020 Policy and Oversight Committee Meeting Minutes
- B. Receive the Commissioner Meeting Attendance Status Report

**III. Co-Sponsorship of Training and Conferences Fund Application**

**Action**

**Motion:** Consider approval of a request from A More Excellent Way Health Improvement Organization for an allocation of up to \$3,000 to support the 20-hour Loving Support Breastfeeding training cost for community peer counselors to improve the education and support of breastfeeding to community mothers and infants in Solano County  
*Kwiana Algere, Health Education Specialist*

**IV. Contract Updates**

**Information**

Receive a report on Parents By Choice and review compliance action plan  
*Gene Ibe, Program Manager*

**V. Responsive Grant Fund**

**Action**

- A. Consider a recommendation to approve a *Small Grants Policy*
- B. Consider a recommendation to retire the following policies as of June 30, 2021:
  - a. Business Challenge Grant Fund Policy
  - b. Community Engagement Fund Policy
  - c. Co-Sponsorship of Conferences and Training Policy
  - d. Organizational Support-Grantwriting Fund Policy

*Megan Richards, Deputy Director*

- VI. Systems Change 4-Year Summary** **Information/Discussion**  
Discuss the approach to review systems change activities for FY2016/17-FY2019/20  
*Michele Harris, Executive Director*
- VII. Strategic Plan Implementation Updates** **Information/Discussion**  
Receive updates on the following:  
A. Program: First 5 Center Update  
B. Systems Change Implementation Plan Update  
C. Community Engagement Activities Update  
*Megan Richards, Deputy Director; Juanita Morales, Program Manager, Lorraine Fernandez, Program Manager*
- VIII. First 5 Solano Staffing and Finance Update** **Information**  
Receive a report on First 5 Solano staffing and financials.  
*Megan Richards, Deputy Director*
- IX. Future Agenda Items, Meeting Time/Date/Location** **Information**  
The Policy and Oversight Committee is scheduled to meet next on Wednesday, December 16, 3:30 pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update, Systems Change Implementation Update; Community Engagement Update; and Staffing and Finance Update

## ADJOURN

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

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

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

**First 5 Solano Children and Families Commission  
Policy & Oversight Committee (POC) Meeting**  
September 16, 2020, 3:30 PM – 5:00 PM  
3375 Sonoma Blvd Ste 30, Vallejo, CA

**Minutes**

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

Chair Barton called the meeting to order at 3:37 PM

**I. Introduction, Public Comment, Commissioner Comment**

There were no public or commissioner comments.

**II. Consent Calendar**

***Motion:***

- A. Approve the April 1, 2020 POC Meeting minutes
- B. Receive the Commissioner Meeting Attendance Status Report

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

**Yea: Commissioners Barton, Estrella-Henderson, Hannigan**

**Nay: None**

**Abstain: None**

**III. Co-Sponsorship of Training and Conferences Fund Application**

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

The request was withdrawn prior to the meeting.

**IV. Annual Review of Policies**

**A. Consider a recommendation to change the Solano County Code regarding membership of the First 5 Solano Commission**

Michele Harris, First 5 Solano Executive Director, recounted that there have been several instances in the last 20 years where individuals working full time for Solano County, but residing out of County, wished to serve as a Commissioner but were prevented by language in County Code section 7.3. Staff is recommending the county code language be changed to reflect all members of the commission shall work or reside in Solano County.

Commissioner Estrella-Henderson asked whether the Commission had the authority to make this change. Ms. Harris clarified that First 5 Solano had its own section of the County Code. Megan Richards, First 5 Solano Deputy Director, gave a timeline on how such a recommendation could result in a change to the code: going to the full Commission, once to the Board of Supervisors to set a public hearing, and 2 weeks later for a Board of Supervisors vote. Commissioner Hannigan suggested the language be changed to allow only Commissioners representing Health and Social Services be allowed to live out of county, citing the importance that the Supervisor appointed District representatives represent the County. The committee agreed the language change should specify only the Health and Social Services staff can live or work in Solano County.

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

**Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson**

**Approved 3-0-0**

**Yea: Commissioners Barton, Estrella-Henderson, Hannigan**

**Nay: None**

**Abstain: None**

#### **B. Review and provide input into the development of a Responsive Grant Fund**

Ms. Richards outlined how small grant funds have been unspent over all categories and staff has explored ways to adjust the funding opportunities to be more flexible to meet outside organizational needs and be less restrictive to only a few specific activities. Community Responsive Grants would shift Community Engagement and Co-sponsorship grants into one-time opportunities for providers of all sizes and experiences to apply for grants from \$300 to \$5,000. Annual grants would continue to grant up to \$20,000 for one-year programs but would change application process to include a letter of intent, followed by a technical assistance meeting with First 5 Solano staff to develop ideas and assist in writing the grant. Current ongoing individual small grants would shift to Community Provider Assistance and Capacity Building grants of up to \$7,500 toward capacity building projects. Commissioner Hannigan cited that releasing grants biannually might limit application window for smaller grants around events. Ms. Harris appreciated the feedback and indicated that staff would consider that feedback when redrafting policies for consideration.

### **V. Pre-Kindergarten Academy Report and Recommendation**

#### **A. Receive the 2020 Pre-Kindergarten Academy Report**

Juanita Morales, First 5 Solano Program Manager, presented the 2020 Pre-Kindergarten Academy Report. Only 7 sessions serving 51 children were offered due to COVID-19, down from 19 sessions and 327 children in 2019.

#### **B. Consider a recommendation to reallocate up to \$130,000 from FY2020/21 Pre-Kindergarten Academies to provide school readiness kits to support for kindergarteners for distance and at-home learning**

Ms. Richards shared staff has discussed with partners how unspent funds from the 2020 Pre-Kindergarten Academies could be used to support Transitional Kindergarteners and Kindergarteners learning in a virtual setting. Kindergarten learning kits would include a minimum of 3 books, age-appropriate school supplies such as unit blocks and art supplies.

***Motion: Consider a recommendation to reallocate up to \$130,000 from FY2020/21 Pre-Kindergarten Academies to provide school readiness kits to support for kindergarteners for distance and at-home learning***

**Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson**

**Approved 3-0-0**

**Yea: Commissioners Barton, Estrella-Henderson, Hannigan**

**Nay: None**

**Abstain: None**

## **VI. Contract Updates**

Gene Ibe, First 5 Solano Program Manager, reminded the Committee that Parents by Choice had been identified as struggling to meet performance measures for Triple P Parent Education prior to the COVID-19 pandemic. Parents by Choice has been meeting regularly with staff to gauge progress and has met most Quarter 4 measures and all FY20/21 Quarter 1 measures in just 2 months. They remain under the Compliance Action Plan until performance measures are met for at least two consecutive quarters.

## **VII. Strategic Planning Launch**

Ms. Harris reminded the Committee that the current Strategic Plan is four years old and work needs to begin now to launch a new strategic plan in 2023. Christina Branom from Applied Survey Research presented the timeline on refreshing First 5 Solano's Systems Change plan, Program Investment Plan, Long-Term Financial Plan and Vision, Mission, Values, and Principles. Work will be ongoing for the next 2 years including key informant interviews, drafting, and reviewing. Commissioner Barton asked if reading-readiness numbers would be among the data to be collected, giving the example of reading readiness. Ms. Branom said that is precisely the type of community indicator data being gathered. Commissioner Hannigan cautioned that trends going into March 2020 could not be expected to resume and it is realistic to expect things to get worse for families before they can improve. Ms. Harris gave the example of well-child visits not occurring during the pandemic as a habit that is not expected to return quickly.

## **VIII. Strategic Plan Implementation Updates**

### **A. Program: First 5 Center Update**

Ms. Richards reminded Commissioners the First 5 Center was open, holding classes at reduced size, and their Community Resource Specialist was actively serving many families.

### **B. Systems Change Implementation Plan Update**

Lorraine Fernandez, First 5 Solano Program Manager, shared how Emergency Response Grants and building childcare capacity are examples of the nimble and flexible nature of the system change plan in response to the COVID-19 pandemic.

### **C. Community Engagement Activities Update**

Ms. Morales mentioned events are limited in the community, but staff had partnered with Solano County Office of Education to distribute community engagement and COVID response bags.

### **IX. First 5 Solano Staffing and Finance Update**

Ms. Richards highlighted revenues for FY2019/20 were over projection, due to higher Proposition 10 revenue and donations to First 5 Center tenant improvements. Expenditures were under projection, largely due to COVID-19. Ms. Harris raised the topic of how to manage the reserve set aside years back. With the funding level stable and great community need, tapping the reserve needs to be part of the strategic planning conversation.

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

The next Policy and Oversight Committee is scheduled for Wednesday, November 18, 3:30pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update; Systems Change Implementation Update; Community Engagement Update; and Staffing and Finance Update.

### **Adjourn**

Chair Barton adjourned the meeting at 4:57 PM.

Luke Winders, Office Assistant III

Approved:

**DATE:** November 13, 2020

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

**FROM:** Lorraine Fernandez, POC Staff

**CC:** Michele Harris, Executive Director

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

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

**Motion:** Consider approval of a request from A More Excellent Way Health Improvement Organization for an allocation of up to \$3,000 to support the 20-hour Loving Support Breastfeeding training cost for community peer counselors to improve the education and support of breastfeeding to community mothers and infants in Solano County

**Staff Recommendation:** Approve

**Staff Report:** A More Excellent Way Health Improvement Organization is requesting \$3,000 to provide its annual Community Breastfeeding Peer Counselors training virtually. The training aims to increase and update health workers and community members on breastfeeding education and support. Breastfeeding is the recommended choice of feeding infants to 1 year and beyond to improve their health and the health of their mothers and communities.

The Peer Counselor Training is an annual event that the Commission has supported through the Co-Sponsorship Fund (when it was available) since FY2007/08. Training will be held via zoom platform for four hours on five consecutive days in February 2021. Training is expected to have approximately 20 attendees.

The total cost of the event is \$4,500 and A More Excellent Way is seeking \$3,000 to support the trainers and facilitators. While the curriculum follows what has been provided in previous years, it needs to be updated with COVID protocols as well as converted to an online format which is going to take additional staff time. There will be no registration fee for attendees and the remaining \$1,500 of the funding will be provided by A More Excellent Way Health Improvement Organization.

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

**Agenda Item IV: Contract Updates**

At the September 2020 Policy and Oversight meeting, First 5 Solano staff provided an update on the compliance action plan issued to Parents by Choice for their Triple P Parenting Education contract. As mentioned to the Committee, the grantee had not met their performance targets in the first two quarters of the FY2019/20, and in accordance with the Commission's Compliance in

Contracts Policy (Attachment C), a compliance action plan was initiated in mid-April to confirm the grantee’s agreement with those improvements.

Since initiation of the compliance action plan, First 5 Solano staff has communicated regularly with Parents by Choice to gauge progress of their performance and is pleased to report that the grantee met all of their performance measures in Q1. Parents by Choice continues to show improvement in progressing towards Q2 targets as well. A summary of progress is shown below:

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

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

**Agenda Item V: Responsive Grant Fund**

**Motion A:** Consider a recommendation to approve a *Small Grants Policy*

**Motion B:** Consider a recommendation to retire the following policies as of June 30, 2021:

- a. Business Challenge Grant Fund Policy
- b. Community Engagement Fund Policy
- c. Co-Sponsorship of Conferences and Training Policy
- d. Organizational Support-Grantwriting Fund Policy

In September 2020, the Policy and Oversight Committee reviewed and provided input into a draft plan to implement a Responsive Grant Fund which would combine several of the Commission’s small grant opportunities into two types of grants:

**Community Responsive Grants**

- Grants of \$300-5,000
- Events, trainings, time-limited programs, one-time expenditures
- Application Period: 4x year--June & Sept application periods would allow any type of application; Dec & March application periods would be for events and trainings only

**Technical Assistance and Capacity Building**

- Grants of up to \$7,500 in funding or services for community partners to build capacity
- First 5 Solano would obtain a list of qualified consultants
- Application period: 1x year (July). Any funds remaining would be open on a rolling basis for as submitted.



After input from the Committee, staff reviewed the Commission's current policies and is recommending the Commission consider consolidating multiple policies (Business Challenge Grant Fund Policy, Community Engagement Fund; Co-Sponsorship of Conferences and Training; Organizational Support-Grantwriting Fund) into one policy which will dictate how the Commission will offer small grants of up to \$7,500. The draft policy is included in Attachment E. The current policies would remain in effect until June 30, 2021 at which time they would be retired (Motion B).

The Commission would decide on an annual basis through the budget process the funding amount by type of grant. In addition, staff will develop procedures, application processes, legal agreement, etc., so the Community Responsive Grants and Technical Assistance and Capacity Building Grants will be in place for implementation by July 1, 2021.

By broadening the policy and budgeting on an annual basis, this would allow the Commission flexibility in grantmaking as the Responsive Grant Fund is implemented.

### **Agenda Item VI: Systems Change 4-Year Summary**

At the last Commission meeting, Commissioners expressed interest in reviewing the last several years of systems change activities to understand where we were and where the systems change activities have evolved to.

Attached is a framework to consider reviewing the systems change activities (Attachment F). Applied Survey Research, the Commission's evaluation consultant, would prepare a review for each Result under the Systems Change Priority Area of the Commission's Strategic Plan, and the Commission would review these 4 Result Summaries over the first 4 Commission Meetings of 2021.

### **Agenda Item VII: Strategic Plan Implementation Updates**

#### **A. Program: First 5 Center Update**

The First 5 Center is now fully staffed and is open for classes, developmental screenings, meeting with the Community Resource Specialist and drop-in events. They are following all COVID-19 guidelines and class sizes are limited.

Some recent popular events included Infant Massage for Tummy Troubles, Oral Health screening and fluoride varnishes (in partnership with Solano County Public Health) and the About A Farm Petting Zoo!



## B. Systems Change Implementation Plan Update

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

**Kaiser Grant for Family Navigation Program:** In March 2020, First 5 Solano submitted a grant request for \$50,000 to Kaiser Community Benefit to fund a Family Navigation Program that would operate out of the Vallejo First 5 Center to provide families with information/referrals and linkages to increase access to social non-medical services. In April 2020, Kaiser paused their grantmaking to assess the impact of COVID-19. In September 2020 Kaiser invited First 5 Solano to submit an amended grant application for \$25,000 for a one-year grant, and this grant application was approved on November 5, 2020.

**Solano Funders Forum:** As part of First 5 Solano's continued efforts to raise the profile of Solano and to continue networking with Bay Area funders, First 5 Solano hosts a quarterly meeting with funders. This group shares information about funding activities and collaborates to continue to raise the profile of Solano with other Bay Area funders. The quarterly meeting was held on November 5<sup>th</sup> and participants discussed their current funding programs and grant opportunities. In addition, under the leadership of Matt Green from Solano County Public Health, meetings have been convened over the last few months to discuss potential financial assistance/support for immigrant communities in Solano County. According to a recent [report by the ReWork the Bay](#), over 24,000 people in Solano are part of immigrant communities, and Solano is the only Bay-Area County that does not have any type of cash-aid assistance support directed toward them. San Francisco Foundation referred Matt Green to Genentech for potential funding for a Cash Aid program. Catholic Charities was invited by Genentech to submit an application for \$25,000 to start-up this Cash-Aid program, and this application was approved in early November.

**Bay Area Early Childhood Funders Meeting:** First 5 Solano staff member, Lorraine Fernandez, attended the October 8<sup>th</sup> meeting of the Bay Area Early Childhood Funders: "*The Impact of COVID-19 on Early Childhood Services.*" Topics included on-the-ground impact for child care providers, the impact on the workforce and the need for system reform, and the array of policies needed to ensure equity for young children and their families. Speakers included Beatriz Cutler from BAHIA, Inc; Lea Austin and Marcy Whitebook from The Center for the Study of Child Care Employment; and Shimica Gaskins from the Children's Defense Fund-California.

## C. Community Engagement Activities Update

**Communications Plan:** The First 5 Solano Communications Plan provides an outline of communication strategies including, target population, key messages, and marketing tools. The purpose of the plan is to ensure key messages are delivered to the appropriate audience using the most current strategies in a relevant and timely manner. The First 5 Solano Communications Plan was last updated in 2017 and given the current changes in the community engagement landscape, staff recognized this as an opportunity to take another look at the plan.

First 5 Solano staff is engaging a consultant to conduct a marketing audit to review our current communications plan and marketing strategies, and to evaluate what is currently working and provide direction as to what can be improved and the tools to do so. Staff have reviewed the 2020/21 Community Engagement budget and identified line items that are not

anticipated be fully expended this year due to the changes in the current community engagement environment.

First 5 Solano staff has identified \$10,000 to contract with a communications consultant to begin looking at our current communication strategies, recommend any immediate changes, such as social media platforms being used and how they are being used, and recommend areas where the Commission might want to examine more closely in the coming years. There would be no changes to the overall Community Engagement Budget.

First 5 Staff is current seeking quotes and anticipates identifying a consultant by January 2021.

### **Agenda Item VIII: First 5 Solano Staffing and Finance Update**

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

**Finance Update:** With 33% of the year complete (through October 31, 2020), \$771,613 (18%) of the revenue (monthly disbursements, state match, interest, and other revenue) has been received. Additionally, \$314,520 (28%) of the salaries & benefits budget has been expended, \$96,266 (30%) of the services and supplies budget has been expended, and \$692,615 (21%) of the grants budget has been expended.

Overall, \$774,613 (18%) of revenues have been received, and \$1,106,618 (24%) of expenses were incurred.

Attachment A: Commission Meeting Attendance Log

Attachment B: Co-sponsorship of Conferences and Training Application

Attachment C: Contracts Compliance Policy Revised 10-08-19

Attachment D: Parents by Choice Compliance Action Plan

Attachment E: Small Grants Policy

Attachment F: Systems Change 2016-2020 Results Overview

Attachment G: Systems Change 2016-2020 Results Overview Presentation



# 2020 COMMISSIONER MEETING ATTENDANCE LOG

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

### FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION MEETING ATTENDANCE POLICY

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





IT'S ALL ABOUT THE KIDS

## Co-Sponsorship of Training and Conferences Fund Application

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

Application Date: 10-19-20

Applicant Name: Monique Sims

Organization(s) Name (if applicable): A More Excellent Way Health Improvement Organization

Address (Street, Apt., City, Zip): 215 Lighthouse Drive, Vallejo, CA 94590

Phone Number: 707-319-7489 Email: mnqsims@gmail.com

Date of Training/Conference: 2/1-5/2020 Time of Training/Conference 8:30-12:30 pm

Location of Training/Conference: Zoom Conference

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

The Loving Support 20-hour Breastfeeding Peer Counselor Training will be conducted virtually. This training has been conducted annually to county and community agency staff and community members in person. We have been able to reach about 20 people for the past training. Conducting the training on the Zoom platform will conform to the CDC guidelines for safety and prevention of Covid-19 and open the training to more participants. The training aims to increase and update health workers and community members on breastfeeding education and support. Breastfeeding is the recommended choice of feeding for infants for 1 year and beyond to improve their health and the health of their mothers and communities.

What is the goal/purpose of your activity/event? To train health workers and community members in breastfeeding support to improve the health of Solano County infants and families.

Who is the "audience" for the activity/event? Solano County health workers and community members of 0-5 clients.

What is the total number of people expected to attend? At least 20

Are you charging a registration fee to attendees? no \_\_\_\_\_ Amount: \_\_\_\_\_

What is the total estimated cost of the Activity/Event? \$ 4500

What is the total dollar amount you are requesting from First 5? \$ 3000

Are you receiving funds from any other sources for this event? yes \_\_\_\_\_? If so include in budget.

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

Type	Cost	Amount Requested	Amount from other source or in-kind	Description
Instructor Cost	\$3000	\$3000	\$	Planning & Followup Mtgs, Presentations, Moderators and Technicians
Facility Rentals	\$	\$	\$	
Training Materials	\$	\$	\$	
Promotion/Advertising	\$350	\$	\$350	MEW
Refreshments	\$	\$	\$	
Supplies/Postage	\$	\$	\$	
Other-Zoom fee	\$150	\$	\$150	MEW
Other-Conference Zoom Technician / MC	\$1000	\$	\$1000	MEW

Monique Sims

Applicant Signature

10/19/20

Date

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

For more information or help completing this application, contact First 5 Solano at 784-1332, email [CFCSolano@SolanoCounty.com](mailto:CFCSolano@SolanoCounty.com) or visit [www.first5solano.org](http://www.first5solano.org)

*First 5 use only*

Received: \_\_\_\_\_ S & P Meeting Date: \_\_\_\_\_

Approved by Committee Yes / No

Amount approved: \_\_\_\_\_

Notes:

Attach: SPC Meeting Agenda, Staff Report



## COMPLIANCE IN CONTRACTS POLICY

- I. The purposes of defining a procedure for detecting and correcting non-compliance in contracts with grantees of the Commission are:
  - A. To most effectively assist grantees to achieve success in their endeavors to improve the lives of young children and their families through the contracted services and activities they carry out with Commission funding;
  - B. To provide an opportunity to resolve issues as they arise during the contract period through a process that leads to the successful completion of the grant in question; and
  - C. To protect the Commission, Solano County, and the grantee from avoidable delays, liabilities, and failure to achieve the agreed-upon outcomes of the grant.
  
- II. Identification and Documentation:
  - A. First 5 Solano grant contracts will contain a clearly defined scope of work and a timeline that identifies specific performance goals and measures (measurable service outcomes expected to be reached by a specified time) to be submitted, along with regular progress reports.
  - B. Unless otherwise stated in the contract, service targets shall be reported monthly and performance measures reported quarterly in the manner prescribed by the contract.
  - C. Grantees are required to promptly notify the Commission in writing when service targets and/or performance measure goals are not achieved. First 5 Solano contract monitoring and program support staff are also responsible for identifying instances in which service targets and/or performance goals are not achieved. This may be done through review of data, review of progress reports, Evaluator/data collection vendor input and site visits.
  - D. In addition, any information received by Commission staff that suggests that a problem might be occurring that could adversely affect the capacity of the grantee to meet the requirements of the contract will be investigated.
  
- III. Process for Correcting Non-Compliance:
  - A. When specified expected service targets and/or performance goals are not *achieved*, the following steps will be taken:
    1. First 5 staff will contact the grantee in question and assess whether corrective action is necessary by meeting with the grantee, identifying and discussing the cause of the problem, and determining if a compliance action plan and/or minor contract modification is needed.
    2. If staff determines a compliance action plan is needed, the written compliance action plan will be drafted and signed by the grantee, the Executive Director and Policy and Oversight Committee Chair. A copy of the agreement will be included in the contract folder.
    3. A report that briefly describes action taken will be submitted to the Policy and Oversight Committee at their regularly scheduled meetings and forwarded to the full Commission as

recommended.

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

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

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

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

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

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

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

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

**Compliance Action Plan:**

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

❖ **Staffing/Training & Accreditation**

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

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

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

❖ **Outreach Activities**

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

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

❖ **Service Delivery**

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

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

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

**Additional Requirements:**

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


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

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

Date: April 21, 2020

By:   
Tony Yador, Executive Director  
Parents by Choice

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

  
Jennifer Barton  
Policy and Oversight Committee Chair

Attachment A – First 5 Solano Contract Compliance Policy



## SMALL GRANTS POLICY

This Policy sets forth the guidelines and criteria for offering small grants of up to \$7,500 in funding, services, or supplies to community agencies, individuals, and businesses for activities such as events, trainings, time-limited programs, one-time expenditures, and technical assistance.

The First 5 Solano Children and Families Commission may designate funds on an annual basis during the budget approval process or through other budget actions for a variety of small grants. Any unspent balance remaining for any grant type at the end of a fiscal year will return to the Commission's Long-Term Financial Plan.

Small grants must meet the following criteria:

1. Activities must benefit pregnant women, children ages 0-5, their parents/caregivers, and/or providers of services to children ages 0-5 and their families.
2. The activity must be conducted by a community agency, individual, or business providing services directly to pregnant women, children ages 0-5 and/or their families.
3. Activities must further the priorities and goals of First 5 Solano Children and Families Commission as set forth in its Strategic Plan.
4. Activities must be located in Solano County.
5. Activities must be designated tobacco-free.
6. Activity may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office.
7. First 5 grantees that are funded for an activity may not use small grant funds for that same activity.
8. Requests must be made using an approved application form.
9. Applications will be reviewed by First 5 Solano staff using a scoring rubric designed for the specific grant opportunity. Applications recommended for funding will be presented to the First 5 Solano Executive Director for approval. Status of all submitted applications will be reported out at the following Policy and Oversight Committee Meeting.
10. If the grant is approved, Grantee must read and sign an "Agreement for First 5 Grant Funds" prior to authorization of funds.
11. Grantees must acknowledge the support of First 5 Solano Children and Families Commission in its advertising for the activities related to the grant.
12. Grantees must agree to complete and return the "Grant Activity Report," describing how the funds were used within 30 days of the completion of the activity. Any individual or organization that fails to provide this report may be considered ineligible for future funding.
13. Grant funds must be utilized in the fiscal year in which they are issued. Any funds not utilized in the fiscal year in which they were issued must be returned to First 5 Solano.

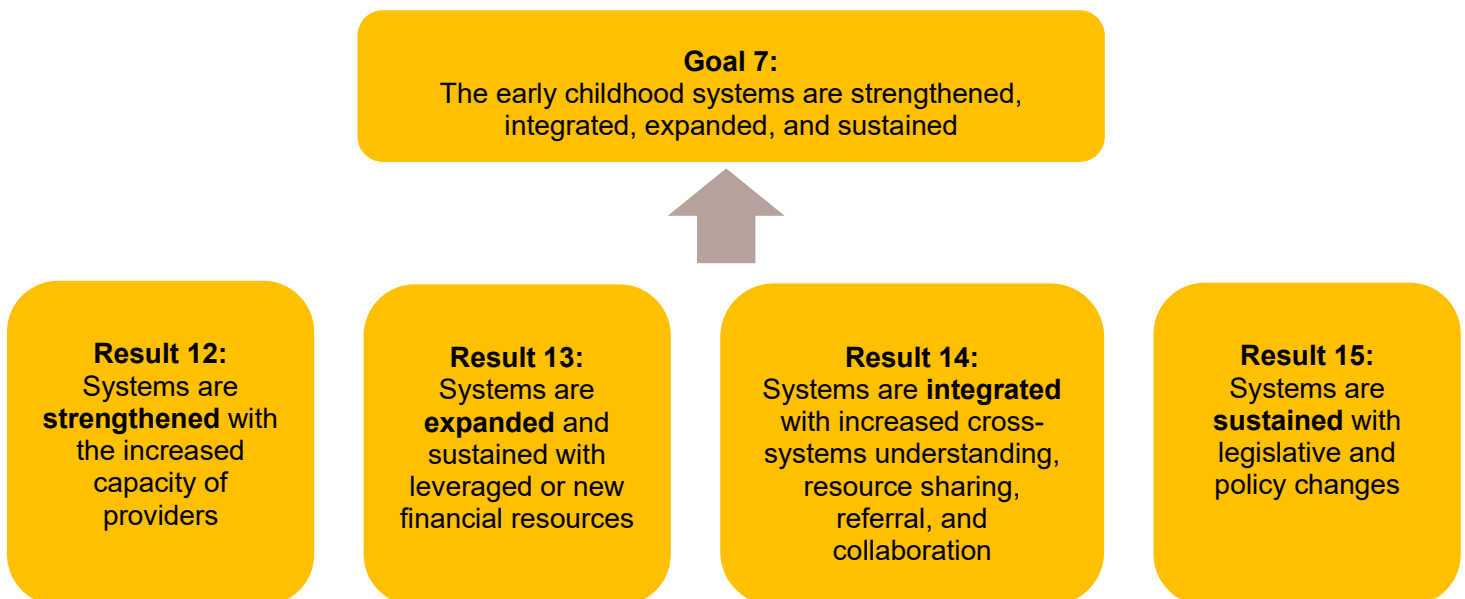






# SYSTEMS CHANGE

In December 2015, the First 5 Solano Commission approved a 2016 Strategic Plan Update, which outlined the Commission's Priorities and Goals. As Proposition 10 tobacco tax funding has been declining, the Commission realized it must find new, more efficient ways to provide the same level of high quality services with fewer resources, and thus adopted a new priority area of *Systems Change*. First 5 Solano's Systems Change goal is that *early childhood systems are strengthened, expanded, integrated, and sustained*. An Action Plan was adopted in spring 2016 that articulated four distinct result areas and identified strategies per result area.



Over time, staff refined the original action plan to include the most feasible, relevant, and successful efforts. The following diagram illustrates the strategies and evolution of activities pursued to address each result between FY2016/17 and FY2019/20, and highlights some of the most significant outcomes achieved by First 5 Solano and its partners over the last four years.

## EARLY ACTIVITIES

## RECENT ACTIVITIES

## KEY ACCOMPLISHMENTS

### R12: Strengthened

Increase service delivery capacity of providers to ensure more equitable access/experiences; organizational capacity of providers; and knowledge and skills of providers.

- Explored creation of a local social work education and bicultural certificate program.
- Considered models to pool nonprofit administrative resources.
- Planned shared training calendar for agencies.



- Delivered trainings to increase equitable access to trauma-informed, culturally responsive services.
- Commissioned the 2018 *Nonprofit Capacity Assessment* and engaged in activities directly addressing top needs identified.



- ✓ Engaged over 200 providers and policymakers in poverty trainings and simulations.
- ✓ Supported 26 directors to attend the UC Berkeley Fundraising and Volunteer Management program.
- ✓ Provided training to help 9 agencies refine strategic plans.

### R13: Expanded

Find new funding and maximize resources to fund services for children and families.

- Developed a Funders Packet with the 2016 *Foundation Giving* report and county data and shared with funders.
- Encouraged school districts to include early childhood education in their Local Control Accountability Plans.



- Met quarterly with funders.
- Continued to apply for competitive funding opportunities.
- Continued to identify alternative funding sources.



- ✓ Secured or assisted in securing \$11.2 million in grants since July 2016.
- ✓ Received \$600,000 in matching funding annually from MHSA.

### R14: Integrated

Utilize First 5 Solano's unique position as a multi-sector convener to increase integration; enhance cross systems understanding and procedures.

- Formed Solano Kids Thrive (SKT) as a collective impact collaborative. In FY17/18, SKT began focusing on resiliency.
- Convened the Children and Youth Leadership Council; group discussed developing a multiagency common intake and consent form.



- Developed Resilient Solano Strategic Plan and website; SKT engaged in activities to implement the plan.
- Developed, funded, and launched Vallejo First 5 Center.
- Continued to connect families to services via Help Me Grow.



- ✓ Hosted 11 screenings of *Resilience* film for 620 attendees.
- ✓ Reached over 82,000 radio listeners with ACEs ads.
- ✓ Enrolled 110 families at First 5 Center in month following grand opening.

### R15: Sustained

Increase policymakers' awareness of issues facing Solano County children and families, and advocate for changes pursuant to First 5 Solano's Legislative Platform.

- Developed a First 5 Solano Legislative Platform.
- Researched local lawmakers and their areas of interest and developed an outreach plan.



- Continued to submit and sign on to letters to state leaders.
- Visited legislators (in-person advocacy paused due to COVID-19).
- Participated in Solano County State and Federal Legislative Platform updates.

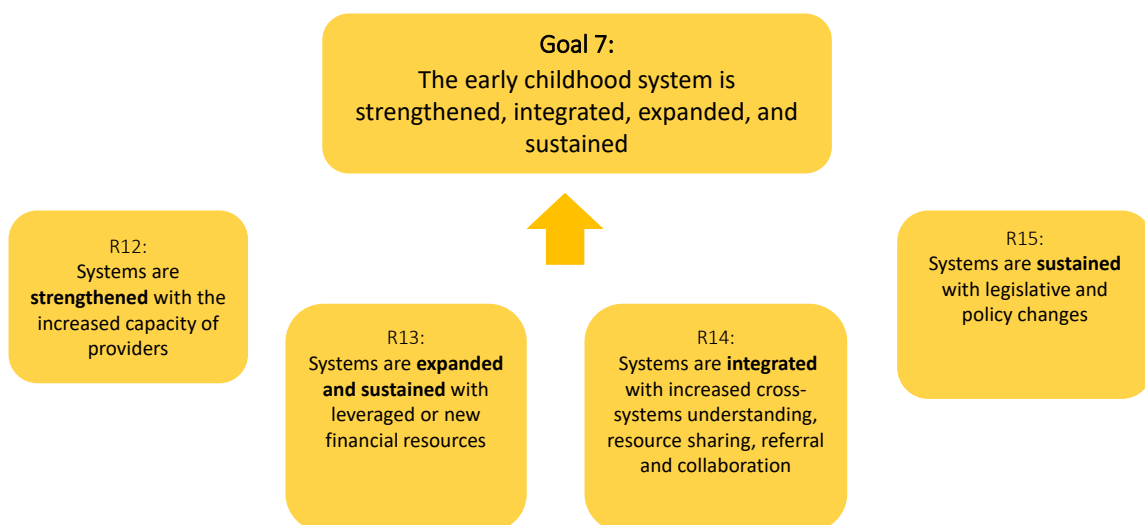


- ✓ Submitted or signed on to 18 letters to legislators.
- ✓ Successfully advocated for bill to require Medi-Cal coverage for developmental screenings.
- ✓ Successfully advocated for continuation of First 5 California Diaper Program.

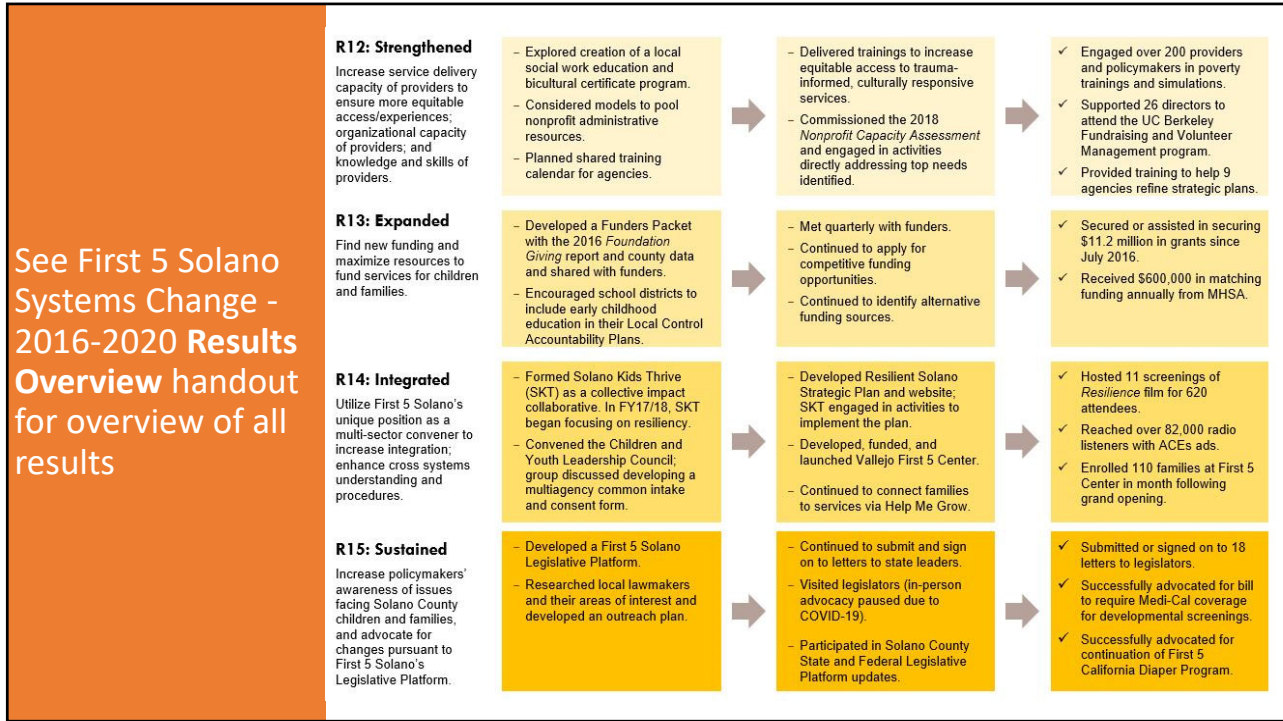
## Systems Change Results Review

- At the October Commission meeting, there was interest in seeing the evolution of F5 Solano's Systems Change Results over time
- Reviewing evolution with Commissioners could be a good exercise to prepare for next year's Systems Change Plan update
- Proposal for your consideration — at each upcoming Commission meeting, highlight a result:
  - Present early activities, recent activities, key wins, and future directions
  - Invite a partner involved in the efforts to talk about how they have been impacted
- Starting next spring, review other Priority Areas

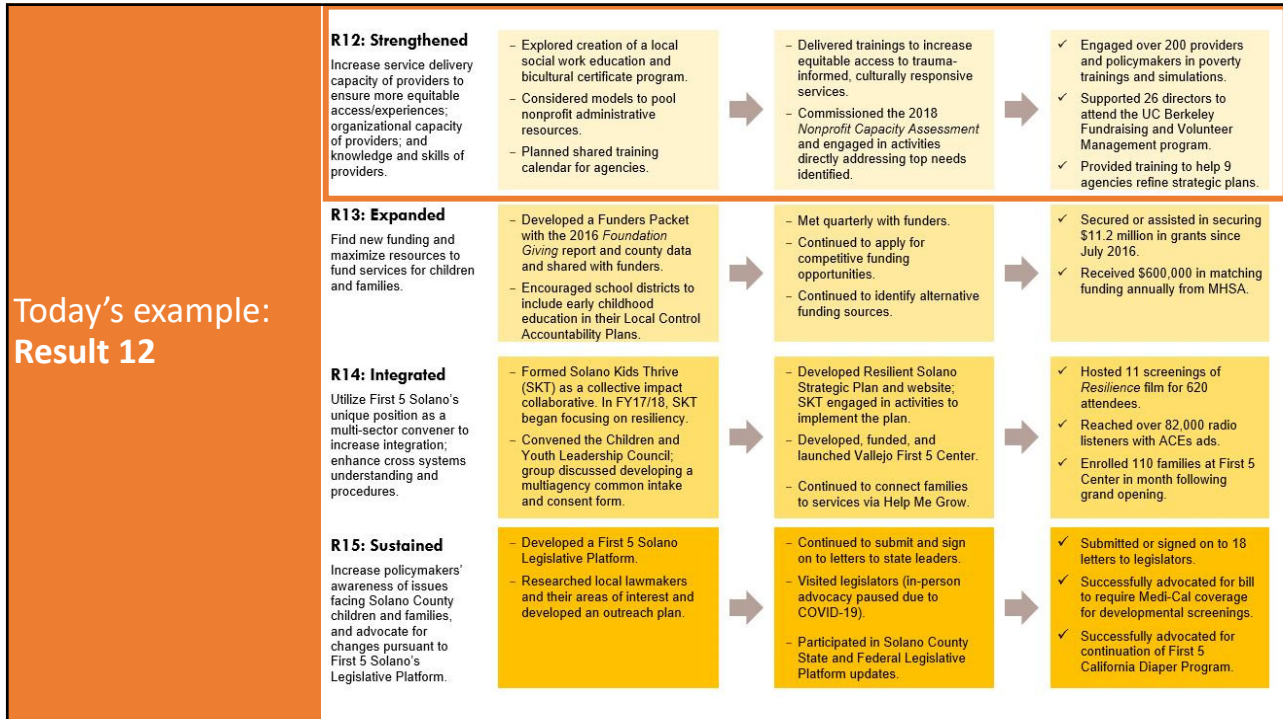
## Priority Area 4: Systems Change



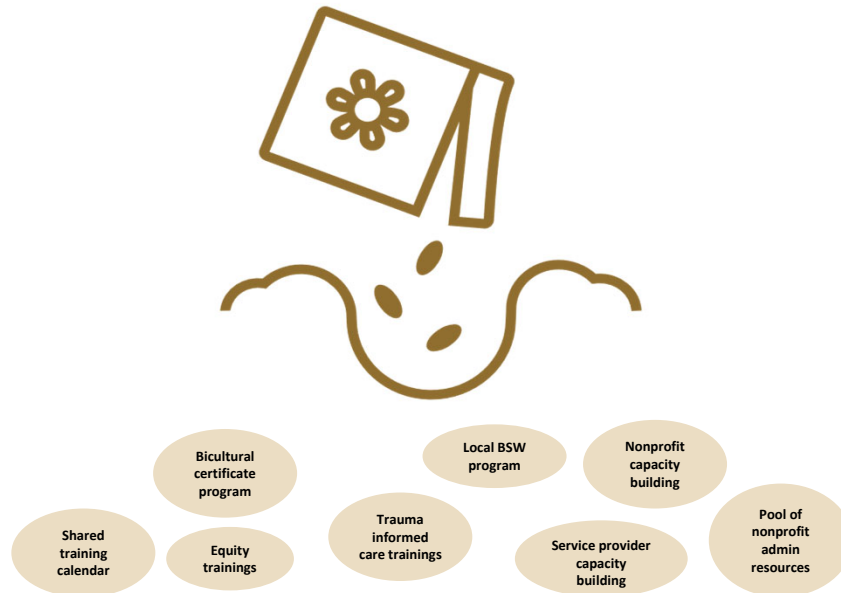
See First 5 Solano Systems Change - 2016-2020 Results Overview handout for overview of all results



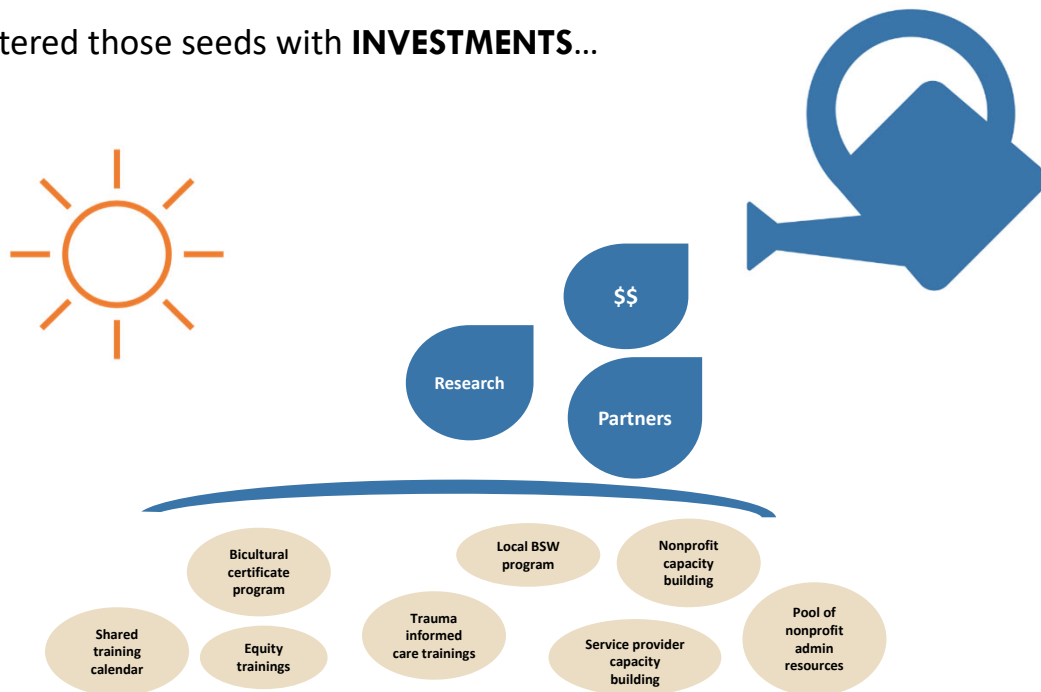
Today's example: Result 12



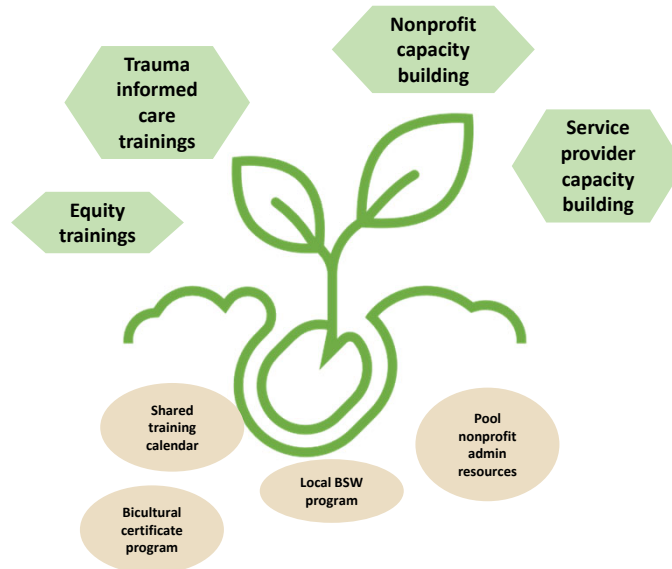
First 5 and its partners planted many seeds to **STRENGTHEN SYSTEMS...**



and watered those seeds with **INVESTMENTS...**



and the most robust seeds grew to **STRENGTHEN SYSTEMS** in Solano



Future plans to **STRENGTHEN SYSTEMS**: Continue to water the plants that grew and consider new seeds to plant

STRATEGY	FUTURE ACTIVITIES
<p><b>Increase the service delivery capacity of providers to ensure more equitable access, experiences, and outcomes regardless of class, race, sexual orientation, disability, age, or prior life experiences.</b></p>	<ul style="list-style-type: none"> <li>✓ Deliver racial equity trainings to the community as part of CARE.</li> <li>✓ Hold events like the Solano Equity Summit to increase commitment to social equity.</li> <li>✓ Deliver trauma-informed care trainings in the community.</li> </ul>
<p><b>Increase the organizational capacity of local providers serving young children and families.</b></p>	<ul style="list-style-type: none"> <li>✓ Continue to address the top needs identified in the Nonprofit Capacity Assessment.</li> <li>✓ Re-evaluate the top needs and how they have changed.</li> </ul>
<p><b>Increase the knowledge and skills of providers serving young children and families.</b></p>	<ul style="list-style-type: none"> <li>✓ Continue to host provider capacity building trainings for ECE and parent education providers.</li> <li>✓ Continue to share training opportunities with the community via email distribution list.</li> </ul>