

I. Roll Call

Commissioner Merz called the meeting to order at 2:43 pm.

Present: Lynn Merz, Linda Asato and Ingrid Mezquita

Absent: Maria Su

II. General Public Comment

There was no general public comment.

III. Discussion and possible action to approve the May 25, 2016 and June 22, 2016 Fiscal Committee meeting minutes

There was no further discussion and a motion to approve the May 25, 2016 and June 22, 2016 Fiscal Committee meeting minutes was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:44 pm.

There was no public comment.

IV. Discussion and possible action to approve sections A to C in the revised First 5 San Francisco administrative policies and procedures manual.

Staff presented sections A, B and C of the revised First 5 San Francisco administrative policies and procedures manual. Section A is a short overview of the manual. Section B includes all the key documents from the state which consist of the Prop 10 statutes and all California government and public contract codes referenced in Prop 10. Section C includes all the key documents from the county that pertains to First 5 San Francisco as a commission and department. This section includes the San Francisco administrative and charter codes, City Attorney opinions, and the good government guide.

Commissioners discussed the following:

- Removal of the codes pertaining to the Public Education Enrichment Fund (PEEF).

A motion to approve and move sections A, B and C of the revised First 5 San Francisco administrative policies and procedures manual to the Full Commission and allow staff to update as needed was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:47 pm.

There was no public comment.

V. Executive Director Update

The following was reported:

- 2015-16 year-end closeout.
- 2015-16 audit.
- Final total 2015-16 expenditures is \$45.3 million.
- Review and revising the sustainability plan.
- Family Resource Center funding and notice of available funds (NOFA).

- Executive Director's transition progress.
- The Office of Early Care and Education (OECE) will release their requests for proposals (RFP).
- The Department of Children, Youth and their Families (DCYF) is completing its strategic plan before the release of its RFPs.
- DCYF will release RFPs for its additional one-time funding in 2016-17.
- Possibility of additional funding under the First 5 California IMPACT grant.
- Kinder readiness data presentation at the September full Commission meeting.
- Opportunity to work with former Commissioner Anda Kou on a "welcome baby" box.

There was no public comment

VI. ADJOURNMENT

Meeting was adjourned at 3:10 pm.