

I. ROLL CALL

Commissioner Giraudo called the meeting to order at 4:35 pm.

Present: Suzanne Giraudo, Ingrid Mezquita, E'Leva Gibson, Zea Malawa, Linda Asato, Sandra Fewer, and Maria Su

Absent: , Mary Hansell, Lynn Merz, and Sylvia Deporto

II. GENERAL PUBLIC COMMENT

There was no general public comment.

III. Public hearing on the First 5 San Francisco 2016-17 annual audit

Staff presented the First 5 San Francisco 2016-17 annual audit.

Staff reported the following:

- Audit report was issued on September 28, 2017.
- There were no findings for 2016-17.
- Total revenues were \$28.1 million.
 - Prop 10 allocation decreased by 3.6% compared to the prior year.
 - Received \$2.5 million from the prior year's deferred income.
 - Received and used \$2.98 million in 2016-17 grants.
 - Only needed to defer \$4,760 for 2016-17.
 - Funds from other department decreased by 46% due to reductions from the Public Education Enrichment Fund (PEEF).
 - Interest increased due to less Prop 10 funds used to cover PEEF expenses.
- Total expenditures were \$24.8 million.
 - Grant expenditures decreased by 52% due to reduction of PEEF.
 - Payroll increased slightly due to cost of living adjustments (COLA).
 - Professional services and administrative costs decreased slightly due to reductions in PEEF.
 - Rents/leases increased due to higher rates negotiated in the last contract.
- Fund balance was \$33 million, an increase of \$3.3 million.
 - Increase due to collection of the prior year's deferred income of \$2.5 million and receipt of all 2016-17 grant claims.
 - 2016-17 deferred income was only \$4,760.
 - The remaining balance for the 2016-17 QRIS Block grants were \$613,951.
 - Approximately \$1.27 million paid to Children's Council prior to 6/30/17 will be counted as a 2017-18 expenditure.
- For 2017-18, staff will continue to work on cleaning data in the new financial system.
- Staff will also continue on updating the administrative and policy manual.

A motion to accept the First 5 San Francisco 2016-17 annual audit was made by Commissioner Su and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 4.50 pm.

There was no public comment.

IV. Public hearing on the First 5 San Francisco 2016-17 annual report

Staff presented the First 5 State Annual Report for 2016-17.

- Annually the state requires submission, via web-based reporting system, and adoption of a county-level Annual Report. Report is due each year on October 31st for preceding fiscal year.
- Highlights and Basic structure of the Annual Report per the state requirements:
 - Data on participants and expenditures is submitted aligned to the four Result Areas.
 - Four Result Areas: Family Function, Child Development, Health, and Systems of Care. Data for each result area is further disaggregated into state prescribed Service Areas.
 - Each Service Area data sheet must have a program expenditure total that is reported in a corresponding line item on the fiscal summary.
 - When totaled, program expenditures on the fiscal summary must tie into the annual audit report.
 - State also requests a summary of fiscal year highlights and local evaluation activities.
 - State will hold the report pending any substantial changes made in the November 1, 2017 Public Hearing.

Commissioners discussed:

- Additional data points that are included as part of First 5's more in-depth initiative evaluations, such as Family Resource Center Parent Survey data.
- Other possible strategies and steps for sharing and disseminating evaluation findings and activities.
- State reporting requirements have remained consistent for the past 10 years, but will be changing substantially in 2018. Staff are making adjustments accordingly.

There was no further discussion and a motion to approve the First 5 San Francisco 2016-17 annual report was made by Commissioner Malawa and seconded by Commissioner Fewer.

The motion carried unanimously and was approved at 5.52 pm.

There was no public comment.

V. Approval of the Consent Calendar

Consent Calendar items that have been recommended for approval by the Fiscal Committee will be acted upon by a single roll call vote of the Commission. There will be no separate discussion of these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- a) Discussion and possible action to approve the October 4, 2017 meeting minutes.

- b) Discussion and possible action to approve a grant to Mission Neighborhood Centers for family resource center services targeting Spanish speaking families in the Bayview-Hunter's Point neighborhood for an amount up to \$500,000 from July 1, 2017 to June 30, 2018 and renewable for an additional year for a total of \$1,050,000 (Action item) [Commissioners provided with the following: Cover Sheet, Grant Summary, Performance Measures and Budget]
- c) Discussion and possible action to approve a personal service contract in the amount of \$80,000 to Harder+Co Community Research for the period of November 1, 2017 through June 30, 2018 for Early Identification and Intervention Systems Change planning (Action item) [Commissioners provided with the following: Cover Sheet, Contract Summary/Budget]

There was no further discussion and a motion to approve agenda item IV consent calendar was made by Commissioner Asato and seconded by Commissioner Fewer.

The motion carried unanimously and was approved at 5:45 pm.

There was no public comment.

V. Committee Reports

a. Program Committee report

- There was no Program Committee meeting.

b. Fiscal Committee Report

- Discussed Agenda Item 1 2016-17 annual audit and Agenda Item 2 2016-17 annual report

There was no public comment.

VI. Commission Updates

- Commissioner introduced and welcomed new Commissioner Supervisor Sandra Fewer.
- Commissioner Hughes reported on two newsworthy publications around San Francisco African American Students discrepancies.
- Supervisor Fewer will keep Commission abreast around the upcoming elections ballots.

VII. Executive Director Update

- Mental Health Consultation working with various interdepartmental agencies reviewing a different service model that we currently have in place. The group has held citywide focus groups. The workgroup will report to the Program Committee sometime around February.
- Early Identification and Intervention planning process with Harder+Co will take place in two phases. In the near-term will plan for reauthorization of Help Me Grow and Inclusion Networks grants and in long-term will plan for broader systems level integration, improvement and sustainability.
- San Francisco First 5 has been invited to participate in the Universal Child Care Initiative

- First 5 Association Summit, Asilomar will be held In Monterey this year. The commission are welcome to attend the dates for the summit are November 13-15.

VIII. Chairwoman's Report

There was no Chairwoman's report

IX. ADJOURNMENT

Meeting was adjourned at 6:10 pm.