I. Roll Call

Commissioner Merz called the meeting to order at 2:50 pm.

Present: Linda Asato, Lynn Merz, and Ingrid Mezquita
         Maria Su arrived at 3:00 pm

Absent: None

Agenda item V has been moved to item IV.

II. General Public Comment

There was no general public comment.

III. Discussion and possible action to approve the November 29, 2017 Fiscal Committee meeting minutes.

There was no further discussion and a motion to approve the November 29, 2017 minutes was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 2:52 pm.

There was no public comment.

IV. Discussion and possible action to approve the remaining section D of the revised First 5 San Francisco administrative policies and procedures manual.

Staff presented the remaining updated documents of section D to be included in the revised First 5 San Francisco administrative policies and procedures manual. The updated bylaws were approved on July 19, 2017.

The following items are the remaining documents to be included:

- Roles of Staff and Commission (with no proposed changes).
- Conflict of Interest (with minor additions).
- Statement of Incompatible Activities (with an update to the mission statement).
- Commission Meeting Schedule and Time (with minor additions).
- Commission Approval Limits and Consent Calendar (with significant clarifications to the approval process for interdepartmental services).
- City Attorney memo dated May 16, 2000 (to be added).
- City Attorney memo dated October 2, 2000 (to be added).

A motion to approve the remaining section D of the revised First 5 San Francisco administrative policies and procedures manual was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:17 pm.

There was no public comment.
V. Discussion and possible action to approve transfer of a grant from Prevent Child Abuse California to Safe & Sound (San Francisco Child Abuse Prevention Center) to provide training and technical assistance to human service agency staff through the San Francisco Family Support Network for a total of $161,950 in FY2017-18 and a corrected two year grant of $323,900.

Staff presented the grant for the San Francisco Family Support Network program. The request is to transfer the remaining balance of the contract from Prevent Child Abuse California to Safe & Sound for the remainder of the fiscal year.

The following was discussed:

- The total amount of the contract for 2017-18 is $161,950.
- There is a correction to the two-year grant amount to $323,900.
- Future of the San Francisco Family Support Network project.

A motion to approve the transfer of a grant from Prevent Child Abuse California to Safe & Sound to provide training and technical assistance to human service agency staff through the San Francisco Family Support Network for a total of $161,950 in FY2017-18 and a corrected two year grant of $323,900 was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:23 pm.

This item will be placed on the consent calendar at the next full Commission meeting.

There was no public comment.

VI. Discussion of the 2017-18 quarter 2 financial report

Staff presented the following highlights:

- There were $6.8 million of expenditures.
- The department received $3.4 million in revenues through December.
- The department used $3.4 million of the fund balance to cover the expenses.
- There are delays in interdepartmental service recoveries and expenses due to the new financial system.
- There were no issues in nonprofit contracting and invoice payments.
- There are some delays with the personal services contracts.
- The focus is on cleaning and correcting the financial data in the new system.

There was no public comment.

VII. General update of the Fiscal Committee timeline for the remainder of 2017-18

Staff provided a list of possible upcoming items to be presented to the Fiscal Committee before the end of the fiscal year.

The following was discussed:

- Possible budget amendment to the WestEd Quality Rating and Improvement System contract.

There was no public comment.

VIII. Update
The following were update items discussed at the Fiscal Committee:

- How to approach the next draft of the sustainability plan.
- An update on the Public Education Enrichment Fund (PEEF) sponsored programming.
- Closed or consolidated classrooms in San Francisco.

There was no public comment.

IX. ADJOURNMENT

Meeting was adjourned at 3:57 pm.