

**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.