

**1. Call to order**

Commissioner Malawa called the meeting to order at 4:43 pm

**2. Roll call**

**Present:** Zea Malawa, Linda Asato, Lynn Merz, Joan Miller, Maria Su, and Theresa Zighera

Let the record show that quorum was achieved at 4:43 pm.

E'leva Hughes Gibson arrived at 4:54 pm

**3. General public comment**

There was no public comment.

**4. Public hearing on the First 5 California 2017-18 annual report**

Staff presented the First 5 California 2017-18 annual report which requires adoption from each county commission. The report provides a program and fiscal summary of First 5 activities across the state. The item has been previously discussed at a meeting without quorum.

A motion to accept the First 5 California 2017-18 annual report was made by Commissioner Asato and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 4:45 pm.

There was no public comment.

**5. Public hearing on the First 5 San Francisco 2016-2021 strategic plan**

Staff presented the First 5 San Francisco 2016-2021 strategic plan which requires annual confirmation. This is a review of the current strategic plan. There were no changes made in fiscal year 2018-19. The item has previously been discussed at meeting without quorum.

A motion to accept the First 5 San Francisco 2016-2021 strategic plan was made by Commissioner Su and seconded by Commissioner Asato.

The motion carried unanimously and was approved at 4:46 pm.

There was no public comment.

## **6. Public hearing on the First 5 San Francisco 2018-19 annual audit**

Staff presented the First 5 San Francisco 2018-19 audited financial report. The following were presented and discussed with Commissioners:

- Audit report was issued on October 7, 2019
- Total revenues were \$26.7 million.
- Approximately \$2.2 million of revenues was deferred.
- Total expenditures were \$26.1 million which is a 4.69% increase from the prior year.
- The fund balance is \$32.8 million.
- There were no financial findings.
- There was one compliance finding on San Francisco's conflict of interest compliance.

The audit finding will be addressed further in agenda item 10 with the presentation of a revised conflict of interest policy and a new internal monitoring process.

A motion to accept the First 5 San Francisco 2018-19 audit report was made by Commissioner Miller and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 4:52 pm.

There was no public comment.

## **7. Public hearing on the First 5 San Francisco 2018-19 annual report**

Staff presented the First 5 San Francisco 2018-19 annual report. The following were presented and discussed with Commissioners:

- Annual report ties back to the audit report.
- Annual report contains evaluation and programmatic summaries.
- Each county's reports feeds into the First 5 California state report which will be released in March.

A motion to accept the First 5 San Francisco 2018-19 annual report was made by Commissioner Miller and seconded by Commissioner Su.

The motion carried unanimously and was approved at 4:58 pm.

There was no public comment

## **8. Discussion and possible action to approve a grant augmentation for Gum Moon Residence Hall Richmond neighborhood grant in an amount up to \$50,000 to fund family support activities from November 1, 2019 to June 30, 2020**

Staff presented a grant augmentation for Gum Moon Residence Hall's Richmond neighborhood family resource center grant. This is an addback to augment services at

the Richmond family resource center. The additional services will extend beyond their center to reach the rest of the community. Some of these services include Zumba, yoga, STEM sessions, playgroups, and wellness.

A motion to approve the Gum Moon Residence Hall Richmond neighborhood grant in an amount up to \$50,000 for family support activities was made by Commissioner Su and seconded by Commissioner Merz.

The motion carried unanimously and was approved at 5:01 pm.

There was no public comment.

## **9. Approval of the Consent Calendar.**

- a. Discussion and possible action to approve the March 6, 2019 meeting minutes
- b. Discussion and possible action to approve the April 24, 2019 meeting minutes
- c. Discussion and possible action to approve Support for Families of Children with Disabilities' FY2019-20 Scope of Work and Budget for implementation of the Help Me Grow Early Care and Education Initiative; approval shall include a baseline funding amount of \$1,010,252 up to \$1,160,771 for expansion of the Care Coordination Team, with release of additional funds contingent upon Interim Executive Director approval
- d. Discussion and possible action to approve a Mission Neighborhood Centers grant augmentation of up to \$509,000 plus contingency funds for the period July 1, 2019 – June 30, 2020. Grant augmentation funds enhance family resource center activities in the Bayview-Hunter's Point neighborhood primarily using addback funding from the Mayor's Office of Housing and Community Development
- e. Discussion and possible action to approve a Safe & Sound grant augmentation of up to \$200,000 plus contingency funds for the period July 1, 2019 – June 30, 2020. Grant augmentation funds enhanced family resource center activities in the Sunset neighborhood using addback funding from the Department of Children, Youth and their Families
- f. Discussion and possible action to approve a APA Family Support Services grant augmentation of up to \$100,000 plus contingency funds for the period July 1, 2019 – June 30, 2020. Grant augmentation funds enhanced mental health services in the Chinatown and Visitacion Valley neighborhoods using addback funding from the Department of Children, Youth and their Families
- g. Discussion and possible action to approve a Portola Family Connections grant augmentation of up to \$75,000 plus contingency funds for the period July 1, 2019 – June 30, 2020. Grant augmentation funds enhanced family resource center activities in the Portola neighborhood using addback funding from the Department of Children, Youth and their Families
- h. Discussion and possible action to approve a contract of up to \$450,000 with VIVA Strategy + Communications for communications and website support for the period July 1, 2019 through June 30, 2022

- i. Discussion and possible action to approve a contract of up to \$150,000 with WELS Systems Foundation, LLC to license, maintain, and support a quality rating and improvement system (QRIS) database for the period July 1, 2019 through June 30, 2021

There was no further discussion and a motion to approve the Consent Calendar was made by Commissioner Merz and seconded by Commissioner Asato.

The motion carried unanimously and was approved at 5:05 pm.

There was no public comment

## **10. Discussion on commission policies and procedures to enhance compliance and operations**

### **a. Conflict of Interest policy**

The Conflict of Interest policy was revised to meet the current San Francisco Ethics Commission's requirements and to address the 2018-19 audit finding.

### **b. Conflict of Interest monitoring process**

The Conflict of Interest monitoring process is a new addition to the First 5 San Francisco administrative policies and procedures manual to address the 2018-19 audit finding. It was developed to assist staff in ensuring that Commissioners meet the deadlines set by the San Francisco Ethics Commission.

### **c. Commission Attendance policy**

The Commission Attendance policy is a new policy designed to address meeting quorum issues.

### **d. Commission Approval Limits and Consent Calendar policy**

The Commission Approval Limits and Consent Calendar policy was updated to address the City and County of San Francisco's addback and pass-through funding process and to increase the Fiscal Committee's approval threshold. The updates were proposed to enhance the staff's ability to contract with grantees. Staff will also check with the City Attorney regarding the authority to fund from the Board of Supervisors and policy language.

### **e. Annual Budgeting policy and process**

The Annual Budgeting policy and process was updated to align with the changes proposed in the Commission Approval Limits and Consent Calendar policy.

The revisions and additions were presented to the Commissioners. The Commission will have 30 days to review the policies and procedures. These policies and procedures will be presented at the next full Commission meeting for approval.

There was no public comment.

## **11. Update on Commission appointments and departures**

Staff discussed changes to the Commission members and the role of Commissioners. The Board of Supervisors has officially appointed Commissioner Miller and re-appointed Commissioners Merz and Asato. Commissioner Giraudo has resigned to join the Health Commission. There is a Commission retreat in the spring of 2020 and a Doodle poll will be sent out for available dates and to survey topics for retreat.

There was no public comment

## **12. Discussion and possible action for the election of Commission Officers and Committee member assignments**

Staff announced the nominations of Commissioner Merz for Chair and Commissioner Malawa for Vice-Chair.

Commissioner Merz made a statement of her desire and reasons for the office Chair.

By vote of the Commissioners Commissioner Merz was confirmed as chair at 6:12 pm. There was no public comment.

Commissioner Malawa made a statement of her desire and reasons for the office of Vice-Chair.

By vote of the Commissioners Commissioner Malawa was confirmed as vice-chair at 6:15 p.m.

There was no public comment.

## **13. Dissemination of 2018-19 Community Impact Dashboard**

Staff presented the dashboard document. It is a combination of data from the Family Resource Center Initiative, Help Me Grow, mental health consultation and other state reports.

Commissioners also discussed the methods for kindergarten readiness assessment and trends.

There was no public comment

## **14. Committee Reports**

### **a. Program Committee Report**

There was no report.

### **b. Fiscal Committee Report**

The 2018-19 audit report and the VIVA and WELS contracts were presented.

There was no public comment.

## **15. Commission Updates**

There were no Commission updates.

There was no public comment.

## **16. Interim Executive Director's Report**

The following items were presented:

- Local, state, and national compliance reports submitted since July.
- Bay Area Executive Directors' update on state and regional policy efforts.
- Moira Kenney will be stepping down as Executive Director of the First 5 Association, effective early January.
- First 5 and Office of Early Care and Education update.
- Equity project update, including update on Family Resource Center African American Family Engagement and outcomes from those Community Conversations.

## **17. Chairwoman's Report**

None

## **18. Adjourn**

Meeting adjourned at 6:37 pm.