

I. Roll Call

Commissioner Merz called the meeting to order at 2:47 pm.

Present: Lynn Merz, Linda Asato, Maria Su, and Theresa Zighera

II. General Public Comment

There was no general public comment.

III. 2018-19 audit update

The 2018-19 audit is near completion. The following were discussed:

- Field work was reduced to one day with follow-ups done remotely.
- Total revenues were \$26.7 million.
- Total expenditures were \$26.1 million.
- Grants spent more than budgeted which reduces the 2019-20 starting balance.
- The department received \$1.2 million in deferred revenues from the prior year.
- The department had to defer \$2.2 million in 2018-19.
- The fund balance increased by \$569,574.
- There were no financial findings but the cleanup efforts are continuing in the new financial system.
- The 2018-19 budget does not show any carryforward but the existing budget covers any overages.
- There is one expanded audit finding regarding commissioners filing conflict of interest forms.

There was no public comment.

IV. Discussion and possible action to approve a contract up to \$450,000 with VIVA Strategy + Communications for communications and website support for the period July 1, 2019 through June 30, 2022

Staff presented the personal service contract with VIVA for three years. This contract will include funds from the Office of Early Care and Education (OECE). First 5 funding will cover work on the website, social media, printed reports, and consulting on potential new projects. OECE funding will cover its communications support and outreach. Some funds from both departments will cover joint communication planning for projects that overlap.

The following were discussed:

- The two departments have allocated \$75,000 each for a total of \$150,000 per year.
- Separate and joint work of each department.
- VIVA's work strengths and staffing.

A motion to approve a \$450,000 contract with VIVA Strategy + Communications from July 1, 2019 to June 30, 2022 was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:13 pm.

There was no public comment.

This item has been placed on the next Full Commission meeting's consent calendar.

V. Discussion and possible action to approve a contract 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

Staff presented the WELS (Web-Based Early Learning System) contract. WELS is an online database used to manage early care and education Quality Rating and Improvement System (QRIS) data. The funds will provide ongoing licensing, maintenance, and software support for the fiscal year until the Office of Early Care and Education (OECE) completes its transition to a new system, Vertical Change.

The following were discussed:

- Counties are abandoning WELS because it has a limited capability in tracking child data.
- Differences between existing database systems.
- Vertical Change was selected due to its flexibility in allowing users more functionality and ability to accept data from other systems.
- What child data details are tracked in the systems.
- The old child level database, Cocoa.
- Training users on a new system.
- Ability to communicate with the State's system.
- Tracking children across counties.

A motion to approve a contract up to \$150,000 for WELS System Foundation, LLC was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:29 pm.

There was no public comment.

This item has been placed on the next Full Commission meeting's consent calendar.

VI. Commissioner Update

The following updates were provided:

- The Department of Children Youth and their Families (DCYF) will begin its next cycle of the needs assessment.

There was no public comment.

VII. Interim Executive Director Update

The following updates were provided:

- Various upcoming report deadlines.
 - First 5 annual and audit reports in November.
 - City performance.
 - Office of Child Abuse Prevention (OCAP) report with HSA.
 - Improve and Maximize Programs so All Children Thrive (IMPACT) grant reports.
 - Help Me Grow reports.
- First 5 Association working on the 2020 census in regards on obtaining an accurate count of birth to five and participation messaging.
- State budget and legislation.
- IMPACT grants redesign.
- San Francisco Library ongoing exhibit on early childhood and inquiry-based learning through October.
- Preschool Day at the Academy of Science on October 23.
- Administrators' Roundtables.

There was no public comment.

VIII. ADJOURNMENT

Meeting was adjourned at 3:56 pm.