

**1. Call to order**

The meeting was called to order at 4:33 pm.

**2. Roll Call**

**Commissioners Present:** Lynn Merz, Linda Asato, Maria Su, E'Leva Hughes Gibson (Tardy), Supervisor Melgar, Zea Malawa, Joan Miller (Tardy)

**Staff Present:** Theresa Zighera

**Absent:** Aline Armstrong

**3. General public comment**

There was no General public comment.

**4. Approval of the Consent Calendar:**

**a. Discussion and possible action to approve the February 3, 2021 meeting minutes.**

**b. Discussion and possible action to award and approve a grant to Good Samaritan Family Resource Center to provide family support services for children, families, and educators at 15 family childcare homes serving dual language learners, selected through RFQ #2021 -01, in an amount up to \$170,000 from March 1, 2021, to June 30, 2022.**

Commissioner Asato requests a correction of the spelling of her last name in the February 3, 2021 meeting minutes.

There was no public comment.

There was no further discussion, and the motion to approve the Consent Calendar was made by Commissioner Su and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 4:39 pm

**5. Discussion and possible action to approve a grant to Tandem, Partners in Early Learning for provisions of a Home Literacy Program (Early Childhood Quality Improvement Services, RFQ 2020-02) in an amount up to \$317,557 (\$150,000 in FY2020-21 and \$167,557 in FY2021-22) from April 1, 2021, to June 30, 2022**

First 5 Staff and Tandem Partners in Early Learning provided background information and the following highlights:

- The project will serve 900 children enrolled in underserved FCC's;

- 100 FCC Providers will receive ten books to add to their classroom libraries along with relevant activity guides. They will have option to join a monthly “Book Club” to discuss and share early literacy practices.
- Children of these FCC providers will receive ten quality, culturally and linguistically relevant books, accompanying activity guides in multi-languages, and backpacks with arts and crafts materials to support completion of activities.
- 10 FCC providers will serve as “Program Leaders.”
- The participating FCC cohort will be inclusive of the 17 FCC’s that are part of the state Dual Language Learning grant.

Commissioners commented on the following:

- Desire to ensure that all materials (books and activity guides) are able to be used by parents who might have varying levels of literacy themselves.
- Inquiries and discussion about current target of 900 children and whether this can be expanded. Commissioners would like to see this effort expanded to more children and families in the future.
- Each site will have coaching and continuous quality improvements per our local and state early literacy quality standards.
- The application process should be equitable. There is a challenge reaching Black and Pacific Island families, and application should be effective in reaching out to these communities.

There was no public comment.

There was no further discussion and a motion to approve Tandem, Partners in Early Learning for provisions of a Home Literacy Program (Early Childhood Quality Improvement Services, RFQ 2020-02) in an amount up to \$317,557 (\$150,000 in FY 2020-21 and \$167,557 in FY2021-22) from April 1, 2021, to June 30, 2022, was made by Commissioner Malawa and seconded by Commissioner Hughes-Gibson.

The motion carried unanimously and was approved at 5:09 pm.

## **6. Public Hearing on the First 5 California 2019-20 Annual Report**

Staff provided an overview of the First 5 California 2019-20 Annual Report. The following was highlighted:

- The First 5 California Annual Report is a compilation of all county annual report data submitted in October 2020.
- Staff will disseminate via email the First 5 California 2019-20 Annual Report link to all Commissioners.

There was no public comment.

There was no further discussion, and a motion to accept the First 5 California 2019-20 Annual Report was made by Commissioner Malawa and second by Commissioner Hughes-Gibson.

The motion carried unanimously and was approved at 5:39 pm

## **7. Update on the First 5 San Francisco (First 5) and Office of Early Care and Education (OECE) Cross-Departmental Planning and Joint Strategic Plan**

Staff presented information and the following highlights that are in accordance with the timeline for New Department of Early Childhood becoming fully operational by July 2022:

- First 5 and OECE will move into a newly renovated office at 1650 Mission Street, Ste. 300. Move and renovation logistics are currently underway with anticipated move-in date of July 2021.
- First phase of a multi-phase hiring process is also underway with an anticipated 4-5 staff hired by summer 2021. First hiring phase is focused on contracts, human resources/equity, and Fiscal. This will be followed by two more hiring phases focused on grants management, evaluation, and shoring up programmatic areas after Strategic Plan is completed.
- First 5 and OECE are revisiting legal parameters and governance structures with the City Attorney office in order to determine whether any ordinance and/or charter changes need to be introduced.
- Overview of joint strategic planning accomplishments, challenges, and lessons learned.
- OECE and First 5 are at a pause-point as a result of initial Strategic Planning Contract with VIVA Social Impact Partners being spent down more rapidly than anticipated. Staff do not want to rush into second contract without reflecting on priorities and more effective plan for moving forward likely with a new consultant.
- Will release an Informal Bid to existing Pre-Approved Consultant list and conduct interviews to select and bring forward to Commissioners a recommendation for a new consultant.
- Meanwhile much of the strategic planning work continues to move forward including: parent survey, grantee survey, and grantee focus groups.
- Expect to still have a finalized plan by December 31, 2021.

Commissioners commented on the following:

- Importance of, and strategies for building relationships across departments and ensuring that staff are prepared and ready for changes that will come as part of any reorganization.
- Sustaining joint racial equity work at multiple levels (personal, relational, organizational, funded programs, systems) as a key focus and component of both the infrastructure reorganization and the strategic planning.
- Opportunities for staff and Commissioner retreats as part of planning.

Discussion only.

There was no public comment.

## **8. Policy and Planning Ad Hoc Committee Update and Fiscal Committee**

- The Planning Ad Hoc Committee had no meeting due to no quorum.
- Fiscal Committee heard several contracts in \$50,000 to \$100,000 range, including Family Resource Center navigation supports for Family Child Care Dual

Language Learning Cohort; WestEd for translation of quality rating and improvement assessment materials into Chinese; and supports to new satellite family support sites in Bayview Hunters Point (Mission Neighborhood Centers FRC) and Portola (Portola Family Connections FRC).

### **9. Commissioners Updates**

- Commission Chair Merz will be out on medical leave for May 2021.
- Commissioner Malawa provided overview of new legislation (SB 65 and AB1338) that will be particularly impactful for Black birthing people and Black families through new maternal care and service requirements and support of financial assistance demonstration and research projects, including adjustments to CalWORKS.

### **9. Interim Director Update**

- Staffing updates provided.
- Children and Families Commissioners met all 2021 Sunshine and Annual Statement of Economic Interest (Ethics Commission) requirements on time.

### **10. Adjourn**

March 3, 2021, the meeting of the full commission adjourned at 6:31 pm.