



Lynn Merz, Commission Chair  
Zea Malawa, Commission Vice Chair  
Theresa Zighera, Interim Executive Director

COMMISSIONERS:  
Aline Armstrong  
Linda Asato  
E'leva Hughes Gibson  
Supervisor Myrna Melgar  
Joan Miller  
Maria Su

## **MEETING MINUTES SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**

**DATE:** Wednesday, May 4, 2022

**TIME:** 4:30pm – 6:30pm

**PLACE:** <https://us06web.zoom.us/j/85951955785>

**Zoom Public Access Number:** US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782  
or

+1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID:** 859 5195 5785

**Public Comment Email:** [First5sf@first5sf.org](mailto:First5sf@first5sf.org)

1. Call to order

The commission meeting was called to order at 4:35 pm

2. Roll call

Present: Zea Malawa, Aline Armstrong, E'leva Hughes-Gibson, Supervisor Myrna Melgar, Joan Miller, Maria Su, and Theresa Zighera

Absent: Lynn Merz and Linda Asato

3. Approval of Resolution Making Finding to Allow Teleconference Meetings for San Francisco Children and Families Commission under California Government Code Section 54953 (e) until following 30-day review, having considered the circumstances of the state of emergency and the local officials continue to impose or recommend measures to promote social distancing.

Staff presented information to support the Commission in determining the required findings, namely that the Mayor and San Francisco Public Health Officers continue to allow and encourage most San Francisco boards and commissions to meet remotely in consideration of the ongoing state of emergency, and in order to ensure public safety.

There was no further discussion.

There was no public comment.

A motion to approve findings and allow teleconference meetings for San Francisco Children and Families Commission under California Government Code Section 54953 (e) until next 30 day review, having considered the circumstances of the state of emergency and that local officials continue to impose or recommend measures to

promote social distancing, was made by Commissioner Su and second by Gibson. The motion carried unanimously and was approved at 4:38 pm.

4. General public comment:

There was no public comment

5. Approval of the Consent Calendar

Discussion and possible action to approve April 6, 2022, Full Commission meeting minutes.

There was no further discussion.

There was no public comment.

A motion to approve April 6, 2022, Full Commission meeting minutes was made by Commissioner Su and second by Commissioner Melgar. The motion carried unanimously and was approved at 4:40 pm.

6. Public Hearing on the First 5 California 2020-21 Annual Report.

Staff provided an overview of this requirement of the California Children and Families Act.

Each county commission must hold a public hearing on the California Children and Families Commission Annual Report, including information about how to access the report and opportunity for discussion and public comment. The total annual report can be viewed online at:

<https://www.cafc.ca.gov/pdf/commission/meetings/handouts/Commission-Handouts-2022-01-27/Item-3c-Attachment-A-Draft-2020-21-Annual-Report.pdf>

There was no further discussion.

There was no public comment.

A motion to affirm the public hearing and accept the report was made by Commissioner Hughes-Gibson and second by Commissioner Miller. The motion carried unanimously and was approved at 4:42 pm.

7. Discussion and possible action to approve family Resource Center (FRC) planning grants for expansion of cross-sector partnerships in Early Care and Education and Clinical Settings for April 1, 2022, through June 30, 2023.

Agency	Grant Type/Description	Up to Amount
A. Felton Institute	Infant Mental Health Collective Impact Task Force	\$189,013
B. Good Samaritan FRC	Connections with Family Child Care and FRCs	\$200,000
C. Our Family Coalition	FRC On-site and Off-site Referrals for Mental Health Supports	\$140,000
D. Safe & Sound	City-wide Family Advisory Council	\$200,000
E. Support for Families of Children with Disabilities	City-wide Developmental Screening and Mid-level Assessment	\$200,000
F. Wu Yee Children’s Services	FRC and Health Clinic Cross-sector Prenatal Care Model	\$200,000

Staff provided highlights of the timeline and past Commissioner actions leading up to this agenda item:

- June 2021: Mayor and Board of Supervisors allocated \$11,050,000 to FRCs from General Fund in FY2021-22 and FY2022-23 Budget; non-Prop 10 funds
- September 2021: Commissioners approved allocation plan, inclusive of \$1,129,013 for enhancing cross sector service delivery between FRCs and preschools, family child care, and clinical settings
- November 2021: Commissioners approved a planning-focused RFP #CFCFY22-02 titled Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings
- December 2021 – March 2022: RFP application was released, returned, reviewed and scored; all applications were found to be responsive to the Commissioner approved RFP by an external review panel

Proposal planning activities vary between FRCs and cross-sector providers in the preschool, FCC, and clinical sectors, but all projects are required to include the below grant deliverables.

- Final Report: In the last quarter, applicants write a progress report business plan that incorporates learning, future activities, and directions.
- Reports will include a section for grantees to reflect on the applicability of funding efforts, beyond populations targeted by grant’s activity, to multiple priority populations experiencing marginalization, systemic inequity, and health inequities, including Black/African American, Latino/a/x, Native American/Indigenous, Pacific Islander, and Asian Communities. Grantees should make recommendations for replication, expansion, and application for each of these population groups.

- Outreach/Enchantment: Grantees should conduct additional, culturally responsive engagement and perspective seeking among multiple priority populations experiencing marginalization, systemic inequity, and health inequities, including Black/African American, Latino/a/x, Native American/Indigenous, Pacific Islander, and Asian communities. Engagement can take the form of interviews, focus groups, community conversations, surveys, and other information gathering modalities.

DEC is developing a racial equity grant making framework that will apply globally to funded grants. This may result in additional evaluation activities expected of grantees, including but are not limited to: data collection; reporting; evaluation; outreach and engagement to support understanding of equitable implementation and impact of funded activities.

Per new RFP/RFQ template initiated in spring 2022, funded organizations should be prepared to share upon request: organizational plans, strategies, and activities to address racial equity and inclusion among staff and program participants; internal controls that regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement; mission and/or inclusion statements, non-discrimination documents, and/or other supporting documents; community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

Commissioners discussed and expressed the following priorities and clarifications:

- Clarification of whether the grant-making framework process for DEC would be developed internally by DEC staff or by community and desire to see a collaborative process.
- Shifting to more equitable work in community also requires shifting how feedback is gathered, reviewed, and examined with a tailored approach to diverse stakeholders and a critical, honest look at the changes needed to respond to input and feedback.
- Desire to reach out and obtain feedback during the outreach process through not just surveys, but also interviews and conversations.
- Ensure we are not leaving groups behind or settling for mediocrity, especially when it comes to efforts related to mental health and infant mental health; similarly ensure that we are always framing the question as “how this will move us toward an equitable San Francisco” and being flexible in approaches to allow for a focus on groups that are highly excluded, not just a applying a universal service lens.
- Desire to see planning that is inclusive of school district and Dept of Public Health.

There is no further discussion.

There was no public comment.

A motion to approve Family Resource Center (FRC) planning grants for expansion of cross-sector partnerships in Early Care and Education and Clinical Settings for April 1, 2022, through June 30, 2023, was made by Commissioner Melgar and seconded by Commissioner Su. The motion carried unanimously and was approved at 5:09 pm.

8. Discussion and possible action to approve second-year funding to City College of San Francisco in the amount up to \$196,305 for Training and Technical Assistance Services for Early Childhood Quality Improvement, RFQ #2020-02,

for a total contract amount up to \$422,320 to complete the contract term July 1, 2021, through June 30, 2023.

Staff presented background on City College San Francisco Early Childhood Quality Improvement one year Training and Technical Assistance contract.

- In June 2021, the Commission authorized a contract term from July 1, 2021 to June 30, 2023 for City College of San Francisco (CCSF) and approved year one funding in the amount of \$226,015 in order to provide training and technical assistance services.
- The Commission requested staff to provide an update of the agency's performance prior to approval of a second year of funding within the approved contract term.
- During the past year, CCSF has demonstrated capacity to successfully provide outreach and registration support to early childhood educators, implement early childhood coursework, and offer ongoing resources and supports that are effective in assisting educators in center-based programs as well as family child care homes to meet educational standards of quality.
- State Department of Education funding for the California Teacher Mentor Program has been restored so funding is no longer needed for this component in year two; however it should be noted that CCSF did effectively implement the African America Educator Mentor Cohort during FY2021-22, despite difficulties finding quality and qualified African American mentors due to the COVID pandemic.

Approval of \$196,305 for FY2022-23 would allow CCSF to finish out the contract term, and ensure continuation of the below activities successfully demonstrated in year one:

- Provision of multi-lingual early childhood core unit coursework and coursework with a focus on teaching Dual Language Learners;
- Multilingual academic advising and counseling to support both ELS and Pre-ELS early childhood educators; and
- Development of learning fairs and maintenance of the tinkering/loose parts Resource Center for early childhood educators.

The below project and agency level equity measures will be incorporated:

- Course Enrollment
  - 125 educators from diverse cultural and linguistic backgrounds will successfully be enrolled into five 3-unit classes; 85% will successfully complete coursework.
  - 100% of the tuition cost & registration fees will be subsidized for enrolled educators.
- Advisory Meetings
  - 35 educators from diverse cultural and linguistic backgrounds will be supported by college counselors through advisory meetings; 100% will complete an academic plan by the close of the fiscal year.
  - 90% of educators will be linked to additional services and supports (e.g. ELS tutoring).
- DEC is developing a racial equity grant making framework that will apply globally to funded grants. This may result in additional evaluation activities expected of grantees, including but are not limited to: data collection; reporting; evaluation; outreach and engagement to support understanding of equitable implementation and impact of funded activities.

- Per new RFP/RFQ template initiated in spring 2022, funded organizations should be prepared to share upon request: organizational plans, strategies, and activities to address racial equity and inclusion among staff and program participants; internal controls that regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement; mission and/or inclusion statements, non-discrimination documents, and/or other supporting documents; community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

Staff from CCSF presented highlights from their work in 2021-22; of particular success has been clearing the space and building out the Tinkering and Loose Parts Resource Center for early childhood educators. This was a collaborative effort that has helped to energize, inspire and re-connect the early care and education community after the disruption of the Covid pandemic.

Commissioners discussed and expressed the following priorities and clarifications:

- Black childcare providers are essential as there is a lack of trust among parents in non-Black providers. Black parents have to make heart-wrenching decisions between economic stability and leaving their children in care settings where they are not confident their children will be seen, safe, loved and nurtured. It would be important to create mechanisms (classes, panels, conversations, paid opportunities for parents) where providers could hear from Black parents first-hand and understand their perspectives and experiences in order to bring about change.
- Exploring strategies and mechanisms to appropriately compensate and free up time for Black providers to become mentors, since Black and African American mentor recruitment has been a challenge and providers are reporting they do not have the capacity mentor at this time.

There was no further discussion.

There was no public comment

A motion was made by Commissioner Malawa to approve second-year funding to City College of San Francisco in the amount up to \$196,305 for Training and Technical Assistance Services for Early Childhood Quality Improvement, RFQ #2020-02, for a total contract amount up to \$422,320 to complete the contract term July 1, 2021, through June 30, 2023 and seconded by Commissioner Hughes-Gibson. The motion carried unanimously and was approved at 5:56 pm.

9. Discussion and possible action to approve a grant to Safe & Sound for training and field-building for family support, RFP CFCY22-03 in an amount up to \$325,000 annually, plus contingency for FY22-23 and FY23-24 and renewable for up to three additional years.

Staff provided highlights of the timeline and past Commissioner actions leading up to this agenda item:

- FRC Funders (DCYF, HSA, and First 5) and Commissioners have jointly supported FRC technical assistance and training (SF Family Support Network) and also field, network, and leadership building (FRC Alliance) since 2005 and 2019 respectively.

- Joint FRC Funders are seeking an integrated scope of work that encompasses above components and further will apply to a broad spectrum of providers beyond agencies funded directly by the FRC Initiative.
- January 2022: Commission approved RFP CFC FY22-03 for Training and Field Building for Family Support.
- February – April 2022: RFP application was released, returned, reviewed and scored; a single application was submitted by Safe & Sound and determined to be responsive to the Commissioner approved RFP by an external review panel

The focus of the current initiative funding cycle will be to:

- Maintain continuity and enhanced training, technical, assistance, field-building and networking across family support agencies
- Combine the two components of SF Family Support Network and FRC Alliance, including re-establishing joint governance and engagement strategies.
- Achieve performance measures reflecting key timeline events, project milestones and deliverables related to this organizational re-structuring.

Safe & Sound has committed to a number of diversity and equity goals for this funding cycle. Diversity and equity metrics listed below will be surveyed, evaluated, implemented and articulated through data reporting each quarter:

- Adaptations to mandated reporting training to address biased reporting
- Ongoing implementation of equity and diversity in core training modules
- Network training committee will make recommendations for further enhancing current training outlines with additional equity and diversity modules
- Maintenance of monolingual Spanish trainings initiative in FY2020-2021
- Quarterly meetings with FSN Members will regularly solicit and incorporate feedback on needed learning and development to better support clients and communities
- Establishing greater transparency, learning, and accountability around Equity and Anti-Racism at FSN trainings, member meetings, and PCDL Committee meetings through reflection, shared dialogue, and community-building

DEC is developing a racial equity grant making framework that will apply globally to funded grants. This may result in additional evaluation activities expected of grantees, including but are not limited to: data collection; reporting; evaluation; outreach and engagement to support understanding of equitable implementation and impact of funded activities.

Per new RFP/RFQ template initiated in spring 2022, funded organizations should be prepared to share upon request: organizational plans, strategies, and activities to address racial equity and inclusion among staff and program participants; internal controls that regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement; mission and/or inclusion statements, non-discrimination documents, and/or other supporting documents; community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

There was no further discussion.

Public Comment made by Jenny Pearlman from Safe & Sound thanking the Commission and funding partners for their long-time investment in the work and expressing

excitement about the joining together of the Family Support Network and the FRC Alliance and potential to not only broaden scope but also broaden diversity, equity and inclusion work and increase opportunities for learning.

A motion was made by Commissioner Miller to approve a grant to Safe & Sound for training and field building for family support, RFP CFCFY22-03, in an amount up to \$325,000 annually, plus contingency for FY22-23 and FY23-24 and renewable for up to three additional years. The motion was seconded by Commissioner Melgar, carried unanimously and was approved at 6:08pm.

## 10. Department of Early Childhood Ordinance.

Staff presented the following overview and highlights to Commissioners for consideration:

- The legislation needed to authorize the formation of the Department of Early Childhood (DEC) as local governing ordinance that enacts revisions to the existing administrative code; it is not a charter amendment.
- The DEC governing ordinance would legally establish the following within SF administrative code: Department of Early Childhood; San Francisco Families Commission (Membership, powers, and duties); San Francisco strategic plan for support of and improvement of early childhood development; Early Childhood Citizens Advisory Committee (Purpose, membership terms, and duties)
- Public will have continued opportunity to review and weigh in during the 30-day waiting period at the commission and BOS hearing.
- In the final step Board of Supervisors will review and vote.

Commissioners discussed:

- Future role of Commissioners and extend of fund oversight. Commissioners' oversight of state Prop 10 funds would continue; Mayor retains oversight of local funds. Commissioners would also continue to perform several advisory and policy roles for the early childhood system and well-being of young children.
- Efficiencies that can be created in grant-making, reporting, and data collection under the new Dept of Early Childhood.
- Importance of continuing to involve community in the formation of the new department, ordinance, and governance structure creation.
- Desire for mission and vision to be reflected in the ordinance and for some of the outdated language to be updated.
- Process and timeline moving forward with Board of Supervisor approval and role of Commissioners in approving and providing feedback.

No further discussion.

Public Comment provided by Sara Hicks-Kilday, Early Care Educators of San Francisco, and Gina Fromer, Children's Council of San Francisco to express appreciation of the Commission's forward-thinking; desire of the public to have input into the Strategic Plan, budget, and formation of the new Dept of Early Childhood; desire to have opportunities for shared dialogue between the Commission and the Citizen's Advisory Committee; and availability and willingness to support the planning and process.

11. Committee Announcements

No committee announcements.

12. Commission Announcements

No commission announcements.

13. Interim Executive Director Announcement

Staff will poll for a Special Commission meeting in June to review and approve the Strategic Plan.

14. Adjournment

Meeting was adjourned at 6:29 pm.