

**I. Roll Call**

Commissioner Merz called the meeting to order at 2:45 pm.

**Present:** Linda Asato, Maria Su, and Theresa Zighera

**Absent:** Lynn Merz

**II. General Public Comment**

There was no general public comment.

**III. Discussion and possible action to approve the February 27, 2019 Fiscal Committee meeting minutes.**

There was no further discussion and a motion to approve the February 27, 2019 minutes was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 2:46 pm.

There was no public comment.

**IV. Discussion and possible action to approve an office relocation budget in an amount up to \$75,000.**

Staff presented that the First 5 office will be re-located within the Fox Plaza building due to a clause in office lease that allows property management this action. The projected date of move is in late June. Staff is requesting an amount up to \$75,000 to cover the relocation costs. Some costs may be credited back to First 5 from the property management firm.

A motion to approve an office relocation budget of up to \$75,000 was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 2:50 pm.

There was no public comment.

**V. Discussion of the 2018-19 year-to-date financial report.**

Staff presented the year to date financial results. The results are typical for this time of year. However, state revenue is slower than usual. The recoveries reflect activities through December. Delayed recoveries and revenue delivery decrease interest income as staff pays expenses by drawing down on Program Preservation Funds. Grantee expenses will accelerate in the third and fourth quarters.

There was no public comment.

**VI. Discussion and possible action to approve a contract with Sparkler in the amount of \$12,500 for Developmental Screening Mobile Technology Pilot Project from June 1, 2019 to May 31, 2020.**

Staff presented this contract will allow the piloting of a screening process not reliant on paper forms and routing. Sparkler was used in a test at 10 early education sites that were already high performing in administering developmental screening tools. This pilot will explore technology supports for developmental screening process in a broader field of sites.

Pilot will initiate in early summer with limited number of sights and minimal customization of the software package to assess viability and fit for a broader sample of early education sites.

Commissioners and staff discussed that Sparkler allows parents to complete assessments at home via a phone app or web browser. The pilot will provide information to see how well Sparkler is adaptable to our local early education providers and sub-groups in our parent population. By ending the grant in May, it's anticipated year's screening will be complete and analysis of that experience can be reported.

A motion to approve a contract with Sparkler in an amount up to \$12,500 was made by Commissioner Asato and Seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:02.

There was no public comment.

**VII. Discussion and possible action to approve a contract with Diana Wang in the amount of \$60,240 for support and oversight of the Developmental Screening Mobile Technology Pilot Project from June 1, 2019 to May 31, 2020.**

Staff presented that Ms. Wang brings experience as a teacher, knowledge of child welfare systems and medical sector to this contract. She assisted NEMS in designing their work processes and protocols for developmental screening and the follow-up services and referrals. She worked with Judy Li to design the NEMS developmental assessment processes. Ms. Wang is Chinese bi-lingual to support providers and families and will provide implementation and analytical support to the pilot.

A motion to approve a contract with Diana Wang up to an amount of \$60,240 for support and oversight of the Developmental Screening Mobile Technology Pilot was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 3:07.

There was no public comment.

**VIII. Update**

The following were updates:

- Focus has returned to ongoing and routine work processes as leadership transition has settled in.

- First 5 San Francisco and the Office of Early Care and Education have coordinated and collaborated on a lot of work together including SF Family Child Care Quality Network and Early Childhood Mental Health.

There was no public comment.

## **IX. ADJOURNMENT**

Meeting was adjourned at 3:10 pm.