

**I. ROLL CALL**

Commissioner Giraudo called the meeting to order at 4:40 pm.

**Present:** Suzanne Giraudo, Ingrid Mezquita, Linda Asato, Zea Malawa, and Mary Hansell, Katy Tang, and Maria Su

E'Leva Gibson arrives at 4:45 PM

**Absent:** Sylvia Deporto, Lynn Merz

**II. GENERAL PUBLIC COMMENT**

There was no general public comment.

**III. Discussion and possible action to approve the October 5, 2016 meeting minutes**

A motion to approve the October 5, 2016 meeting minutes was made by Commissioner Tang and seconded by Commissioner Su.

The motion carried unanimously and was approved at 4:41 pm.

There was no public comment.

**IV. Public hearing on the First 5 San Francisco 2015-16 annual audit**

The California Children and Families First Act requires an annual independent audit of each county's financial statement. Staff presented the 2015-16 annual audit report. The following highlights were presented:

- The report was issued on October 3, 2016.
- There were no material weaknesses or deficiencies identified.
- The department complied with the expanded audit requirements.
- Interdepartmental work order recoveries are now shown as revenue.
- The revenue recognition period was reduced from 90 to 60 days.
- There were no findings for 2015-16.
- Total revenues were \$51.4 million.
- Total expenditures were \$45.2 million.
- The ending fund balance was \$29.7 million.

A motion to accept the First 5 San Francisco 2015-16 annual audit was made by Commissioner Hansell and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 4:50 pm.

There was no public comment.

**V. Public hearing on the First 5 San Francisco 2015-16 annual report**

Staff presented 2015-16 annual report. The following were presented:

- Annually the state requires submission, via web-based reporting system, and adoption of a county-level Annual Report.

- Highlights and Basic structure of the Annual Report per the state requirements:
  - Data on participants and expenditures is submitted aligned to the four Result Areas.
  - Four Result Areas: Family Function, Child Development, Health, and Systems of Care
  - Data for Results Area is further disaggregated into state prescribed Service Areas.
  - Each Service Area data sheet must have a program expenditure total that is reported in a corresponding line item on the fiscal summary.
  - When totaled, program expenditures on the fiscal summary must tie into the annual audit report.
  - State requests a summary of fiscal year highlights and local evaluation activities.
  - 2015-16 Annual Report deadline October 21, 2016
  - State will hold the report pending any substantial changes made in the November 2, 2016 Public Hearing.

Staff and Commissioners discussed the following:

- Commission request breakdown of Preschool and Transition to Kindergarten.
- Difference between Parent for Public Schools and San Francisco Unified School District Kindergarten enrollment fair.
- Summer Bridge programs can coincide with the Kindergarten enrollment events.
- Further outreach to low income families that do not have access and knowledge to Kindergarten enrollment.
- Parent for Public Schools can help close the gaps.
- Commission propose to staff to agendize discussion on increasing kindergarten enrollment to the Program Committee. Program Committee will approve and recommend agenda item to the Full Commission.
- Collaborate and continue to work with SF HOPE to gather data and partnership.

A motion to accept the First 5 San Francisco 2015-16 annual report by Commissioner Malawa and seconded by Commissioner Gibson.

The motion carried unanimously and was approved at 5:25 pm.

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

**A)** Discussion and possible action to approve grant augmentation of up to \$100,000 to APA Family Support Services for the period of July 1, 2016- June 30, 2017 making total grant for July 1, 2012 – June 30, 2017 up to \$3,428,037. Grant augmentation funding mental health services for families in Visitation Valley and Chinatown using addbacks funding from department of Public Health.

A motion to approve the consent calendar by Commissioner Tang and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 5:25 pm.

## **VII. Commission Miscellaneous Report**

Ashley Summers, Board of Supervisors Katy Tang presented to the Commission the lactation accommodation policy in San Francisco. San Francisco of Board Supervisors passed legislation sponsored by Supervisor Tang to improve our city's lactation policy for our employees. In regards to efforts to pursue legislation that would cover all employees in San Francisco, Supervisor Tang's office is in the process of drafting legislation and have held one stakeholder meeting. Fresno County has a breastfeeding initiative. Supervisor Tang would like to adopt a similar initiative here in San Francisco and would like the Commission to take into consideration in supporting the initiative.

## **VIII. Committee Reports.**

- a. Program Committee report
  - Strategic Plan Impact Area: Child Health
  
- b. Fiscal Committee Report
  - 2016-17 budget augmentation
  - Approve a personal service contract for Applied Survey Research to support implementation of new Family Resource Center evaluation framework and to analyze and plan for kindergarten readiness assessment.
  - Upcoming joint RFPs.
  
- c. Executive Director's Report
  - Rolling out the Strategic Plan
  - Implementing the QRIS
  - December 1<sup>st</sup> and 2<sup>ND</sup> Los Angeles County QRIS

There was no further discussion.  
There was no public comment.

- d. Chairwoman's Report
  - There was no Chairwoman report.

There was no public comment.

## **IX. ADJOURNMENT**

Meeting was adjourned at 5:55 pm.