



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, November 3, 2021

**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

Commissioners Present: Zea Malawa, Linda Asato, Joan Miller, Supervisor Myrna Melgar, Maria Su, E'leva Hughes Gibson (joined 4:40pm), and Aline Armstrong (joined 4:59pm)  
Staff Present: Theresa Zighera

Absent: Lynn Merz

3. Approval of Resolution Making Findings to Allow Teleconferenced 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.

Staff presented information to support the Commission determining the required findings, namely that the Mayor and San Francisco Public Health Officers continue to prohibit San Francisco boards and commissions from meeting in person 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 Melgar. The motion was seconded by Commissioner Su and carried unanimously at 4:39 pm.

#### 4. General public comment

There was no public comment

#### 5. Approval of the Consent Calendar

Discussion and possible action to approve the October 6, 2021 Full Commission meeting minutes.

There was no further discussion.

There was no public comment.

The motion to approve October 6, 2021, Commission meeting minutes made by commissioner Miller, second by Commissioner Asato, and carried unanimously at 4:41 pm.

#### 6. Public hearing on the First 5 San Francisco 2020-21 annual audit.

Staff presented an overview of the 2020-21 annual audit of financial statements as required by the California Children and Families Act.

##### Highlights:

- The First 5 San Francisco Children and Families Commission 2020-21 annual audit report was issued on October 29, 2021.
- Revenues received totaled \$27,519,397; deferred revenues totaled \$1,924,153.
- Expenditures totaled \$26,485,347.
- There were no audit findings for 2020-21.
- The fund balance increased by \$1,034,050 due to deferred revenues from 2019-20 and underspending primarily in administrative areas as a result of staff continuing to work remotely.

##### Commissioner discussed the following:

- Confirmation that there continues to be a steady decline in Prop 10 dollars each fiscal year.
- Practice of billing for inter-departmental workorders and confirmation that departments contributing to jointly funded initiatives are only billed for actual expenditures.
- Community-based organizations (CBO's) have experienced some challenges spending down entirety of their grants due to ongoing impacts of the pandemic. The currently approved budget submitted to Commissioners and Board of Supervisors gives infusion of new dollars to CBO's; CBO's have plans to spend down this fiscal year.
- FY2021-22 fiscal picture anticipated to look different due to forming the new Department of Early Childhood, increased administrative overhead as staff return to office space, and hiring ramp-up.
- Ability to process contracts in a timely manner expected to continue to improve with newly dedicated staff overseeing and working closely with Office of Contracts Administration.

Public Comment: Naeemah Charles, Public Policy Communications Director, Children's Council San Francisco, requested clarification on number of vacant positions for First 5 San Francisco and whether they are in addition to the vacant positions budgeted for the Office of Early Care and Education and new Department of Early Childhood. Staff responded that positions budgeted for the new Department of Early Childhood are inclusive of the one position currently vacant for First 5 San Francisco.

There was no further discussion.

There was no public comment.

A motion was made to approve the First 5 San Francisco 2020-21 annual audit by Commissioner Melgar and seconded by Commissioner Miller. The motion carried unanimously and was approved at 5:01 pm.

## 7. Public hearing on the First 5 San Francisco 2020-21 annual report.

Staff presented an overview of the 2020-21 annual report as required by the California Children and Families Act.

Each year the state requires submission, via web-based system, and adoption of a county-level Annual Report. This process differs from our local evaluation efforts in that it has a primary focus of meeting accountability requirements and is defined by very specific reporting guidelines from the state.

The report is structured as follows per state requirements:

- Three main sections including a Fiscal Summary, Participant/Program Summary, and Evaluation Summary;
- The Fiscal Summary and Participant/Program Summary are inter-connected through reported expenditures;
- Data on participants was submitted within eleven Result and Service area categories;
- Each Result and Service Area category had a corresponding expenditure total entered into the Fiscal Summary;
- When totaled, program expenditures, evaluation expenditures, and administrative expenditures must exactly match the expenditure total on the annual audit.

The report was submitted on time on October 29, 2021 and the state review indicated no errors or edits. Results for First 5 San Francisco will be compiled and combined with all the other counties in the First 5 California annual report.

Commissioners discussed the following:

- Confirmation that state requires reporting of local leveraged dollars since all dollar amounts provided in the annual report must tie exactly to revenues and expenditures in the annual audit.
- Year-to-year comparisons and fluctuations in revenue, expenditures, and numbers served as well as state's use of reported data.
- Decline in participants served, specifically lower than expected numbers of children served and Black/African American families, which given disparities in outcomes and risk factors should be at a rate above 10%.
- Lower than anticipated numbers due to the methodology required to generate unduplicated counts as well as decrease in data quality and data collection during the pandemic.
- First 5 San Francisco has always taken a whole child/whole family approach in funding programs that directly serve children and also support the parents, caregivers, and providers who care for them, thus the impacts are not found in child numbers alone.
- There is an expressed desire to hold Commission and grantees accountable to impacts and results.
- Evaluation frameworks and redefined expectations for grantee accountability centering racial equity are in progress; Commissioners would like to be engaged and lend their support to this effort.

There was no further discussion.

There was no public comment.

A motion to approve the First 5 San Francisco 2020-21 annual reports made by Commission Su. The second by Commissioner Melgar motion was carried anonymously and was approved unanimously at 5:32 pm.

8. Discussion and possible action to approve and authorize the 2021-22 Strategic Planning Advisory Committee to commence official actions and activities.

Under Government Code 1090 and 1091.3, Commissioner Melgar requested to recuse herself from Agenda Item 8. Commissioner Miller moved to grant Commissioner Melgar permission to be excused. The motion was seconded by Commissioner Asato.

There was no further discussion.

There was no public comment.

The motion carried unanimously, and Commissioner Melgar was permitted to be recused at 5:43 pm.

Staff presented names of the purposed Strategic Planning Advisory Committee (SPAC) which includes four parent representatives, one Board of Supervisor, two Commissioners, two Citizens' Advisory Committee Members, three grantee representatives, and three early childhood partner agency representatives.

Staff heard and took into consideration Commissioners' request to revisit SPAC membership to ensure robust representation from the Black and African American community, especially among parent members. Additional outreach was conducted and parent representatives were increased from two to four, including two parents identifying as Black/African American.

Commissioners requested that staff ensure a safe supportive environment for these parent representatives with follow-up before and after meetings to hear feedback about their experience and provide any steps and support needed to address and shift power dynamics.

There was no further discussion.

There was no public comment.

A motion to approve and authorize the 2021-22 Strategic Planning Advisory Committee to commence official actions and activities was made by Commissioner Miller and seconded by Commissioner Hughes. The motion carried unanimously and was approved at 5:44 pm.

9. Discussion of new City and County Vaccination Policy for Contractors and Policy Body Members.

Staff shared that the Mayor has issued an emergency order requiring members of City Policy bodies to be fully vaccinated by December 31, 2021. The charge applies to City boards, commissions, committees, task forces, and other policy bodies. Each Department must send a list of policy bodies and members and assign a point of contact. Department of Human Resources will coordinate with the point of contact to complete reporting of vaccination status for policy body members.

There was no further discussion.

There was no public comment.

#### 10. Committee Updates:

- a. Fiscal Committee: No meeting in October
- b. Program Committee: No meeting in October
- c. Policy and Planning Ad Hoc Committee: No meeting in October

#### 11. Commissioner Updates

- Board of Supervisors passed Resolution for program overseen by Mayor's Office of Housing to assist low-income families with asset building and home ownership, specifically women currently or interested in pursuing family childcare. The Board has also now created an \$10million innovation fund to provide funding for the program. Intent is to not only provide the dollars but the technical assistance necessary to access the dollars.
- Federal Build Back Better Act is looking promising with Paid Family Leave reincorporated and childcare being the second biggest expenditure item. The legislation would address many areas of childcare need including income qualifications, quality, and comparable wages. State is now positioning to be able to apply for and distribute new funds.
- Two recently released reports that are an important resource to Commissioners and community. The San Francisco BIPOC Family Justice Summit just released a report of recommendations about what Black Indigenous and People of Color need to thrive in San Francisco. The report focuses on the child welfare system, but also has recommendations for the educational system, health care systems, and broader community. The San Francisco Abundant Birth Project has released a brief on Protecting Benefits in Guaranteed Income Pilots: Lessons Learned from the Abundant Birth Project, providing recommendations for entities pursuing universal basic income initiatives.

#### 12. Interim Executive Director Update

- Status of Woman will be releasing a survey on diversity and equity on Boards and Commissions. Staff will be forwarding information on to Commissioners and while not mandatory, Commissioners are encouraged to review and complete, and staff encourage the commission to review and complete
- Upcoming meeting schedule for November and December reviewed. Next committees proposed for November 17 and Full Commission as scheduled on December 1 with anticipated winter recess in January 2022.

#### 13. Adjourn

The commission meeting was adjourned at 5:57 pm.