

1. Call to order

The meeting was called to order at 4:38 pm.

2. Roll Call

Present: Lynn Merz, Zea Malawa, Aline Armstrong, E'leva Hughes Gibson, Joan Miller, Maria Su, and Theresa Zighera
Linda Asato arrived at 5:10 pm

3. General public comment

There was no general public comment.

4. Results of a desk audit conducted by the State's Controller's Office (SCO) on the First 5 San Francisco 2018-19 issued audit report

Staff presented the results of the desk audit that was conducted the State's Controller's Office (SCO). The following highlights were presented:

- The finding itself was cleared.
- A report format finding was determined.
- The finding itself was not properly labeled in the original issued report.
- The SCO requires that all recipients of the original report receive a copy of the re-issued report.
- The reissued report will be emailed to all Commissioners after the meeting.

This was a discussion item only.

There was no public comment.

5. Public hearing on the First 5 San Francisco 2019-20 annual audit

Staff presented the 2019-20 annual audit. The following highlights were provided:

- Report was issued on October 27, 2020.
- The 2018-19 finding was fully resolved.
- Total revenues were \$29.9 million, a 12% increase compared to the prior year.
- Total amount of deferred revenues was \$2.4 million.
- Total expenditures were \$27.3 million, a 5% increase compared to the prior year.
- Fund balance increased by \$2.6 million.
- Staff plans to use the savings in revenues for replenishing the emergency funds, implementing the racial equity plan, community engagement for the strategic plan, prioritizing emergency response for the African American community, and exploring future emergency response and recovery funding.
- No findings for 2019-20.

Commissioners commented on the following:

- The initial emergency funds that were awarded to the Latino family resource centers.
- Plans to prioritize emergency response to the Black community and families of young children.

There was no further discussion and a motion to accept the First 5 San Francisco 2019-20 audit was made by Commissioner Malawa and seconded by Commissioner Hughes Gibson.

The motion carried unanimously and was approved at 4:53 pm.

Public comment:

Eric Fischer, Children's Council of San Francisco, asked about the consultant for the strategic planning process.

6. Public hearing on the First 5 San Francisco 2019-20 annual report

Staff presented the 2019-20 annual report. The following highlights were provided:

- An annual report is required by the California Children and Families First Act.
- This report aligns with the annual audit and is due at the same time.
- The data is derived from the family resource center initiative and early care and education/Title V enrollment information.
- The report summary includes evaluation and policy activities.
- The data is reported into three service areas – general/targeted family support, health systems/Help Me Grow and early interventions, and early care and education/quality rating and improvement.
- There was a participation decline/disruption in the data due to COVID-19.
- Additional reports/dashboards will be made available in 2021.

There was no further discussion and a motion to accept the First 5 San Francisco 2019-20 annual report was made by Commissioner Malawa and seconded by Commissioner Miller.

The motion carried unanimously and was approved at 5:02 pm.

There was no public comment.

7. Discussion and possible action to approve a grant augmentation of up to \$75,000 to Instituto Familiar de la Raza for family support activities at food hubs and COVID testing sites in the Excelsior from July 1, 2020 to June 30, 2021

Staff presented the grant augmentation for Instituto Familiar de la Raza. The following highlights were presented:

- This is a general fund addback.
- These funds will support Spanish speaking families impacted by COVID-19 through a food hub and a COVID testing site.

Commissioners discussed the following:

- Clarification that funds will be used to pay a staff person to go to a COVID testing site to provide wrap-around services.
- Wait time for families at COVID testing sites varies throughout the City but could be up to three hours or longer.
- Better monitoring and/or tracking of impact metrics is eventually needed.

There was no further discussion and a motion to approve a grant augmentation of up to \$75,000 to Instituto Familiar de la Raza for family support activities at food hubs and COVID testing sites in the Excelsior from July 1, 2020 to June 30, 2021 was made by Commissioner Su and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 5:12 pm.

There was no public comment.

8. Discussion and possible action to approve a grant to Children’s Council of San Francisco for the Programmatic Fiscal Services Agent for early childhood quality improvement services, RFQ #2020-01, in an amount up to \$2,681,822 from January 1, 2021 to June 30, 2021.

Under Government Code 1090 and 1091.3, Commissioner Asato requested to recuse herself from agenda item 8. Commissioner Malawa moved to grant Commissioner Asato permission to be excused and seconded by Commissioner Merz.

The motion carried unanimously, and Commissioner Asato was permitted to be recused at 5:22 pm.

Staff presented the grant for Children’s Council of San Francisco. The following highlights were presented:

- A new RFQ was released in September.
- Children’s Council of San Francisco was only one applicant, but they meet all the requirements of the RFQ.
- This will be a six-month contract for the remainder of fiscal year 2020-21.
- The programmatic fiscal agent contract will mostly disburse funds for the Quality Rating and Improvement System (QRIS) activities.
- A programmatic fiscal agent allows the program staff to seamlessly get funds out the door to grantees.
- The QRIS contractual process is currently being reviewed.

Commissioners discussed the following:

- Programmatic aspirations for this new contract.

There was no further discussion and a motion to approve a grant to Children’s Council of San Francisco for the Programmatic Fiscal Services Agent for Early Childhood Quality Improvement Services, RFQ #2020-01, in an amount up to \$2,681,822 from January 1,

2021 to June 30, 2021 was made by Commissioner Miller and seconded by Commissioner Su.

The motion carried unanimously and was approved at 5:23 pm.

Public Comment:

Eric Fischer from Children's Council thanked the Interim Executive Director for this grant and the partnership opportunity.

Gina Fromer from Children's Council thanked the Commission for the approval.

The consent calendar was moved up one item on the agenda.

9. Approval of the Consent Calendar

- a. Discussion and possible action to approve the October 7, 2020 meeting minutes

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

The motion carried unanimously and was approved at 5:24 pm.

There was no public comment.

10. Update on the joint First 5 and Office of Early Care and Education racial equity planning

Staff gave an update on the joint First 5 and Office Early Care and Education (OECE) racial equity planning. The following highlights were presented:

- The plan is due on December 31, 2020 to the Office of Racial Equity.
- A joint team from both departments participated in developing this racial equity plan for phase 1.
- A copy of the comprehensive plan can be sent out to Commissioners.
- Phase 1 includes seven sections – hiring and recruitment; retention, promotion, and protection; discipline and separation; diverse and equitable leadership and management; mobility and professional development; organizational culture of inclusion and belonging; and boards and commissions.
- A high-level overview with goals and action highlights of each section was presented to the Commission.
- Both departments will hold staff accountable for implementing this plan.
- OECE's Citizen's Advisory Committee (CAC) will also review this racial equity plan.
- Include how constituents, especially parents, are represented in the Commission and the CAC.

Commissioners discussed the following:

- 24 out of 27 employees completed the survey.
- First 5 relocating to a new space with the Office of Early Care and Education.

- Appreciation on the attention around representation in the staff when it comes to promotion and performance evaluation.
- This is a comprehensive plan around staffing, retention, recruitment, and performance.
- All departments are going through the same process.
- Complexity of the process.
- Difference between sponsorship and mentorship.
- What does inclusion mean or look like in the work environment.
- The need to have and support a more representative board.
- The need to create an equity outcome framework for grantees.
- The different governance structures for the Commission and the CAC.
- The undertakings of the joint racial equity action planning team.

This was a discussion item only.

There was no public comment.

11. Committee Update

There were no Committee updates.

There was no public comment.

12. Commissioner Updates

The following were presented:

- Commissioner Malawa's team published an article on racism in child health.
- Commissioner Asato mentioned that the California master plan on early care and education was released.

There was no public comment.

13. Interim Executive Director Update

The Interim Executive Director presented the following:

- A strategic planning discussion will be held on December 16, 2020.
- First 5 will be out of its current office by December 31, 2020 and temporarily in storage until the new space is ready.
- A timeline for strategic planning.

Public Comments:

Christina Collosi from VIVA reiterated the timeline and discussion items of the strategic planning process.

14. Adjourn

Commissioner Merz wished everyone a happy holiday.

Meeting was adjourned at 6:35 pm.