

I. Roll call.

Commissioner Giraudo called the meeting to order at 4:42 pm.

Present: Suzanne Giraudo, Mary Hansell, E'leva Gibson, Zea Malawa, Maria Su and Laurel Kloomok

Linda Asato arrived at 5:05 PM

Absent: Lynn Merz, and Sylvia Deporto

The agenda was reshuffled and heard in the following order: agenda item VI, III, IV, V, X, VI, VII, VIII, and X.

II. General public comment.

There was no general public comment.

III. Approval of the consent calendar.

- a) Discussion and possible action to approve the December 2, 2015 meeting minutes
- b) Discussion and possible action to approve the January 6, 2016 meeting minutes.
- c) Discussion and possible action to approve the February 3, 2016 meeting minutes.
- d) Discussion and possible action to approve the March 2, 2016 meeting minutes.
- e) Discussion and possible action to approve the May 4, 2016 meeting minutes.
- f) Discussion and possible action to approve a personal service contract up to a nine year total of \$315,000, \$210,000 for July 1, 2016 through November 30, 2021 with the possibility of \$105,000 for an additional three years through November 30, 2024, to Macias Gini & O'Connell LLP for audit services, pending funding availability and performance.

A motion to approve the consent calendar was made by Commissioner Hansell and seconded by Commissioner Su.

The motion carried unanimously and was approved at 4:43 pm.

There was no public comment.

IV. Discussion and possible action to approve the revised departmental budgeting policy and procedure.

Staff presented a revised First 5 San Francisco department budgeting policy and procedure. This new policy and procedure will do the following:

- Align the budget with the strategic plan and audited financial report.
- Create budgets that require inclusion of estimated use of prior year savings.
- Authorize staff and the Controller's Office to officially close the accounting books annually rather than allowing funds to rollover year after year.
- Provide a detailed timeline for staff and Commissioners.

A motion to approve the revised departmental budgeting policy and procedure was made by Commissioner Su and seconded by Commissioner Hansell.

The motion carried unanimously and was approved at 4:47 pm.

There was no public comment.

V. Discussion and possible action to approve closing out the unspent budget from prior years accumulated through the end of fiscal year 2014-15 and 2015-16.

The City and County of San Francisco is preparing to update its financial systems on July 1, 2017. To prepare for the migration to the new system, each department will need to clean its accounting data. The Controller's Office requested that First 5 San Francisco obtain the Commission's approval and authorization to close out the prior years' unspent budgets that were accumulated through fiscal year 2014-15 and 2015-16.

A motion to approve closing out the unspent budget from prior years accumulated through the end of fiscal year 2014-15 and 2015-16 was made by Commissioner Su and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 4:49 pm.

There was no public comment.

VI. Discussion and possible action to approve a grant in the amount of \$915,298 for S.F. Unified School District Early Education Department for FY2015/16 for the Child Signature Program, Special Day Classroom Enrollment, and QRIS Block Grant funds.

Under Government Code 1090 and 1091.3, Commissioner Gibson requested to recuse herself from agenda items III. Commissioner Hansell motioned, and seconded by Commissioner Su, to grant Commissioner Gibson permission to be excused.

The motion carried unanimously and Commissioner Gibson was permitted to be recused at 5:05 PM.

Staff presented the 2015-16 contract for San Francisco Unified School District (SFUSD) – Early Education Department. These funds will support activities for the Child Signature Program, the Special Day Classroom, and the Quality Rating and Improvement work.

A motion to approve the 2015-16 SFUSD contract for \$915,298 was made by Commissioner Asato and seconded by Commissioner Su.

The motion carried unanimously and was approved at 5:15 pm.

There was no public comment.

VII. Discussion and possible action to approve row 37 of the budget.

		COL 1	COL 2
		FIRST 5 SAN FRANCISCO	
11	EXPENDITURES	2016-17	2017-18
37	OECE/HSA - CSPP QRIS to SFUSD	628,359	435,000

Under Government Code 1090 and 1091.3, Commissioner Gibson requested to recuse herself from agenda items VI. Commissioner Su moved, and seconded by Commissioner Asato, to grant Commissioner Gibson permission to be excused.

The motion carried unanimously and Commissioner Gibson was permitted to be recused at 5:17 PM.

There was no further discussion and a motion to approve row 37 of the budget was made by Commissioner Su and seconded by Commissioner Asato.

The motion carried unanimously and was approved at 5:18 pm.

There was no public comment.

VIII. Discussion and possible action to approve row 18 of the budget.

		COL 1	COL 2
11	EXPENDITURES	2016-17	2017-18
18	Dept of Children, Youth & Families - IT Helpdesk Support	130,000	130,000

Under Government Code 1090 and 1091.3, Commissioner Su requested to recuse herself from agenda items VII. Commissioner Hansell moved, and seconded by Commissioner Malawa, to grant Commissioner Su permission to be excused.

The motion carried unanimously and Commissioner Su was permitted to be recused at 5:20 PM.

There was no further discussion and a motion to approve row 18 of the budget was made by Commissioner Hansell and seconded by Commissioner Malawa.

The motion carried unanimously and was approved at 5:21 pm.

There was no public comment.

IX. Discussion and possible action to approve row 46 of the budget.

This item was tabled until the next meeting due to lack of quorum.

There was no public comment.

X. Committee Reports.

a. Program Committee report

- There was no Fiscal Committee meeting the prior month.

b. Fiscal Committee Report

- The Fiscal Committee discussed the items on the consent calendar and the revised departmental budgeting policy and procedure.
- Recommended approval of Personal Service Contract for up to nine years with Macias Gini & O'Connell LLP for audit services
- The Commission approved an RFQ to contract with a fiscal agency to process payments for training and technical assistance supports for early care educators participating in the county's Quality Rating and Improvement System.

c. Executive Director's Report

- The Mayor will be announcing the new Director of OECE in a few days.
- There are discussions at the state level to potentially review increase tobacco taxes for cigarettes and E-cigarettes.
- The Commission will be hiring two positions for the Regional Hub: Data and Regional Coordinator. Both positions will be housed at the First 5 San Francisco offices.

d. Chairwoman's Report

- Noting to report

There was no public comment.

XI. ADJOURNMENT

Meeting was adjourned at 5:38 pm.