

I. ROLL CALL

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

Present: Suzanne Giraudo, Ingrid Mezquita, Mary Hansell, Lynn Merz, E'leva Gibson, and Maria Su

Katy Tang arrives at 4:45 PM

Linda Asato arrives at 4:47 PM

Absent: Sylvia Deporto, and Zea Malawa

II. GENERAL PUBLIC COMMENT

There was no general public comment.

III. Discussion and possible action to approve the 2016-17 First 5 San Francisco Commission budget augmentation of \$20,026,746 for total of \$28,874,145 for the full fiscal year

Staff reported on mid-year budget modifications for 2017. The original budget did not include the Prop 10 IMPACT Regional Hub grant, cost of doing business (CODB) adjustments, and additional interdepartmental funds.

The following highlights were presented:

- Prop 10 IMPACT Regional Hub grant funds were not awarded until mid-August 2016. IMPACT Regional Hub grant is a five (5) year grant. The grant funds are carryforward to 2017/180.
- QRIS Block grant two (2) year grant carryforward funds 2017/18
- Interdepartmental funds increase by 2% for community based organizations.
- Additional funds will cover expenses under salaries/benefits, Cocoa database, and trainings and technical assistance for the IMPACT AND QRIS grants. Thus the remaining funds will be used to restore cuts made to evaluation, materials, non-personal service contracts, and cost of doing business adjustments.

A motion to approve the augmented budget for the full fiscal year was made by Commissioner Tang and seconded by Commissioner Merz.

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

There was no public comment.

IV. Discussion and possible action to approve section D of the revised First 5 San Francisco administrative policies and procedures manual

Staff presented the Section D of the revised First 5 San Francisco administrative policies and procedures manual to the full commission. As a commission and a city department, First 5 San Francisco must update its administrative policies and procedures manual to reflect how it conducts business. Commission and staff emphasized the following:

- A draft of section
- 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.

- Section D contains the policies and procedures of the Commission.
- Draft section D was presented at the December 7, 2016 commission meeting.
- All proposed deletions are struck through
- Commission would like to see the Civic Engagement Committee as a tool to have commission meetings within community and citywide.
- Staff provided the history of the work and role they played in the commission.
- Commission would like to have further discussions to have community commission meetings.
- Commission ask for clarity of who is chair and vice chair. In addition the commission would like to visit commission elections for officers at the first regular meeting of the Commission in September of each year.
- Commission recommend to table the agenda item to the Program Committee for language, edits, revisions, add page numbers to the manual.

Action to approve section D of the revised First 5 San Francisco administrative policies and procedures manual will be table to the February 22, 2016 Program Committee.

VI. Committee Reports

a. Program Committee report

- Planning and implementation development screening.
- February 22nd Program Committee staff will present data, snapshot of results developmental screening, shaping, linkage, and qualified work.

b. Fiscal Committee Report

- No meeting

c. Executive Director's Report

- State Department of Finance reports 2017/18 decline in Tabaco tax revenues. Steady decline of Tabaco taxes dues to new legislation of legal age to smoke is now 21.
- NOFA was released on December 9th, 2016
 - Bidders conference January 18th, 2017
 - Application due date February 24, 2017
 - Seeking a Program Associate for the Family Resource Center
- City Connect to Nature a Kaiser grant to beautification of preschools
- Coming down the pipeline to the full commission a report on the Regional Hub structure, trainings, and ratings.

There was no further discussion.

There was no public comment.

d. Chairwoman's Report

- There was no Chairwoman report.

There was no public comment.

VII. Commission Report

- Commission retreat will focus on the Strategic Plan 4 area goals.

- Systems Change
- Child Development/Early Care and Education
- Family Support
- Child Health
- Commission would like to discuss how to align interdepartmental resources with DCYF, HSA, DPH and Board of Supervisors
- Commission communication staff will work with Board of Supervisor Katy Tang office on legislation awareness and updating commission.
 - Commission Asato reported on things to come from the Capital Federal and State funding. Commission Asato will forward to the commission a summary of the Network comments on the Governors Proposed Budget.

VIII. ADJOURNMENT

Meeting was adjourned at 5:55 pm.