

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION MEETING AGENDA

DATE: Wednesday, March 1, 2023

TIME: 4:30pm – 6:30pm

PLACE: 1650 Mission Street, Suite 312, San Francisco, CA 94103

PUBLIC ACCESS (if not attending in person)

<https://us06web.zoom.us/j/83543088685?pwd=elpib0N5ZllbHI5VE5cE1kcWN6UT09>

Zoom Public Access Number: US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623

Webinar ID: 835 4308 8685

Public Comment Email: sfdec@sfgov.org

1. Call to order
2. Roll call
3. Discussion and possible action to approve the February 1, 2023 meeting minutes (Action item) [Commissioners provided with the following: draft minutes]
4. General public comment
5. Fiscal presentation of the Department of Early Childhood's (DEC) Children and Families Commission (CFC) Division for FY2023-24 and FY2024-25 (Discussion only) [Commissioners provided with the following: coversheet and CFC Division budget]
6. Discussion and possible action to approve rows 1 to 19 (revenues, administrative expenditures, and general programmatic expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]
7. Discussion and possible action to approve row 20 (Family Resource Centers expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]
8. Discussion and possible action to approve rows 21 to 23 (DPH work order expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]

9. Committee updates
10. Commissioner updates
11. Executive Director updates
12. Adjourn

Know Your Rights

PUBLIC RECORDS REQUESTS

Every City Department must provide members of the public with timely and transparent access to public records and information under the [San Francisco Sunshine Ordinance](#) and the [California Public Records Act](#).

For questions about DEC's public information request policy or to make a public records request please email dec.publicrecords@sfgov.org.

SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator.

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Office); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org. Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish, and/or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary Maya Castleman at maya.castleman@sfgov.org or (628) 652-3040. at least 48 hours in advance of the hearing. Late requests will be honored if possible.

DISABILITY ACCESS

Children and Families Commission hearings and Early Childhood Community Oversight and Advisory Committee hearings are held at 1650 Mission Street, 3rd floor, San Francisco. The building and meeting room are wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request. Captions can be enabled if participating remotely.

If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Maya Castleman at maya.castleman@sfgov.org or (628) 652-3040.

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MEETING MINUTES SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DATE: Wednesday, February 1, 2023

TIME: 4:30 pm – 6:30 pm

PLACE: <https://us06web.zoom.us/j/82705514909?pwd=ekZoRmJrdEZyUk9KRkZpRG9ONUkzZz09>

Zoom Public Access Number: US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623

Webinar ID: 835 4308 8685

Public Comment Email: sfdec@sfgov.org

1. Call to order

The commission meeting was called to order at 4:32 pm

2. Roll call

Present: Zea Malawa, Aline Armstrong, Lynn Merz, Linda Asato, Maria Su, Ingrid Mezquita, Joan Miller, Myrna Melgar, Cesnae Crawford

Absent: Michael Lambert

3. Roll call for the Early Childhood Community Oversight and Advisory Committee (COAC)

Present: Meredith Dodson, Gina Fromer (Chair), Pamela Geisler, Monique Guidry, Cindy Lopez-Chastain, Patricia Sullivan, Monica Walters

4. Approval of Resolution Making Finding to Allow Teleconference Meetings for San Francisco Children and Families Commission under California Government Code Section 54953 (e) until following 30-day review, having considered the circumstances of the state of emergency and the local officials continue to impose or recommend measures to promote social distancing.

There was no further discussion.

There was no public comment.

The motion to approve Resolution Making Finding to allow teleconference Meeting of San Francisco Children and Families Commission under California Government Code Section 54953 (3) until following 30-days review.

Having considered the circumstance of the state emergency and the local official continuing to impose or recommend measures to promote social distancing was made by Supervisor Melgar and second by commissioner Asato, the motion was carried unanimously and was approved unanimously at 4:36 pm.

5. General public comment:

There was no further discussion

There was no public comment

6. Approval of the Consent Calendar

The Fiscal Committee of the Commission considers the Consent Calendar items on this agenda at its regular meeting on the third Wednesday of each month. The Fiscal Committee Consent Calendar consists of two sections. The first section is for items that will be considered for approval. There will be no separate discussion of these items unless a member of the Fiscal Committee so requests. The second section consists of items that will be for discussion and approval.

Consent Calendar items that have been recommended for approval by the Fiscal Committee will be acted upon by a single roll call vote of the Commission. There will be no separate discussion of these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

a. Discussion and possible action to approve December 7, 2022, Commission meeting minutes (Action Item) [Commissioners provided with the following: minutes]

There was no further discussion.

There was no public comment.

The motion to approve December 7, 2022, Commission meeting minutes (Action Item) was made by commissioner Asato and second by commissioner Miller, the motion was carried unanimously and was approved unanimously at 4:49 pm.

7. Discussion and possible action to approve a professional service contract up to \$240,000 to Optimas Services, Inc. to provide consultation, claim preparation, audit documentation, and other services to support the County-based Medi-Cal Administrative Activities (CMAA) program participation from July 1, 2023, to June 30, 2025 (Action Item) [Commissioners provided with the following: coversheet and contract summary]

- Federal matching funds available through the Medi-Cal program for Medi-Cal Administrative activities – outreach for Medi-Cal enrollment, application assistance, care coordination, and program planning/development for these activities.

- Federal funds of 50 cents to \$1 local eligible funds spent.
- DEC staff partnered with the Family Support Alliance, Casey Family Programs, Optimas, and DPH to initiate MAA with agencies participating in the FRC Initiative.
- Claims have not been developed for all participating agencies from April 2021 through March 22, but to date, \$147K in claims are projected.
- For solely funded activities to support MAA, Optimas has proposed a budget of \$120,000/year. \$240,000 for two years. This item seeks approval of \$240k for a two-year period.

There was no further discussion.

There was no public comment.

Action to approve a professional service contract up to \$240,000 to Optimas Services, Inc. to provide consultation, claim preparation, audit documentation, and other services to support the County-based Medi-Cal Administrative Activities (CMAA) program participation from July 1, 2023, to June 30, 2025, was made by commissioner Malawa and second by commissioner Asato, the motion was carried unanimously and approved unanimously at 5:08 pm.

8. Department of Early Childhood draft spending plan for the fiscal year 2023-24 and 2024-25 (Discussion only) [Commissioners provided with the following: draft budget]

- **FY23 – A landmark year for kids:** Establishing the Department of Early Childhood, combining the offices of OECE and First 5.
- Completed the department’s first strategic plan.
- Conducted Kindergarten readiness survey with SFUSD.
- Programmed 252.3M in Baby Prop C Funds
- Increased early learning subsidies and raised family income eligibility from 85% SMI to 110% AMI
- Expansion of ECE Facilities, \$60M in Baby Prop C Funds
- Launched workforce compensation initiative providing salary increases for 1,197 educators and stipends to 1,348 teachers.
- **Preschool Subsidy waitlist eliminated:** Current enrollment is 8,000 children, 85% are preschool aged with families earning below 100% of the state median income.
- Expanded eligibility for early care and education subsidy support from 100% SMI to 110% AMI.
- 34% year-over-year increase in the children and families served through early learning subsidies (ELS FY23 YTD)

- **DEC Capacity Expansion:** +5 ECE new centers built with +219 City funded slots.
- **Child wellbeing- First Steps to Universal Screening:** Sparkler lets families digitally record their child's screening results.
- **3,029** San Francisco children received developmental screening citywide, and **797** Children were screened on a sparkler and actively used the learning activities in their preferred home language.

DEC Funding Sources

- Prop C
- Prop 10
- Public Education Enrichment Fund
- San Francisco General Fund
- State and Federal Grants
- Interdepartmental Agreements

Fiscal Outlook Summary

- DEC's primary revenue source, Baby Prop C, is Under pressure from sluggish returns to the office, with a bearish outlook for commercial rents in FY24 and FY25
- The CA dept of finance has projected a year-over-year decline for Prop 10.
- Baby Prop C faces downward pressure in coming years; potential stress on the overall DEC budget as commercial rents are a lagging indicator of a business downturn.

Budget Timeline

- January 18, 2023, first 5 commission fiscal committee – Public Budgeting meeting #1
- February 1, 2023, First 5 Commission/ DEC COAC – Public Budget Meeting #2
- February 15, 2023, Child Care Planning & Advisory Committee
- February 21, 2023, Department Budget Submission Due
- June 1, 2023, Mayor Proposes a balanced budget to BOS.
- June TBD, Budget & Appropriations Committee Hearing
- July, Budget considered by BOS (adopted by July 28, 2023)

(Discussion Item only)

9. Children and Families Commission updates

- The California Childcare Resource & Referral network reissued its childcare portfolio using updated R&R and Census data.

10. Early Childhood Community Oversight and Advisory Committee updates

(No Update)

11. Executive Director Announcement

- Appreciation to Tracy Fong and Brenda Taylor for their development of the DEC spending plan, financial forecasts, and systems in place.
- We are hiring at DEC; please check out our website!

12. Adjournment

The commission meeting adjourned at 6:40 pm.

AGENDA ITEM 6 - 9

Fiscal presentation and possible approval of the Department of Early Childhood's (DEC) Children and Families Commission Division budget for fiscal years 2023-2024 and 2024-2025.

RECOMMENDATION

Item #6 – Fiscal presentation of the CFC Division budget
Item #7-9 – Staff recommends approval of these items

BACKGROUND

With the official formation of the Department of Early Childhood (DEC), two divisions were created: First 5 San Francisco (CFC) and Early Care and Education (ECE). The Children and Families First Commission has authority over San Francisco's portion of the state's Tobacco Tax funds. DEC has presented the full department budget at the following meetings:

- January 18, 2023 First 5 Commission Fiscal Committee meeting
- February 1, 2023 Joint First 5 and Early Childhood Children's Oversight & Advisory Committee meeting
- February 15, 2023 Childcare Planning and Advisory Committee

The Commission will be approving final draft for the CFC Division which includes the following for 2023-24:

- Total budget is \$25.4 million.
- The budget includes the use of \$4.1 million from the sustainability fund.
- All California Department of Education (CDE) and California Department of Social Services (CDSS) grants have been moved to the ECE Division.

ATTACHMENTS

CFC Division budget for approval
DEC Budget by Division (for reference only)
DEC Budget by Source (for reference only)

Full Commission Meeting

March 1, 2023

DEC - First 5 San Francisco (CFC) Division 2023-24 and 2024-25 Budget for Approval

		CFC Division	
1	REVENUES	FY24	FY25
2	Revenues (Direct)	8,381,370	8,232,972
3	Revenues (from other City Depts)	12,735,165	12,735,165
4	Revenues (one-time/carryforward)	4,173,557	4,210,597
5	Interest & Investments	112,000	112,000
7	REVENUES TOTAL:	25,402,092	25,290,734
8	ADMINISTRATIVE EXPENDITURES	FY24	FY25
9	Salaries	2,309,962	2,407,104
10	Fringe Benefits	976,370	975,313
11	Non-Personnel Services	1,539,774	1,339,774
12	Materials & Supplies	9,950	9,950
14	EXPENDITURES TOTAL:	4,836,056	4,732,141
15	GENERAL PROGRAMMATIC EXPENDITURES	FY24	FY25
16	Family Support	438,000	438,000
17	Child Health	263,015	263,015
18	ECE Grants (IMPACT/HUB)	1,543,011	1,535,568
19	EXPENDITURES TOTAL:	2,244,026	2,236,583

	SPECIFIC EXPENDITURES	FY24	FY25
20	Family Resource Centers	17,819,270	17,819,270
21	DPH - Parent Training Institute	70,000	70,000
22	DPH - Mental Health Consultation	332,240	332,240
23	DPH - Health Screenings	100,500	100,500
	SPECIFIC EXPENDITURES TOTAL:	18,322,010	18,322,010

**Department of Early Childhood (DEC)
2023-24 & 2024-25 Budget by Division
For Reference Only**

	CFC Division		ECE Division		DEC Total	
REVENUES	FY24	FY25	FY24	FY25	FY24	FY25
Revenues (Direct)	8,381,370	8,232,972	357,321,856	355,714,772	365,703,226	363,947,744
Revenues (from other City Depts)	12,735,165	12,735,165	42,405,938	43,703,497	55,141,103	56,438,662
Revenues (one-time/carryforward)	4,173,557	4,210,597	0	0	4,173,557	4,210,597
Interest & Investments	112,000	112,000	614,736	614,736	726,736	726,736
REVENUES TOTAL:	25,402,092	25,290,734	400,342,530	400,033,005	425,744,622	425,323,739

EXPENDITURES	FY24	FY25	FY24	FY25	FY24	FY25
Salaries	2,309,962	2,407,104	6,871,764	7,156,116	9,181,726	9,563,220
Fringe Benefits	976,370	975,313	2,596,263	2,576,306	3,572,633	3,551,619
Non-Personnel Services	1,539,774	1,339,774	4,681,494	4,981,494	6,221,268	6,321,268
City Grant Programs	20,063,296	20,055,853	353,110,698	349,029,481	373,173,994	369,085,334
Materials & Supplies	9,950	9,950	335,660	335,660	345,610	345,610
Capital Projects	0	0	0	0	0	0
Services of Other Departments	502,740	502,740	6,796,651	6,833,948	7,299,391	7,336,688
15% Prop C Allocation to SF Gen Fund	0	0	25,950,000	29,120,000	25,950,000	29,120,000
EXPENDITURES TOTAL:	25,402,092	25,290,734	400,342,530	400,033,005	425,744,622	425,323,739

Department of Early Childhood (DEC)
 2023-24 & 2024-25 Budget by Fund Source
 For Reference Only

	Prop 10 (County allocation & grants)		Restricted Funds (State/Federal & IPIC)		General Fund		PEEF		Baby Pop C		DEPT OF EARLY TOTAL	
REVENUES	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25
Revenues (Direct)	6,381,370	6,232,972	14,002,385	15,570,445	27,149,471	25,593,141	45,170,000	46,820,000	273,000,000	269,731,186	365,703,226	363,947,744
Revenues (from other City Depts)	12,735,165	12,735,165	6,767,822	7,551,000	35,638,116	36,152,497	0	0	0	0	55,141,103	56,438,662
Revenues (one-time/carryforward)	4,173,557	4,210,597	0	0	0	0	0	0	0	0	4,173,557	4,210,597
Interest & Investments	112,000	112,000	0	0	0	0	614,736	614,736	0	0	726,736	726,736
REVENUES TOTAL:	23,402,092	23,290,734	20,770,207	23,121,445	62,787,587	61,745,638	45,784,736	47,434,736	273,000,000	269,731,186	425,744,622	425,323,739

EXPENDITURES	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25
Salaries	2,309,962	2,407,104	0	0	0	0	2,382,495	2,478,057	4,489,269	4,678,059	9,181,726	9,563,220
Fringe Benefits	976,370	975,313	0	0	0	0	959,487	958,433	1,636,776	1,617,873	3,572,633	3,551,619
Non-Personnel Services	1,539,774	1,339,774	0	0	54,000	54,000	2,294,364	2,294,364	2,333,130	2,633,130	6,221,268	6,321,268
City Grant Programs	18,063,296	18,055,853	20,770,207	23,121,445	62,458,587	61,416,638	34,942,306	36,494,942	236,939,598	229,996,456	373,173,994	369,085,334
Materials & Supplies	9,950	9,950	0	0	0	0	118,250	118,250	217,410	217,410	345,610	345,610
Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0
Services of Other Departments	502,740	502,740	0	0	275,000	275,000	5,087,834	5,090,690	1,433,817	1,468,258	7,299,391	7,336,688
15% Prop C Allocation to SF Gen Fund	0	0	0	0	0	0	0	0	25,950,000	29,120,000	25,950,000	29,120,000
EXPENDITURES TOTAL:	23,402,092	23,290,734	20,770,207	23,121,445	62,787,587	61,745,638	45,784,736	47,434,736	273,000,000	269,731,186	425,744,622	425,323,739