

**SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
MEETING AGENDA**

DATE: Wednesday, March 6, 2024

TIME: 4:30pm – 6:30pm

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

PUBLIC ACCESS (if not attending in person)

[COMMISSION MEETING ZOOM LINK](#)

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

Webinar ID: 834 3101 7515

Public Comment Email: sfdec@sfgov.org

1. Call to order
2. Roll call
3. General public comment
4. Agenda Item public comment
5. Discussion and possible action to approve the January 10, 2024 meeting minutes (Action item) [Commissioners provided with the following: draft minutes]
6. Update on Child Family Well-being Division's Request for Grant Applications and Corresponding June Contract Approvals (Discussion item)
7. Discussion and possible action to waive the presentation and 10-day notice rule of order as required by Commission by-laws to be able to approve Bylaws and Policy and Procedure Updates. (Action item)
8. Discussion and possible action to approve updated Bylaws (Action item) [Commissioners provided with the following: updated Bylaws]
9. Discussion and possible action to approve Policy and Procedure Guide (Action item) [Commissioners provided with the following: Policy and Procedure Guide]
10. Discussion and possible action to approve Policy and Procedure Manual section updates (Action item) [Commissioners provided with the following: updated Policy and Procedure sections]
11. Commissioner updates

12. Executive Director updates

13. 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 Arianna Cruz-Sellu at arianna.cruz-sellu@sfgov.org or (628) 652-3058. 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 Arianna Cruz-Sellu at arianna.cruz-sellu@sfgov.org or (628) 652-3058.

LOBBYIST ORDINANCE

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION MEETING MINUTES

DATE: Wednesday, January 10, 2024

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/87360252915>

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

Webinar ID: 873 6025 2915

Public Comment Email: sfdec@sfgov.org

1. Call to order
2. Roll call Present: Commissioner Lambert, Supervisor Melgar, Commissioner Winograd, Chair Malawa, Commissioner Su, Commissioner Crawford, Commissioner Armstrong (arrived at 5:10)
Absent: Commissioner Miller
3. Discussion and possible action to approve the November 1, 2023 meeting minutes (Action item)
[Commissioners provided with the following: draft minutes] Commissioner Lambert moved, and Supervisor Melgar seconded. Passed unanimously.
4. General public comment
Janis Conallon w/ Safe and Sound: On behalf of the Family Services Alliance thank you so much for the published questions and answers for the FRCI. Super grateful for the responses that is really helpful. We are hoping that DEC will consider publishing another round there, and guaranteeing that everyone will have the same access, the same information. There are a number of questions from our family resource centers that remain confusing and require additional clarification. We'll follow up by email. Thank you so much.
5. Agenda Item public comment
Jenny Pearlman w/ Safe and Sound: On behalf of what was the Family Resource Center Alliance and is now the family Services Alliance expanding us to about 40 plus family support organizations. Generally, there is a budget item, or there's an update on prop 10 funding so I guess I'm just anticipating what that item is going to be about. But my comment is that we really would like to be able to work with the Department on transparency around, whether there are going to be cuts as a requirement result of that decreased funding to the FRC. Initiative. We know that there is a certain amount of money that has been allocated through the RFPs. We are not asking for any further

conversation around that, but we are asking for clarity around what the budget is going to look like. So, we know how to advocate with the city this year. Based on potential prop 10 funding repercussions as well as other city budget cuts.

Thank you.

6. Update on current Prop 10 funding solicitations for family support, early intervention and early childhood mental health (Discussion Item)

Commissioner Crawford recused himself. Supervisor Melgar moved, and Commissioner Lambert seconded.

Theresa Zighera: Two out of three of the RFP's which were approved by this Commission have been released the Family Resource Center Initiative and the Early Intervention and Specialized Services System of Cared. They are out now and live in the community. And for both of those we have had bidder's conferences, and the turnout for those bidder's conferences has been great. So a really good turnout is expected and a large pool of applicants and applications for both of us initiatives. The due date for the family resource center RFPA Will close at the end of this month, and early intervention will close mid-February. Early Childhood Mental Health Consultation is the last of the three left and is expected to be released any day.

Chair Malawa: Can you address the question about the question and answers? Can you speak to the comment about cuts of funding?

Theresa Zighera: It's written into both of those RFPs that there's a specific question and answer period written into both of those that ties with the pre-proposal conferences. Which have both happened and following that, we can accept questions regarding technical support but not questions to the content. I don't see how we could be able to adjust that. The amount of funding that was released for both RFPs represented increases visive our last funding round. So if we look at the last time, we did a family resource Center initiative application and an early intervention application. Both applications represent increases of those funding amounts

7. Department of Early Childhood Early Childhood Policy Agenda review (Action Item) [Commissioners provided with the following: DEC Policy Agenda] See Appendix A

Supervisor Melgar: This is a new department and a new effort of how we take positions on legislative efforts at the State, how that interacts with our own legislative efforts, what our relationship is with the city lobbyists in Sacramento, what our relationship is with Parent Voices, Bananas, all these folks who are very active in that State politics. I would like to know how we're making these decisions, how we're being intentional, and leveraging the work of others. It seems like we should have that documented.

Jenny Lam: Each department does get to meet with the State lobbyists and so through that process of the meetups, we can certainly also put forward what we feel would be important. You know, priorities, both from representing the department, but representing the city. I also want to acknowledge Graham because he does participate in numerous statewide and local policy associations and committees

Graham Dobson: DEC has a seat in the Childcare Plan Advisory Council on the policy and legislation committee and so there's an opportunity there for the community that are really involved to to, to weigh in on legislation and bills and support, and do so at that table. As part of you know, we're a member of that committee. There's an opportunity there beyond the constraints of the State Legislation Committee to really look at bills and legislation that we would that we hope San Francisco community.

Jenny Lam: I would also name our interagency partnerships as well.

Commissioner Winograd: CPAC just hired a Lobby Firm to help us get back on track.

Chair Malawa: When I do policy work in DPH I like to do coalition building from the beginning so that when I bring it to state legislature there, we can say there are others with us. Another thing that we'd like to do at the abundant bird project is that when we recruit in new participants, we invite them into our policy pool. And there's like test of opportunity to testify hearings. We have already a group of people who have said ahead of time that they want to be called upon to advocate, and so then we can like reach out. By proactively recruiting folks who want to be involved and we maybe don't even have to hold that because we have Parents Voice here in San Francisco. In our strategic plan we talk a lot about equity and so much of the policy work that we're looking at is pretty downstream. How can we get funding here, and that is really important. But like, what does it look like for us also to think about policy work that really thinks about upstream issues like housing and food insecurity. Some of these things that are maybe not specifically, you know, early childhood related, but have a huge impact on your ability to have a healthy early childhood period. So, I would love to see at least once a year that we take on one structural policy.

Commissioner Lambert moved to approve, and Commissioner Crawford seconded. Passed unanimously.

8. Commissioner updates

9. Executive Director updates

Jenny Lam: The Department of Early Childhood Impact Report is available on the DEC website. We will be preparing a range of outreach materials to pair with it. The materials are all focused on gaging a variety

10. Adjourn

Policy Agenda

2023–2024

The Department of Early Childhood (DEC) partners with our community to weave together family and a system of support that ensures all children who grow up in San Francisco thrive and learn. To achieve our goals, DEC promotes policies and engages with institutions that care for and enhance children's health, knowledge, and well-being at the local, state, and federal levels. As with DEC's strategic plan, our policy agenda is rooted in our partnership with parents, early educators, and the field of early childhood, always focused on amplifying parents' voices. DEC is diligent in creating opportunities by addressing the inequities in early childhood and strives to support families, so race is not a reliable predictor of outcomes for young children and their families in San Francisco. DEC promotes policy reform as an authentic means for power-sharing for the public good.



Our policy agenda presents current and emerging policy issues in early childhood that reflect DEC core strategies:

1

Increases access to affordable and quality early childhood education (ECE), child health and development, and family support services to meet the needs of San Francisco's birth-to-five children and their families.

2

Commits to developing and promoting policies and best practices that disrupt racially inequitable early childhood programming and eliminate disparate outcomes for all young children and their families, inclusive of Black, Latino, Indigenous, and Pacific Islander communities to address the over-representation of disparities that persist across early childhood development outcomes within these populations.

3

Families have the information, resources, and connections to peers and professionals to raise their children in San Francisco successfully.

As such, DEC's policy agenda is organized into five core strategies to advance opportunities in support of teacher preparation and compensation, enhance program quality, and improve affordability and access; ensure universal developmental screening and promote access to health and mental health services for children and their families; and ensure that families have opportunities for social and professional connections, linkage to resources, and information on parenting and child development.

I. Early Learning

Build a system that improves equitable access to high-quality, affordable early care and education for all children from birth to five years of age so that they have the best start in life and enter kindergarten ready to succeed.

- Develop and support mechanisms to achieve continuous eligibility for families and continuity of care for children ages birth to five, focusing on populations with exceptional needs and disparities in resources.
- Using a racial equity framework, ensure school readiness experiences include high-quality early care and education for all children birth to five years of age, focusing on increasing investments for infants and toddlers.
- Ensure that quality and assessment systems are responsive to the diverse needs of ECE programs and the children they serve.
- Support culturally responsive and linguistically appropriate environments across a mixed delivery system that views and supports each child holistically.
- Support policies and strategies that enhance coherence and alignment for Universal PreK (UPK) through a mixed delivery system that includes public school districts, community-based early education centers, and Family Child Care programs.
- Amplify parent/family voice, engagement, and influence in shaping policy and programs.





I. Systems & Infrastructure

Create a well-funded, coordinated, data-driven ECE system that leverages and maximizes services to families, children, and the ECE workforce, including health, community, and economic development, family support, social services, and recreational activities.

- Support statewide policy proposals and investments to improve outcomes for young children, their families, and educators.
- Develop systems that increase our understanding of the needs of children and their families through data collection, analysis, and sharing.
- Advocate for state and federal budget and policy determinations that result in protected, sustained, and increased funding for ECE services.
- Advocate for reimbursement rate reform, moving towards the actual cost of providing quality ECE.
- Support and promote new policies that provide funding for facilities, especially in communities with unmet needs for ECE services.
- Advocate for integrating ECE facilities in land use, housing, transportation, economic, workforce, and community development, including access to green space and natural environments.

I. Early Educator Workforce

Maintain a highly qualified workforce that provides culturally and linguistically responsive early learning experiences for all children.

- Adopt policies that support the recruitment and retention of a diverse, well-trained early education professional workforce, provided with ample opportunities for higher education and compensation.
- Support teacher preparation policies that offer effective pathways, professional development, and incentives for new and existing ECE educators, especially those addressing race, ethnicity, language, and access.
- Influence public policies that enable higher compensation/benefits for ECE teachers in line with the regional cost of living and support the workforce to fulfill their classroom commitment to young children.





I. Family Strength

Increase access to and knowledge of family resource programs and include parents as equal partners in framing policies that impact them and their children.

- Bring families, parents, and caregivers into DEC decision-making, planning, and evaluation efforts.
- Expand access to culturally and linguistically responsive family support services that offer family engagement, resources, and information on parenting and child development, increase coping skills, and nurture stable relationships and environments.
- Expand access to family-strengthening resources, including voluntary home visiting programs that support pregnant moms, birthing people, and new parents, that promote infant and child health.
- Support policies that expand multi-generational economic security, such as increasing paid family leave to one year, with wages and benefits provided on a scale up to 100% of income for low-income families, universal guaranteed income, and home ownership pathways.
- Ensure San Francisco families have linkages to a safety net of available supports and resources for families and children, accessible through various media.

I. Child Health & Well-being

Access to a health system and supports that promote access to health and mental health services for children and their families, focusing on prevention and early intervention.

- Ensure that all young children receive developmental screenings and early intervention services as soon as possible and are referred to appropriate services.
- Increase awareness of and access to prenatal health services and support policies that eliminate racial inequities in maternal and infant health outcomes by removing systemic racist practices and barriers to care for people of color and increasing culturally relevant services for birthing people.
- Expand access to mental and behavioral health services (e.g., Infant and Early Childhood Mental Health program, Inclusive Early Education Expansion Program).
- Increase knowledge about and access to community health and wellness clinics.



- Ensure the availability of health insurance for families with young children, including dental, vision, and mental health services (e.g., Medi-Cal).
- Support increased federal/state investments for families with young children that provide food assistance programs and focus on eliminating food insecurity, increasing access to nutritious foods, and improving dietary quality.
- Support best practices that promote healing-centered engagement and are trauma-informed.

AGENDA ITEM # 8

This agenda item is to update the Children and Families Commission Bylaws to reflect the changes required as the new merged Department of Early Childhood.

RECOMMENDATION

Staff recommends approval of this item.

BACKGROUND

The Bylaws have been updated to reflect changes such as:

- Commission meetings now taking place at DEC offices rather than the former First 5
- The change of elections date
- Transitioning to an committee formation being only on an ad hoc basis
- The end of the consent calendar

ATTACHMENTS

The proposed updated Bylaws

Bylaws of the Commission

RULES OF ORDER of the San Francisco Children and Families First Commission

ARTICLE I: Identification and Purpose

Section 1: Name

The San Francisco Children and Families First Commission, also known as First 5 San Francisco.

Section 2. Purpose

The Board of Supervisors established the San Francisco Children and Families First Commission in Chapter 86 of the San Francisco Administrative Code pursuant to the California Children and Families First Act of 1998. The Commission shall carry out the duties enumerated in San Francisco Administrative Code Chapter 86.

The Commission and its department exist to promote, support and improve the early development of children ages 0-5 in San Francisco.

ARTICLE II: Officers

Section 1: Officers

The officers of the Commission are a Chair and Vice-Chair. The officers shall serve at the pleasure of the Commission.

Section 2: Term of Office

The term of each office is one year.

Section 3. Election of Officers

The Commission shall conduct elections for officers at the first regular meeting of the Commission in June of each year.

If the Chair is unable to complete his or her term of office, the Vice Chair will serve as Chair until the next regular meeting. At the next regular meeting, the Commission shall conduct an election for Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held.

Section 4. Duties of the Chair

The Chair presides at all meetings of the Commission. The Chair, working with the Commission members and staff, oversees the preparation and distribution of the agenda for all Commission meetings. Unless the Commission specifies otherwise, the Chair is empowered to appoint members to standing or special committees formed by the Commission.

Section 5. Duties of the Vice Chair

In the absence of the Chair, the Vice Chair presides at meetings of the Commission.

ARTICLE III: Meetings

Section 1. Regular Meetings

The Commission shall hold regular meetings on the first Wednesday of the following months at 4:30 p.m. at Department of Early Childhood's office, 1650 Mission St, Suite 312, San Francisco, California, unless otherwise noticed: January, February, March, April, May, June, September, October, and November.

Section 2. Special Meetings

The Chair or a majority of the members of the Commission may call special meetings.

Section 3. Community Meetings

The Commission will periodically schedule special hearings in the community to hear public testimony on issues under its jurisdiction. The Commission endeavors to reach out to socially, economically and politically disadvantaged communities and populations, as well as parents of young children, for their input to the Commission.

Section 4. Notice of Meetings and Agendas

Agendas of all regular meetings and notices and agendas of all special meetings will be posted at the meeting site, the San Francisco Main Library, the Department of Early Childhood office, and the Department of Early Childhood website. Agendas and notices will be e-mailed to each Commissioner and any person who files a written request for such notice with the Commission.

Section 5. Cancellation of Meetings

The Chair may cancel a meeting if he or she is aware that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of Commissioners. Notices of cancellations will be posted at the meeting site, the San Francisco Main Library, and the Department of Early Childhood office. If time permits, notice of meeting cancellations shall be e-mailed to all members of the public who have requested, in writing, to receive notices and agendas of Commission meetings.

Section 6. Conduct of Meetings

The Commission will conduct its meetings in compliance with all applicable laws, including, but not limited to, the Ralph M. Brown Act (Government Code section 54950 et. seq.), the California Children and Families First Act of 1998, the San Francisco Charter, the San Francisco Sunshine Ordinance (San Francisco Administrative Code chapter 67), San Francisco Children and Families First Ordinance (San Francisco Administrative Code section 10.100-288 and Chapter 86), and the Commission's Rules of Order. Except where state or local laws or other rules provide to the contrary, meetings will be governed by Robert's Rules of Order.

When a member desires to address the Commission, he or she shall seek recognition by addressing the presiding officer, and when recognized, shall proceed to speak. The member shall confine his or her remarks to the question before the Commission. No discussion shall take place until a resolution or motion has been moved and seconded, or a calendared item has been introduced.

Section 7. Setting Agendas

Commission staff, at the direction of the Chair, shall prepare the agenda for meetings of the Commission. The Chair shall place on the agenda any item requested by a member of the Commission provided that it is received not less than five days before a regular meeting. Each agenda of all regular meetings shall contain an item during which Commissioners may request items for the Commission to consider at future meetings.

Section 8. Action at a Meeting: Quorum and Required Vote

The presence of a majority of the members (five Commissioners) constitutes a quorum for all purposes. The affirmative vote of a majority of the members (five votes) is required for the approval of any matter.

Section 9. Voting and Abstention

Each member present at a Commission or committee meeting shall vote “yes” or “no” when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the vote. Individual members should consult with the City Attorney’s Office regarding potential conflicts of interest which may preclude participation in a vote.

The Commission shall take action on items on the agenda by roll call vote, voice vote or by show of hands. The minutes shall reflect how each Commissioner voted on each item.

Section 10. Public Comment

The Commission and all committees of the Commission shall hold meetings open to the public in full compliance with state and local laws. The Commission encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local law. Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to two minutes.

ARTICLE IV: Maintenance of Commission Records

Section 1. Meeting Minutes

Minutes shall be taken at every regular and special Commission meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. (See S.F. Admin. Code sec. 67.16) The Commission shall approve minutes by a majority vote.

Section 2. Public Review File

The Commission shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (See S.F. Admin. Code sec. 67.23.)

Section 3. Retention and Destruction of Records

The Commission shall maintain records in compliance with the San Francisco Administrative Code Chapter 8. For record retention and destruction purposes, the term “record” is defined as set forth in Section 8.1 and Section 8.4 of the San Francisco Administrative Code. Retention and destruction of records will comply with the provisions set forth in Section 8.4, Section 8.7 and Section 8.9 of the San Francisco Administrative Code.

Section 4. No Retention Required

Documents and other materials that are not “records” as defined by Administrative Code Section 8.1 need not be retained unless otherwise specified by local law (e.g. department head calendars). Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include calendars (other than the Executive Director’s calendar), miscellaneous correspondence not requiring follow-up or departmental action, notepads, emails that do not contain information required to be retained under this policy, and chronological files. However, the Commission does maintain all incoming and outgoing correspondence of substance, or as covered in Section 8.4 of the San Francisco Administrative Code.

ARTICLE V: Committees

Section 1. Committees with Public Members

Upon approval by a majority of the members of the Commission, the Commission may establish advisory committees composed of members of the public for Committees shall be formed for a specific purpose, designated by the Commission and cease to exist after completion of a designated task.

Citizen members of committees shall serve for two-year terms beginning annually on June 1. No member shall serve for more than two consecutive terms. All committee members shall serve at the pleasure of the Commission.

Section 1A. Strategic Planning Advisory Committee

The Commission shall have a Strategic Planning Advisory Committee. The Strategic Planning Advisory Committee shall consist of no fewer than seven and no more than 15 members, including at least two and no more than three Commissioners.

The Committee serves as an advisory body to the Commission and shall be charged with making recommendations to the Commission regarding: (1) the revision of the strategic plan; (2) evaluation and accountability framework; (3) integration of the strategies developed in the

strategic plan; (4) policy development; and (5) any other matters referred to it by the Commission.

Section 2. Committees of Commissioners

Upon approval by a majority of the members of the Commission, the Commission may form committees (“ad hoc” committees). Committees shall be formed for a specific purpose and cease to exist after completion of a designated task. Committees shall be composed of members of the Commission. Unless specified otherwise by the Commission, the Chair shall name the committee(s) chair(s) and members.

Section 2A. Fiscal Committee

The Commission can form a Fiscal Committee. The Fiscal Committee shall consist of members of the Commission appointed by the Chair.

The Fiscal Committee is responsible for reviewing and making recommendations to the Commission on all financial matters, including: (1) overall financial planning, including matters relating to the budget and monitoring expenses; (2) all proposals before the Commission involving expenditures of Trust Fund moneys including, but not limited to Requests for Proposals, grants and contracts; and (3) any other matters referred to it by the Commission. The recommendations of the Fiscal Committee may be placed before the Commission by way of a Consent Calendar. (See Article III, Section 7A.)

Section 3. Abolishing Committees

The Strategic Planning Advisory Committee may be abolished only by an ordinance passed by the Board of Supervisors. All other committees formed by the Commission may be abolished by the Commission.

ARTICLE VI: Amendment of Rules of Order

Section 1. Amendment of Rules of Order

The Rules of Order of the Commission may be amended, by a vote of a majority of the members of the Commission, after presentation of the proposed amendments as a scheduled agenda item at a meeting of the Commission. The Commission shall give 10 days’ notice before considering any amendments.

Adopted by the San Francisco Children and Families First Commission on July 8, 1999.

Amended on November 3, 1999.

Amended on February 2, 2000.

Amended on July 11, 2001.

Amended on March 22, 2005.

Amended on August 4, 2010.

Amended on July 19, 2017.

AGENDA ITEM # 9

The attached Policy and Procedure Guide has been created to support onboarding Commissioners as well as be used as a resource on an ongoing basis. It is meant to provide summarize the expectations of Children and Families Commissioners.

RECOMMENDATION

Staff recommends approval of this item.

BACKGROUND

Pending approval, this guide will be a reference document to support commissioners and staff in understanding the role of the Children and Families Commission and Commissioners. The Policy and Procedure Guide includes information about:

- Open Government Laws
- Commonly Used Parliamentary Language
- Robert’s Rules of Order
- Public Comment Procedures
- Commission Attendance Policy
- Role of the Commissioners, Executive Director, Staff and Secretary

ATTACHMENTS

The proposed Policy and Procedure Guide



Children and Families Commission Guide

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Appendix:

- DEC Governance Ordinance
- CFC Bylaws
- DEC Strategic Plan
- Commonly Used Parliamentary Language/Actions
- Robert’s Rules Overview

I. City-Wide Policy Body Roles and Responsibilities

A. Department of Early Childhood Governance Ordinance (Attachment 2)

B. Commonly Used Parliamentary Language/Actions and Roberts Rules of Order

Children and Families Commission meetings abide by Robert's Rules of Order which is a widely adopted framework for meeting facilitation. Please see attachments to review Robert's Rules. (Attachment 5 and 6)

C. Good Government Guide: Roles of Policy Bodies and individual policy body

- Created by the City Attorney's Office and is a guide to provide employees and officials of the City and County of San Francisco with a usable, accessible overview of the major laws governing their conduct as public servants—from public meetings and public records responsibilities to conflict-of-interest and personal financial reporting requirements.
- The entire Good Government Guide is relevant, but pay special attention to the following sections:
 - Part One: Serving on a board or commission
 - Creation of boards and commissions
 - Becoming a commissioner
 - Compensation and benefits
 - Obligations of commissioners
 - Leaving office
 - The roles of commissions, their members, and their staff
 - Operations of boards and commissions

D. Open Government Laws

The following laws guide the transparency and accessibility of Commission meetings.

- The Ralph M. Brown Act (Cal. Govt. Code §§ 54950 et seq.) – the Brown Act – is the State law governing meetings of local governmental boards, commissions, and other multi-member bodies, all of which it refers to as “legislative bodies.” Enacted in 1953, it has been amended many times.
- The San Francisco Sunshine Ordinance (Admin. Code Chapter 67) imposes additional requirements on City government affecting both the public’s access to records and the conduct of meetings of boards, commissions, and other bodies, all of which, except for “passive meeting bodies” (discussed later in the Guide), it calls “policy bodies.” (For convenience, the Guide uses the term “policy body” rather than “legislative body.”) The Board of Supervisors enacted the Sunshine Ordinance in 1993 and the voters substantially amended it in 1999. Since then, the Board of Supervisors has enacted several amendments to the Ordinance.

There is an overlap between these two laws, but the general rule is to follow the strictest of the two to ensure that the public have the most access to public records and policy meetings. All policy body meetings must be publicly available. Members of policy bodies must not meet outside of the requirements of public access according to the Brown Act and Sunshine Ordinance.

E. Administrative Interference

From the San Francisco City Charter Section 4.102:

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.

II. Commission Structure and Culture

A. Commission Meeting Calendar

- Commission meetings are on the first Wednesday of the month at 4:30pm at 1650 Mission Street Room 312-G unless otherwise notified in advance.

Public Budgeting Process	January
	February
	March
Strategic Planning	April
	May
	June
RECESS	July
	August
Prop C Accountability	September
	October
	November
RECESS	December

B. Public Comment Procedures

The Commission and all committees of the Commission shall hold meetings open to the public in full compliance with state and local laws. The Commission encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local law. Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to three minutes.

C. Commission Attendance Policy

This policy is intended to support the full contribution of all commission members. It is in the best interest of the Commission, its staff, and its stakeholders that the Commission hold regularly scheduled meetings to facilitate the work of First 5 San Francisco. In addition, special meetings of the Commission or its associated Committees may be called so that commissioners may address specific issues at hand. The following sets forth the attendance requirements of the First 5 San Francisco Commission.

1. All commissioners are encouraged to attend each meeting.
2. A commissioner should provide prior notice to the Chairperson or Commission staff if they are unable to attend a meeting.
3. For regularly scheduled full Commission meetings, if a commissioner has 3 consecutive absences or more than 4 absences in a fiscal year, will require a discussion with the Commission Chair and/or Executive Director.

If an attendance issue exists, the Chairperson or Executive Director will contact the commissioner to discuss the problem. If the Executive Director and/or Chairperson determine

that action is necessary, a recommendation will be brought to the full Commission for discussion and approval. The response will be shared by the Chairperson with the Commission at the next meeting. The Commission will then decide what actions to take regarding the commissioner’s future membership. If the Commission decides to terminate, termination will follow the San Francisco Ethics Commission’s filing requirements for officer departures. The Commission and staff will immediately begin the process of recruiting a new member.

Adopted by the San Francisco Children and Families First Commission on March 4, 2020.

D. Role of the Commissioners, Executive Director, Staff and Secretary

The Children and Families Commission, also known as the First 5 Commission, consists of 9 members, 3 seats appointed by the Mayor and 6 seats appointed by the Board of Supervisors. In accordance with the DEC’s Governance Ordinance, the Commission is a policy-making and advisory body, establishing the policies by which the First 5 funded portion of DEC operates and provides advisement on all other aspects of DEC governance.

Seat #	Current Description	Current Person	Appointing Authority
1	Director of DPH or Designee	Aline Armstrong	Mayor
2	Director of HSA or Designee	Joan Miller	Mayor
3	Board of Supervisor	Sup Melgar	BOS
4	Director of DCYF or Designee	Maria Su	Mayor
5	Director or Designee from a Dept to be Named by Mayor	Michael Lambert	BOS
6	Representative from CPAC	Elizabeth Winograd	BOS
7	Representative from Family Support	Cesnae Crawford	BOS
8	Community Representative Unspecified	Zea Malawa	BOS
9	Community Representative Unspecified	VACANT	BOS

These guidelines serve to outline the Commissioner’s general oversight, support, and policy-setting roles in support of the operational aspects of program implementation.

1. *Makes strategic policy decisions*

COMMISSION ROLE:

The Commission is responsible for setting the overall strategic direction for the use of First 5 funds. Commissioners act on clearly defined needs and expected outcomes, maintaining focus

on strategic goals while obtaining community input. Responsibilities include, but are not limited to:

- Works in collaboration with the Early Childhood Community Oversight and Advisory Committee to make annual recommendations to the strategic plan.
- Approves a county strategic plan that meets all requirements of the California Children and Families Act of 1998.
- Obtains ongoing input from the community concerning the needs of families and children 0-5.
- Carries out an annual review of the strategic plan and conducts at least one public hearing of the review before adopting revisions.

EXECUTIVE DIRECTOR/STAFF ROLE:

Department of Early Childhood staff, as led by the Executive Director, supports the Commission's strategic planning efforts, and assists with developing and implementing policies adopted by the Commission. Responsibilities include, but are not limited to:

- Organizes strategic and other organizational planning efforts and provides support as requested by the Commission.
- Gathers data and community input to assist the Commission in implementing effective policies.
- Makes recommendations to the Commission about appropriate policies for consideration.
- Supports policy decisions of the Commission and provides staff direction to carry out the work. As necessary, develops more detailed plans/ processes and organizes the resources needed to implement the decisions so that progress is continually made.
- Implements compliance procedures and monitors policies to ensure adherence.
- Submits the adopted strategic plan and any subsequent revisions to the State Commission.

SECRETARY ROLE:

The Commission Secretary is a member of the Department of Early Childhood staff who is the liaison to the Children and Families Commission and the Early Childhood Community Oversight and Advisory Committee. Responsibilities include, but are not limited to:

- Serves as the Parliamentarian for the Commission with familiarity with formal meeting procedures and parliamentary rules for Commission meetings.
- Analyzes and briefs members of the Commission on agenda items.

2. Provides active leadership in the community

COMMISSION ROLE:

The Commission seeks positive change for young children and their families and will take a visible leadership role in the community. Additionally, the Commission will advocate for the needs of children and families. Responsibilities include, but are not limited to:

- Attends Commission, Joint Body, and Committee meetings, which includes being prepared for meetings by reviewing materials in advance; participating actively in meetings and making informed voting decisions; notifies Commission secretary if unable to attend.
- Attends public events and meetings to inform the public about the work of the Commission and to learn about emerging and evolving needs of children and families.

EXECUTIVE DIRECTOR/STAFF ROLE:

Responsibilities include, but are not limited to:

- Serves as primary point of contact for the community.
- Participates in community activities to provide input on issues related to First 5.
- Organizes and makes recommendations on marketing, media and other local community communication plan efforts and materials and provides support as requested by the Commission in the development of such endeavors.
- Prepares Memos to County

SECRETARY ROLE:

Responsibilities include, but are not limited to:

- Serves as primary point of contact for the Commission.
- Informs City and County of vacancies and coordinates with Clerk of the Board and Mayor’s office regarding Commission appointment requirements.

3. Provides fiscal accountability

COMMISSION Role:

The Commission has fiduciary responsibility for the use of First 5 funds. Responsibilities include, but are not limited to:

- Administers the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and the adopted strategic plan.
- Conducts, submits, and approves an annual audit of financial statements per the California Children and Families Act of 1998
- Maintains a long-range financial plan, based on estimates of revenues and expenditures.
- Approves an annual budget, detailing planned income and expenditures for the coming fiscal year.
- Makes recommendations to the department regarding funding from other sources.

EXECUTIVE DIRECTOR/STAFF ROLE:

Responsibilities include, but are not limited to:

- Prepares a detailed annual budget and long-range financial forecast according to guidelines set by the Commission.
- Prepares annual report of local data for Commission approval.
- Oversees preparation of annual audit.
- Assures completion of all statutory requirements.

SECRETARY ROLE:

Responsibilities include, but are not limited to:

- Provides Commissioners with meeting materials.
- Supports completion of all statutory requirements.

4. *Implements legal and ethical responsibility***COMMISSION ROLE:**

The Commission is responsible for ensuring that Commission funds are used appropriately.

Responsibilities include, but are not limited to:

- Complies with state and county conflict of interest requirements.
- Completes Statement of Economic Interest (Form 700) and ethics training on a yearly basis.

EXECUTIVE DIRECTOR/STAFF ROLE:

Responsibilities include, but are not limited to:

- Monitors state and local legislative and regulatory processes in order to communicate the Commission's experiences and positions and to anticipate changes in laws, regulations, and services impacting early childhood development programs.
- Completes Statement of Economic Interest (Form 700) on a yearly basis. (key staff)
- Completes ethics training (AB1234) on a biannual basis. (key staff)
- Coordinates completion and submission of Forms 700 and Ethics Training with appropriate county staff.

SECRETARY ROLE:

- Serves as liaison between the Children and Families Commission and the Department of Early Childhood and other City, State and Federal agencies and the public.
- Ensures that the Commission operates in accordance with the Governance Ordinance, Administrative Code, Brown Act, Sunshine Ordinance, and City policies.

5. *Provides accountability to the community***COMMISSION ROLE:**

The Commission ensures that the results of its programs are documented through evaluation.

Responsibilities include, but are not limited to:

- Approves annual report of local data for submission to the State Commission.
- Conducts an annual public hearing to adopt and hear the State First 5 Annual Report.
- Reviews and approves reports of results achieved and actions underway throughout the year.
- Issues report on community investments.

- Work in partnership with the Early Childhood Community Oversight and Advisory Committee to make joint policy recommendations regarding the Department’s coordination of services, policies, and planning strategies for early childhood care and education and family support for children ages zero to five.

EXECUTIVE DIRECTOR/STAFF ROLE:

Responsibilities include, but are not limited to:

- Organizes and makes recommendations on data collection and evaluation efforts and materials that promote the priorities of the Commission.
- Implements effective evaluation efforts and monitors evaluation designs.
- Ongoing monitoring of partners and vendors receiving First 5 funds to assure appropriate use of dollars in accordance with terms of contract.

SECRETARY ROLE:

Responsibilities include, but are not limited to:

- Ensures the public is notified of upcoming meetings and that relevant materials are posted on the DEC website.
- Complies with Public Comment requirements and ensures accessibility.
- Takes meeting minutes and posts them publicly.

AGENDA ITEM # 10

The First 5 San Francisco Administrative Policies and Procedures Manual is a guiding document for Commissioners and Commission Staff. It is a compilation of existing policies and procedures that define how the Commission does business in San Francisco. The merge of the Department of Early Childhood requires the manual be updated.

RECOMMENDATION

Staff recommends approval of this item.

BACKGROUND

To update the Policy and Procedure Manual the edits included below were made:

- Section A- Updated the language to reflect the Department of Early Childhood, updated the Vision, Mission and Values.
- Section C- Exchanged Chapter 86 for the most recent amendment after DEC's Governance Ordinance
- Section D- Updated the language to reflect the Department of Early Childhood, replaced with the new Bylaws, changed the meeting schedule and Approval Limits to exclude the Fiscal and Program committees.

ATTACHMENTS

Updated Sections of A, C and D

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A. OVERVIEW

The Department of Early Childhood Children and Families Commission Administrative Policies and Procedures Manual is a guiding document for the Commissioners and Department Staff. It is a compilation of existing policies and procedures that define how the Commission does business in San Francisco.

Exceptions to these policies will be considered by Department Staff on a case-by-case basis. Special circumstances will at times require alternative interpretation of the policies and flexibility on the part of Department Staff and grantees.

The Administrative Policies and Procedures Manual presents operating guidelines which have been reviewed and/or approved by the Commission. These are the internal operations guidelines and procedures of Department of Early Childhood's Children and Families Commission. They are designed to be a reference to all Children and Families commissioners and DEC employees in order to effectively and efficiently carry out their duties and responsibilities to the City and County of San Francisco and the Proposition 10 statutes of the California Children and Families Act. This manual is divided into four major sections:

State legislation and codes
City and county legislation, policies and codes
Commission policies and procedures
Department guidelines and procedures

Anyone with questions or concerns about these policies is encouraged to contact Department staff.

Mission and Vision of San Francisco Department of Early Childhood

The mission of the San Francisco Department of Early Childhood is to weave together family, community, and system supports so that all children who grow up in San Francisco have a strong foundation of nurturing, health, and learning.

San Francisco Department of Early Childhood's vision is that every child in San Francisco has the best start in life and our City is a great place to raise a family.

As the Department of Early Childhood, we are committed to: racial equity, universal access, collaboration with community, continuous learning and improvement and transparency

San Francisco Administrative Code – Children & Families First Commission

86: Children and Families First Commission

SEC. 86.1. ESTABLISHMENT OF THE SAN FRANCISCO CHILDREN AND FAMILIES FIRST COMMISSION.

(a) Establishment. The San Francisco Children and Families First Commission (the “Commission”) is hereby established and designated as the county commission for purposes of California Health & Safety Code Sections 130100 et seq., as it may be amended from time to time. The Department of Early Childhood (the “Department”) shall provide office space, administrative support, and other services for the Commission. The Commission shall consist of nine members.

(b) Purpose. The Commission is established to promote, support, and improve the early development of children from the prenatal stage to five years of age and to carry out the provisions of the California Children and Families First Act of 1998 (the “Act”), including by way of example but not limitation, support for families through parenting education and child health and wellness programs.

(Added by Ord. 409-98, App. 12/24/98; amended by Ord. 321-99, File No. 991829, App. 12/17/99; Ord. 189-22, File No. 220808, App. 9/8/2022, Eff. 10/9/2022)

SEC. 86.2. POWERS AND DUTIES OF THE SAN FRANCISCO CHILDREN AND FAMILIES FIRST COMMISSION.

The Commission shall have the following powers and duties:

(a) The Commission shall adopt an adequate and complete San Francisco Strategic Plan (the “County Strategic Plan”), as described in Section 86.4 below, for the support and improvement of early childhood development, including family support related to caring for children ages zero to five, within the City and County of San Francisco. Prior to adopting the County Strategic Plan, the Commission shall hold no less than one public hearing on the proposed County Strategic Plan.

(b) On at least an annual basis, the Commission shall review its County Strategic Plan and revise the Plan as may be necessary or appropriate. The Commission shall hold no less than one public hearing on its periodic review of the County Strategic Plan before any revisions to the Plan are adopted.

(c) The Commission shall submit its adopted County Strategic Plan, and any subsequent revisions thereto, to the State Children and Families First Commission (the “State Commission”).

(d) On or before October 15 of each year, the Commission shall conduct and prepare an audit of and issue a written report on the implementation and performance of its functions during the preceding fiscal year

(1) At a minimum, the audit and report shall include the manner in which the funds were expended, the progress toward and the achievement of program goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators.

(2) On or before November 1 of each year, the Commission shall transmit the audit and report to the State Commission.

(3) The Commission shall conduct no less than one public hearing prior to adopting any annual audit and report.

(e) The Commission shall conduct no less than one public hearing on each annual report by the State Commission prepared pursuant to California Health and Safety Code Section 130150(b).

(f) The Commission shall establish no less than one advisory committee to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

(g) The Commission shall expend the funds in the San Francisco Children and Families First Trust Fund, only for the purposes authorized by the Act and this Chapter 86 and in accordance with the County Strategic Plan approved by the Commission. The Commission shall not expend funds that are not authorized by the Act, including but not limited to the Babies and Families First Fund established in Section 10.100-36 of the Administrative Code and grant funds directed to the Department and general fund appropriations, but may make recommendations to the Department regarding spending from other funding sources. The Commission shall hold at least one joint public hearing annually with the Early Childhood Community Oversight and Advisory Committee (the "EC COAC"), established by Article XIII of Chapter 5 of the Administrative Code, to review and make recommendations regarding the Department's budget no later than February 14 of each year.

(h) The Commission shall hold at least one joint public hearing annually with the EC COAC to review, and provide input to, the Department's annual report evaluating the effectiveness of the Early Care and Education for All Initiative, required by Section 20.17-3 of the Administrative Code. Following the joint public hearing, and before the Department submits the report to the Board of Supervisors, the Commission and the EC COAC shall each transmit recommendations regarding the report to the Department. The Department's final report shall include a summary of the recommendations received and describe the ways in which the Department has addressed the recommendations.

(i) The Commission may recommend candidates for Director of the Department to the Mayor and may hold a joint public meeting with the EC COAC to recommend such candidates to the Mayor.

(j) The Commission may review national, state, and local legislation that may affect young children and their families and

- (1) Make recommendations to the Mayor and the Board of Supervisors regarding the proposed legislation; and
- (2) Consistent with Charter Section 3.100, communicate the Commission's position regarding the proposed legislation to the appropriate legislative bodies, as long as the Commission's position on state and federal legislation does not conflict with any official position taken by the City and County and the communication is coordinated with the Office of the Mayor.

(k) The Commission shall coordinate with the EC COAC to develop joint policy recommendations with the EC COAC regarding the Department's coordination of services, policies, and planning strategies for early childhood care and education and family support for children ages zero to five to include:

- (1) Addressing the continuous quality improvement of programs and capacity-building of providers.
- (2) Developing recommendations for equitable, inclusive, culturally and linguistically appropriate services and innovations responsive to emerging early childhood needs.
- (3) Developing recommendations for processes to ensure data and data systems are used for greater accountability of program outcomes, enhance learning internally, across investments, and across service sectors, and address persistent racial, diversity, equity, and inclusion gaps.
- (4) Promoting public interest and awareness around issues facing young children and their families.
- (5) Developing processes and structures that support organizations, communities, and public agencies to work together to advance the well-being of young children and their families.

(l) The Commission shall meet at least four times each calendar year.

(Added by Ord. 409-98, App. 12/24/98; amended by Ord. 321-99, File No. 991829, App. 12/17/99; Ord. 221, File No. 000150, App. 9/29/2000; Ord. 189-22, File No. 220808, App. 9/8/2022, Eff. 10/9/2022)

SEC. 86.3. MEMBERSHIP AND ORGANIZATION OF THE SAN FRANCISCO CHILDREN AND FAMILIES FIRST COMMISSION.

(a) The members of the Commission are as follows. Seats 3 and 5 through 9 shall be appointed by the Board of Supervisors:

- (1) Seat 1 shall be the Director of Public Health or the Director's designee.
- (2) Seat 2 shall be the Executive Director of the Human Services Agency or the Executive Director's designee.
- (3) Seat 3 shall be a member of the Board of Supervisors.
- (4) Seat 4 shall be the 1 of Children, Youth and Their Families or the Department Head's designee.
- (5) Seat 5 shall be nominated by the Mayor (and approved by the Board of Supervisors) as a representative director or supervisor of a Mayoral office or other City program for prevention or early intervention for families at risk.
- (6) Seat 6 shall be a member of the Child Care Planning and Advisory Council, established in Article XX of Chapter 5 of the Administrative Code.
- (7) Seat 7 shall be a provider of family support services as described in the San Francisco County Strategic Plan established by Section 86.4 below.
- (8) Seats 8 and 9 shall be appointed from among the following categories: recipients of project services included in the Strategic Plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting and nurturing early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies. To the extent feasible, members shall be selected from existing committees, councils, or coalitions promoting early childhood development and support of their families in order to facilitate planning and coordination of services.

(b) The Commission shall convene by March 1, 1999.

(c) Members of the Commission appointed to Seats 3 and 5 through 9 shall serve at the pleasure of the Board of Supervisors. The term of each Commission member appointed to Seats 3 and 5 through 9 shall be for four years; provided, however, that the members first appointed shall, by lot, classify their terms so that two members shall serve a three-year term, and three members shall serve a four-year term. On the expiration of these terms, their successors shall be appointed for a four-year term. In the event a vacancy occurs during the term of office of any appointed member, a successor shall be appointed for the unexpired term of the office vacated in a manner similar to that for the initial member. After serving the unexpired term of a predecessor, the successor may be appointed for a full four-year term. Members in Seats 5 through 9 may serve no more than two consecutive terms on the Commission. For the purposes of these term limits, serving more than half of a term shall count as serving a full term on the Commission. Any member in Seats 3 and 5 through 9 who fails to attend at least half of the meetings held in a calendar year shall be deemed to have resigned from the Commission.

(d) A majority of the members of the Commission shall constitute a quorum.

(e) The Commission shall establish any additional rules and regulations for its own organization and procedure consistent with State and local law.

(f) No member of the Commission shall be compensated for their services, except members may be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other

official responsibilities as authorized by the Commission. In addition, members serving in Seats 1 through 5 may receive their full compensation as City employees, since their work for the Commission shall be considered part of their responsibilities in their capacity as City employees.

(g) Continuing Membership on Children and Families First Commission. The members of the previously established Commission seated as of the effective date of Ordinance No. 189-22 shall by operation of law remain members of the Commission. Their terms of office and term limits shall not incorporate their previous service on the Commission. The terms of office for members of the previously established Commission, as well as Seat 5, shall begin on the effective date of Ordinance No. 189-22. Seat 5 shall be vacant until a new appointment is made in accordance with subsection (a) of this Section 86.3. The terms of office for members in Seats 6, 7, 8, and 9 with previous service on the Commission shall be limited to a one-year term. At the conclusion of the transitory one-year term for members in Seats 6, 7, 8, and 9, new appointments to the Commission shall be made in accordance with subsection (a) of this Section 86.3.

(h) The Department shall provide administrative support to the Commission.

(Added by Ord. 409-98, App. 12/24/98; amended by Ord. 321-99, File No. 991829, App. 12/17/99; Ord. 189-22, File No. 220808, App. 9/8/2022, Eff. 10/9/2022)

CODIFICATION NOTE

1. So in Ord. 189-22.

SEC. 86.4. ESTABLISHMENT OF A SAN FRANCISCO COUNTY STRATEGIC PLAN.

(a) The Commission shall establish the County Strategic Plan for the support and improvement of early childhood development, including support for their families in caring for children ages zero to five, within the City and County of San Francisco. The County Strategic Plan shall be consistent with and in furtherance of the purposes of the Act and any guidelines adopted by the State Commission that are in effect at the time the County Strategic Plan is adopted or subsequently revised. The Department may prepare the County Strategic Plan in conjunction with its preparation of the Department Strategic Plan required by Section 2A.310 of the Administrative Code.

(b) The County Strategic Plan shall include, at a minimum:

- (1) A description of the goals and objectives proposed to be attained;
- (2) A description of the programs, services, and projects proposed to be provided, sponsored, or facilitated.
- (3) A description of how measurable outcomes of such programs, services, and projects will be determined by the Commission using appropriate reliable indicators; and
- (4) A description of how programs, services, and projects relating to early childhood development and support for families with children ages zero to five within the county will be integrated into a consumer-oriented and easily accessible system.

(Added by Ord. 409-98, App. 12/24/98; amended by Ord. 189-22, File No. 220808, App. 9/8/2022, Eff. 10/9/2022)

SEC. 86.5. SEVERABILITY.

If any part or provision of this ordinance or the application thereof to any person or circumstance, is held invalid, the remainder of this ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable.

D. KEY DOCUMENTS – FIRST 5 SAN FRANCISCO COMMISSION

The following subsections consist of the key Commission documents and policies that govern the Children and Families Commission. For older versions of these documents, please refer to the Administrative Policy Manual Archive.

Each subsection requires a formal Commission approval. Staff will prepare revisions when needed and formally present to the Commission for review and approval.

Commission Meeting Schedule & Time

Full Commission Meeting

In a calendar year the Children and Families Commission will hold nine full Commission meetings, unless otherwise noted. The meetings will be in January, February, March, April, May, June, September, October and November. The meetings will be held on the first Wednesday of the month from 4:30pm to 6:30pm.

There may be special Commission meetings scheduled as needed.

Adopted by the San Francisco Children and Families First Commission on February 3, 2010.

Amended by the San Francisco Children and Families First Commission on February 7, 2018.

Commission Approval Limits

The Department of Early Childhood is primarily a grant making agency, which awards funds to agencies to implement activities to achieve the objectives of our strategic plan. To award San Francisco Children and Families First Trust Fund funds, the Commission and Department staff use various contractual documents. These are:

- Grant: Award of funds to an agency to implement activities serving the community.
- Non-Appropriated Grant Interdepartmental Services: Award of funds to another city department who deliver services or awards funds to an agency to implement activities serving the community or combines funds with other city departments for joint initiatives that are not approved as part of the budget for the Annual Appropriation Ordinance (AAO).
- Grant modifications with additional cost: An amendment to a grant that increases the amount of a grant previously made to an agency.
- Personal service contracts: Award of funds to individuals or agencies usually to implement activities that support the work of Commission staff.

The Commission elected to review the award of San Francisco Children and Families First Trust Fund funds as part of its oversight and stewardship responsibilities. The level of review is dependent on the dollar amount of the award. The review process for awards is set by the Commission and can be evaluated and amended by the Commission.

Dollar amount of award	Minimum Level of Review/approval
Up to \$25,000	Executive Director
\$25,001 and above	Requires Commission approval

The Commission has designated its Executive Director to approve single awards up to \$25,000 without formal review by a Commission oversight body.

Awards in the amount of \$25,001 and above require the approval of the Full Commission.

Separate Numbered Agenda Items

An award of funds considered by the Commission will be called individually for discussion and action by the Full Commission.

Awarded items approved by the Commission will result in instructions to staff to prepare contractual documents to memorialize the award of funds.

If the Commission denies the award of funds, staff may be instructed to seek revisions to the fund request or to notify the applicant of the denial of the award.

Fiscal Committee and Consent Calendar

If need be, the Commission can form an ad hoc Fiscal Committee. The Fiscal Committee shall consist of members of the Commission appointed by the Chair.

The Fiscal Committee is responsible for reviewing and making recommendations to the Commission on all financial matters, including: (1) overall financial planning, including matters relating to the budget and monitoring expenses; (2) all proposals before the Commission involving expenditures of Trust Fund moneys including, but not limited to Requests for Proposals, grants and contracts; and (3) any other matters referred to it by the Commission.

When there is an ad hoc Fiscal Committee, it can approve awards of up to \$75,000. The recommendations of the Fiscal Committee may be placed before the Commission by way of a Consent Calendar.

The consent calendar is an action item on the Commission agenda, which allows the Commission to take multiple actions as a single agenda item without discussion. The Fiscal Committee members approved items to be placed on the Commission Consent Calendar. Voting members of the Commission may remove an item from the Consent Calendar. In the event of a staff error, the Executive Director may instruct the Chairperson of the Commission to remove an item from the Consent Calendar.

Adopted by the San Francisco Children and Families First Commission on April 2, 2008.

Amended by the San Francisco Children and Families First Commission on February 3, 2010.

Amended by the San Francisco Children and Families First Commission on February 7, 2018