

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

DATE: Wednesday, May 15, 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. Discussion and possible action to vote for meeting chair
3. Roll call
4. General public comment
5. Agenda Item public comment
6. Discussion and possible action to approve the March 6, 2024 meeting minutes (Action item) [Commissioners provided with the following: draft minutes]
7. Public Hearing on the First 5 California 2022-23 Annual Report (Action Item) [Commissioners provided with the following: coversheet]
8. 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 Policy and Procedure Updates. (Action item)
9. Discussion and possible action to approve a new San Francisco Children and Families First Commission Funding Policy & Procedure (Action item) [Commissioners provided with the following: coversheet and proposed Funding Policy & Procedure]
10. Discussion and possible action to approve all rows except row 15, 18, and 24 of the FY2024-25 and FY2025-26 Children and Families First Commission (CFC) Division budget (Action item) [Commissioners provided with the following: coversheet and CFC FY25 & FY26 budget]

11. Discussion and possible action to approve row 15 (Family Resource Centers expenditures) of the FY2024-25 and FY2025-26 CFC Division budget (Action item) [Commissioners provided with the following: coversheet and CFC FY25 & FY26 budget]
12. Discussion and possible action to approve rows 18 and 24 (DPH work order expenditures) of the FY2024-25 and FY2025-26 CFC Division budget (Action item) [Commissioners provided with the following: coversheet and CFC FY25 & FY26 budget]
13. Review of the Strategic Plan with possible Updates and Recommendations (Discussion Item)
14. Commissioner updates
15. Executive Director updates
16. 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

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: sfgov.org/ethics.

認識您的權利

索取公共記錄

根據《三藩市陽光條例》(San Francisco Sunshine Ordinance) 及《加州公共記錄法案》(California Public Records Act), 每個市政部門都必須為公眾提供及時和透明的公共記錄和訊息。

如對「早期幼兒教育部」的索取公共記錄政策有任何疑問, 或欲索取公共記錄, 請發送電子郵件至 dec.publicrecords@sfgov.org。

《陽光條例》

政府的職責是服務大眾, 並在大眾的監督下作出決定。設立市縣的委員會、董事會、理事會和其他機構的目的, 是為市民處理事務。此條例確保審議工作是在市民的監督下進行, 並確保城市的運作能公開給市民審查。欲了解根據《陽光條例》下您所擁有的權利 (《三藩市行政法典》第 67 章) 或舉報違反條例的行為, 請聯絡: 「陽光條例專案小組」負責人。

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (辦公室電話); 415-554-7854 (傳真)
電郵地址: SOTE@sfgov.org

《陽光條例》的副本可向「陽光條例專案小組」職員或三藩市公共圖書館索取, 以及在市政府網站 www.sfgov.org 查閱。大眾可於網上查閱附帶說明的文件副本 (網址: <http://www.sfbos.org/sunshine>), 或透過上述地址或電話號碼向委員會秘書索取。

語言便利服務

根據《語言便利條例》(《三藩市行政法典》第 91 章), 我們可按要求提供中文、西班牙文及/或菲律賓文(他加祿語)的口譯服務。會議記錄在獲得委員會通過後可翻譯成所要求的語言。我們將盡可能提供其他語言的協助。欲要求相關的協助服務, 請於聽證會前至少 48 小時, 聯絡委員會秘書 Arianna Cruz-Sellu (電郵地址: arianna.cruz-sellu@sfgov.org), 或致電 (628) 652-3058。對於遲來的請求, 我們將盡可能配合。

便利殘障人士服務

「兒童及家庭委員會」聽證會及「早期幼兒社區監督和諮詢委員會」聽證會於以下地點舉行：1650 Mission Street, 3rd floor, San Francisco。大樓及會議室均方便輪椅人士出入。對於因殘障而無法親自出席會議的人士，我們可應要求提供遠程公眾參與服務。請最遲在會議開始前一 (1) 小時提出遠程參與要求，有助確保我們能夠提供會議連結。我們也可應要求提供手語翻譯。遠程參與的人士也可以啟動字幕。

如要求遠程手語翻譯，請在會議開始前至少四 (4) 個辦公小時提交有關安排的要求。對於所有其他安排的要求（如其他輔助設備和服務），請至少在 48 個辦公小時前提出，有助確保我們能夠配合。欲要求便利性安排，請聯絡委員會秘書 Arianna Cruz-Sellu（電郵地址：arianna.cruz-sellu@sfgov.org），或致電 (628) 652-3058。

《遊說條例》

《三藩市遊說條例》[三藩市推廣及政府行為準則 2.100] 規定，影響或試圖影響地方立法或行政行動的個人和實體在進行遊說活動前，可能需要作出登記及通知。欲了解《遊說條例》的詳情，請聯絡「三藩市道德委員會」，地址：25 Van Ness Avenue, Suite 220, San Francisco, CA 94102，電話：(415) 252-3100，傳真：(415) 252-3112，
網站：sfgov.org/ethics。

Conozca sus derechos

SOLICITUDES DE REGISTROS PÚBLICOS

Todos los departamentos municipales deben proporcionarles a los ciudadanos un acceso oportuno y transparente a los registros públicos y a la información de conformidad con la [Ordenanza Sunshine de San Francisco](#) y la [Ley de Registros Públicos de California](#).

Si tiene preguntas sobre la política de solicitud de información pública de DEC o si desea realizar una solicitud de registros públicos, por favor envíe un email a dec.publicrecords@sfgov.org.

ORDENANZA SUNSHINE

El deber del gobierno es servir al público, tomando sus decisiones a la plena vista del público. Las comisiones, juntas, consejos y otras agencias de la Ciudad y el Condado existen para conducir los asuntos de los ciudadanos. Esta ordenanza garantiza que las deliberaciones se lleven a cabo ante el pueblo y que las operaciones de la Ciudad estén abiertas a la revisión por parte de la población. Para obtener información sobre sus derechos de conformidad con la Ordenanza Sunshine (Capítulo 67 del Código Administrativo de San Francisco) o para denunciar una infracción de la ordenanza, por favor póngase en contacto con: Administrador del Grupo de Trabajo de la Ordenanza Sunshine.

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

Se pueden obtener copias de la Ordenanza Sunshine con el secretario del Grupo de Trabajo de Sunshine, en la Biblioteca Pública de San Francisco y en el sitio web de la Ciudad en www.sfgov.org. Las copias de los documentos explicativos están a disposición del público por Internet en <http://www.sfbos.org/sunshine> o, previa solicitud al Secretario de la Comisión, en la dirección o el número de teléfono indicados anteriormente.

ACCESO LINGÜÍSTICO

De acuerdo con la Ordenanza de Acceso Lingüístico (Capítulo 91 del Código Administrativo de San Francisco), se dispondrá de intérpretes de chino, español y/o filipino (tagalo) si así se solicita. Las actas de las reuniones podrán traducirse, si así se solicita, una vez que hayan sido adoptadas por la Comisión. Siempre que sea posible, se podrá ofrecer asistencia en otros idiomas. Para solicitar asistencia con estos servicios, por favor póngase en contacto con la Secretaria de la Comisión Arianna Cruz-Sellu escribiendo a arianna.cruz-sellu@sfgov.org o llamando al (628) 652-3058 al menos 48 horas antes de la audiencia. En la medida de lo posible, se atenderán las solicitudes presentadas con retraso.

ACCESO PARA DISCAPACITADOS

Las audiencias de la Comisión de Niños y Familias y las audiencias del Comité Asesor y de Supervisión Comunitaria de la Primera Infancia se celebran en 1650 Mission Street, 3^{er} piso, San Francisco. El edificio y la sala de reuniones son accesibles en silla de ruedas. La participación del público a distancia está disponible previa solicitud para las personas que no pueden asistir en persona debido a una discapacidad. Solicitar la participación a distancia a más tardar una (1) hora antes del inicio de la reunión ayuda a garantizar la disponibilidad del enlace de la reunión. También se ofrece interpretación en lenguaje de señas previa solicitud. Se pueden activar los subtítulos si se participa a distancia.

Si solicita interpretación a distancia en lenguaje de señas, envíe una solicitud de adaptación con un mínimo de cuatro (4) horas laborables de anticipación al inicio de la reunión. Para el resto de las solicitudes de adaptación (por ejemplo, para otras ayudas y servicios auxiliares), se requiere un mínimo de 48 horas laborables de anticipación, lo que contribuye a garantizar su disponibilidad. Para solicitar una adaptación, por favor póngase en contacto con Arianna Cruz-Sellu escribiendo a arianna.cruz-sellu@sfgov.org o llamando al (628) 652-3058.

ORDENANZA DE CABILDEO

Las personas y entidades que influyen o intentan influir en la acción legislativa o administrativa local pueden estar obligadas por la Ordenanza de Cabildeo de San Francisco [Código de Conducta Gubernamental y Campaña de San Francisco 2.100] a registrarse y notificar las actividades de cabildeo. Para obtener más información sobre la Ordenanza de Cabildeo, por favor póngase en contacto con la Comisión de Ética de San Francisco en 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, página web: sfgov.org/ethics.

Alamin ang Inyong mga Karapatan

MGA PAGHILING NG MGA PAMPUBLIKONG RECORD

Kailangang magbigay ang bawat Departmento ng Lungsod ng napapanahon at transparent na access sa mga pampublikong record at impormasyon sa ilalim ng [San Francisco Sunshine Ordinance](#) at ng [California Public Records Act](#).

Para sa mga tanong tungkol sa patakana ng DEC sa paghiling ng pampublikong impormasyon o para humiling ng pampublikong record, mag-email sa dec.publicrecords@sfgov.org.

SUNSHINE ORDINANCE

Tungkulin ng pamahalaan na paglingkuran ang publiko, na gumagawa ng desisyon nang ganap na nakikita ng publiko. Nariyan ang mga komisyon, lupon, konseho, at iba pang ahensya ng Lungsod at County para pangasiwaan ang negosyo ng mga tao. Tinitiyak ng ordinansang ito na isinasagawa ang mga pagdedesisyon sa harap ng mga tao at bukas para sa pagsusuri ng mga tao ang mga operasyon ng Lungsod. Para sa impormasyon tungkol sa inyong mga karapatan sa ilalim ng Sunshine Ordinance (Kabanata 67 ng San Francisco Administrative Code) o para mag-ulat ng paglabag sa ordinansa, makipag-ugnayan sa: Sunshine Ordinance Task Force Administrator.

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

Puwedeng kumuha ng mga kopya ng Sunshine Ordinance mula sa Clerk ng Sunshine Task Force, sa Pampublikong Aklatan ng San Francisco, at sa website ng Lungsod sa www.sfgov.org. Available online sa publiko ang mga kopya ng mga dokumento ng paliwanag sa <http://www.sfbos.org/sunshine> o, kung hiniling sa Kalihim ng Komisyon, sa address o numero ng telepono sa itaas.

ACCESS SA WIKA

Batay sa Language Access Ordinance (Kabanata 91 ng San Francisco Administrative Code), magiging available kung hiniling ang mga tagasalin sa wikang Chinese, Spanish, at/o Filipino (Tagalog). Puwedeng isalin ang Mga Katitikan ng Pagpupulong, kapag hiniling, pagkatapos pagtibayin ng Komisyon ang mga ito. Puwedeng tanggapin ang tulong sa mga karagdagang wika kapag posible. Para humiling ng tulong sa mga serbisyong ito, makipag-ugnayan sa Kalihim ng Komisyon na si Arianna Cruz-Sellu sa arianna.cruz-sellu@sfgov.org o sa (628) 652-3058 kahit 48 oras bago ang pagdinig. Tatanggapin ang mga nahuling paghiling kapag posible.

ACCESS PARA SA MAY KAPANSANAN

Isinasagawa ang mga pagdinig ng Children and Families Commission at mga pagdinig ng Early Childhood Community Oversight and Advisory Committee sa 1650 Mission Street, 3rd floor, San Francisco. May access para sa wheelchair ang gusali at silid para sa pagpupulong. Kapag hiniling, available ang remote na pampublikong pakikilahok para sa mga indibidwal na hindi makakadalo nang personal dahil sa kapansanan. Nakakatulong ang paghiling na lumahok nang remote kahit isang (1) oras bago ang pagsisimula ng pagpupulong para masigurado ang pagiging available ng link ng pagpupulong. Available din ang Sign Language Interpretation kapag hiniling. [Puwedeng i-enable ang mga caption](#) kung remote na lalahok.

Kung hihiling ng remote na Sign Language Interpretation, magsumite ng kahilingan para sa tulong nang hindi bababa sa apat (4) na oras ng negosyo bago ang pagsisimula ng pagpupulong. Nakakatulong ang paglalaan ng minimum na 48 oras ng negosyo para sa lahat ng iba pang kahilingan para sa tulong (halimbawa, para sa iba pang auxiliary aid at serbisyo) para masigurado ang pagiging available nito. Para humiling ng tulong, makipag-ugnayan kay Arianna Cruz-Sellu sa arianna.cruz-sellu@sfgov.org o sa (628) 652-3058.

LOBBYIST ORDINANCE

Ang mga indibidwal at entity na nakakaimpluwensya o sinusubukang makaimpluwensya ng lokal na lehislatibo o administratibong aksyon ay posibleng atasan ng San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] na magparehistro at mag-ulat ng aktibidad sa pag-lobby. Para sa higit pang impormasyon tungkol sa Lobbyist Ordinance, makipag-ugnayan sa San Francisco Ethics Commission sa 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: sfgov.org/ethics.

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

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

Present: Chair Malawa, Commissioner Crawford, Commissioner Lambert, Commissioner Su, Commissioner Winograd, Commissioner Armstrong

Absent: Supervisor Melgar, Commissioner Miller

3. General public comment

Janis Conallon w/ Safe and Sound: I have a quick report, I would like to extend our thanks to Deputy Director Zighera, who participated in our Family Services Week last week. By participating in a roundtable discussion about childcare for children with special healthcare needs. We were really grateful for the dynamic conversation between families, policy makers and other leaders in the city. We want to keep our eye on the budget we are looking at what we think is a \$1.2 million difference. It's a drop in what FRC have been using to meet basic needs and as we know needs have been increasing. That money is really important, so we will continue to have that conversation. The figure might change but that's what it looks like right now, we appreciate your attention to that.

Maria Luz Torre w/ Parent Voices: We would like to thank the Commission for this opportunity to speak, and I know this is a commission meeting and I know you can't answer questions from the public. But we have questions about the process of giving public comment. Because we feel that giving public comment at the beginning has its pluses but also its minuses. We do not know what we are going to comment on, if you discuss something and we have something to say about it that kind of gets lost. We hope that there is somehow another opportunity to give public comment on specific agenda items instead of just at the beginning. At the last meetings the parents were like "what that's it".

Dr. Joana Quiroz w/ Felton Institute: I would like to underscore the critical importance of continued investment and partnerships between ECE and FRC providers. As you know these 2 pillars form the foundation of a robust system of care and safety net for families in our community. We know that ECE programs lay the groundwork for a child's future providing essential ECE experiences that are fundamental for their growth and their development. Meanwhile FRC centers offer invaluable support and resources to families ensuring that they have access to assistance and services that they need in order to thrive. By investing in and fostering partnerships between ECE and FRC we are not only investing in the wellbeing of our children but also the strength and resilience of our entire community. Focusing on these 2 generations creates a holistic support system that uplifts families and empowers them to overcome challenges, achieve their goals and contribute positively to society. Today we urge you to restore the 1.2 million in the DEC budget for family support services.

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] Commissioner Lambert moves, and Commissioner Crawford seconded. Motion passed unanimously.
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) Commissioner Lambert moved and Commissioner Winograd seconded. Motion passed unanimously.
8. Discussion and possible action to approve updated Bylaws (Action item) [Commissioners provided with the following: updated Bylaws] Commissioner Su moved and Commissioner Lambert seconded. Motion Passed Unanimously.
9. Discussion and possible action to approve Policy and Procedure Guide (Action item) [Commissioners provided with the following: Policy and Procedure Guide] Commissioner Lambert moves, and Commissioner Crawford. Commissioner Su and Chair Malawa requested a public comment agenda item from staff in an upcoming meeting. Motion passed unanimously.
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] Commissioner Su moved and Commissioner Crawford seconded. Motion passed unanimously.
11. Commissioner updates

Chair Malawa: Form 700 and Ethics Trainings are due soon. If any commissioner does not turn it in on time, Children and Families Commission is charged \$100 for a day for each late submission. Please see Arianna if you are unsure how to complete that process.

Commissioner Armstrong: Maternal, Child and Adolescent Health is kicking off a needs assessment. The Title V Block Grant MCAH Needs Assessment plays a crucial role in assisting states to identify and address the most critical needs among women, infants, children, and adolescents with special health care needs. Title V Local Needs Assessment data will be available in April. Community input about local health problems will play a pivotal role in the prioritization of 15 health problems, which will be reported to the California Department of Public Health (CDPH) in June 2024. The 15 health problems will set the stage for the State Title V 5-Year Scope of Work.

Commissioner Lambert: I attended the DCYF Family Resource Fair at the County Fair building, and it was phenomenal. Many resources, providers, CBO's, summer activities and city departments were in attendance. Maria's team did such a great job, and the city is a great place to raise families.

12. Executive Director updates

Executive Director Mezquita: DEC reinforced Mayor Breed's Children and Family Recovery Plan strategies. At a press conference held at the Good Samaritan, Mayor Breed and Supervisor Melgar uplifted DEC's impact on young children, families, and the system of care, highlighting the importance of the city's investments in child, family, and ECE workforce support.

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: SOTE@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

San Francisco Children and Families Commission

Wednesday, March 6, 2024



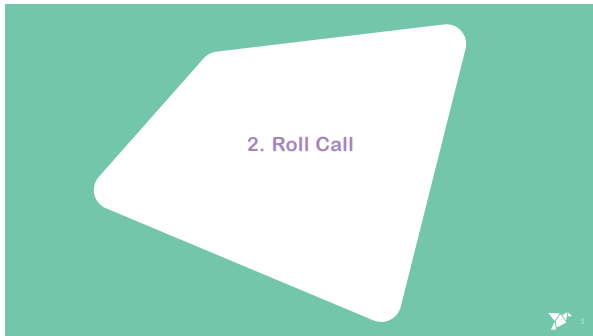
San Francisco Department of
Early Childhood

AGENDA

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

1

2



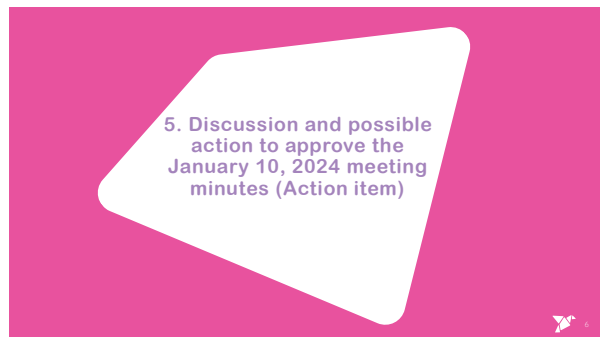
3



4



5



6

6. Update on Child Family Well-being Division's Request for Grant Applications and Corresponding June Contract Approvals (Discussion item)

7

Child and Family Well-being Division Solicitation Update

San Francisco Department of Early Childhood

8

Predictors of Kindergarten Readiness

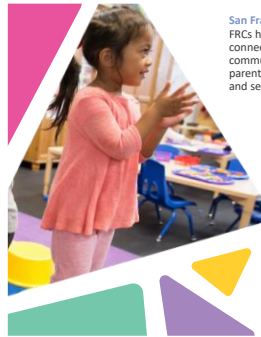
(From 2007, 2009, and 2015 Assessments)

Research shows that being ready for kindergarten is a key educational benchmark that leads to continued success in future years. All children need the support of family, community, and systems to be ready for kindergarten.

These three solicitations address almost all the factors associated with increased school readiness.



9



San Francisco Family Resource Center Initiative: For over a decade, FRCs have demonstrated ability to build community and social connections; increase families' engagement in schools and communities; enhance parenting capacity and confidence; support parent/child nurturing and bonding; and link families to resources and services in times of crisis.

- Entities will apply as either neighborhood-based or city-wide population and will respond to four Service Categories:
- **Responsive Relationships:** Family members learn from one another and have nurturing, supportive relationships inside and outside family resource centers. Services reduce social isolation and increase social supports.
 - **Parent Self-Efficacy:** Parents understand developmental milestones, believe they can influence their child's development, and use practices that promote milestone achievement. Services promote understanding of child development as well as supporting parental resilience.
 - **School Readiness and Success:** Children enter kindergarten with the cognitive, social/emotional, and physical skills that support school success. Services include understanding about the social-emotional competence of children.
 - **Stress Mitigation:** Parents/caregivers have the information, resources, and connections to peers and professionals to successfully raise their children in San Francisco. Services connect families to concrete supports in times of need.

10

Early Intervention and Specialized Services System of Care RFP is intended to form a consolidated Early Intervention service system from complementary parts that were more siloed in previous grant-making and to enhance service components for children with moderate to high risk for developmental delays.

Entities will apply in one or multiple Service Component Areas:

- Children with Special Health Care Needs and Early Intervention Family Resource Center (one provider)
- Centralized Access Point (one provider)
- Developmental Play Groups (multiple providers)
- Care Coordination (multiple providers)

11

Mental Health Consultation Initiative: services are focused on improving the capacities, skills and understanding of adults of themselves and thereby impacting children's social-emotional needs and development.

All entities will respond to three categories of services:

- Mental Health Consultation
- Early Intervention & Mental Health Treatment
- Systems Work

12



- **Family Resource Center Initiative:** \$17.8 million anticipated to fund 25 grants
- **Family Resource Center Initiative Proposals Received:** 35 proposals representing 24 neighborhoods and 11 city-wide populations
- **Early Intervention and Specialized Services System of Care:** \$2.7 million anticipated to fund 9-11 grants
- **Early Intervention and Specialized Services System of Care Proposals Received:** 18 proposals received
- **Early Childhood Mental Health Consultation Initiative:** \$5million anticipated to fund 4-6 grants
- **Early Childhood Mental Health Consultation LOI's Received:** 4 anticipated applicants



13



Anticipating Contract Approvals

- **Numbers:** Approximately 40 contracts
- **Approval Timeline:** April/May contract negotiations; May/June Commission Approval
- **Contract Approval Materials:** Lists of agencies and funding amounts accompanied by initiative descriptions, logic models, and performance metrics
- **New Contract Launch:** July 1st



14

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)



15



- The Children and Families Commission Bylaws require a 10-Day period between the presentation of Rules of Order amendments and the commission's vote.
- DEC staff recommends waiving this wait period for today's meeting.

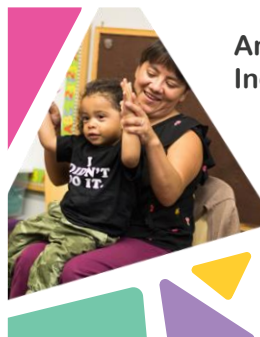


16

8. Discussion and possible action to approve updated Bylaws (Action item) [Commissioners provided with the following: updated Bylaws]



17




Amendments to Bylaws Include:

- Changing annual officer elections to June
- Updating meeting time and place to reflect DEC merger
- Altering committee work to ad hoc
- Ending fiscal and program committees for the time being



18

9. Discussion and possible action to approve Policy and Procedure Guide (Action item)
 [Commissioners provided with the following: Policy and Procedure Guide]



19




Policy and Procedure Guide

- Summarizes Policy and Procedure for Children and Families Commission
- Meant to be both an onboarding and ongoing resource for Commissioners
- Discusses both citywide and DEC specific expectations for the commission




20

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]




21




Policy and Procedure Manual

- Different from the Policy and Procedure Guide, the Manual is a 300+ page document which includes all relevant city and state legislation, Department of Early Childhood policy and Children and Families Commission Rules of Order




22



Policy and Procedure Manual

Amendments include:

- Revising language for the inclusion of the Department of Early Childhood
- Including the most recent SF Admin Code Chapter 86 amendments
- Eliminating the fiscal committee's role as a perennial financial decision-making body



23

11. COMMISSIONER UPDATES



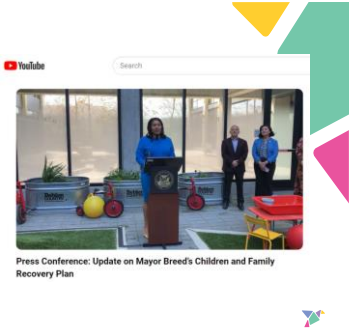
24



25

March 2024 Executive Director's Report

DEC reinforced Mayor Breed's Children and Family Recovery Plan strategies. At a press conference held at the Good Samaritan, Mayor Breed and Supervisor Melgar uplifted DEC's impact on young children, families, and the system of care, highlighting the importance of the city's investments in child, family, and ECE workforce support.



26



27

AGENDA ITEM 7

Public Hearing on the First 5 California 2022-23 Annual Report

RECOMMENDATION

Staff recommends acceptance.

BACKGROUND

The California Children and Families Act requires that each county commission hold a hearing on the California Children and Families Commission Annual Report. This agenda item is to fulfill that requirement.

County Commissions are not required to approve the report. The Commission solely needs to advise the California Commission that the hearing occurred and should submit a copy of the agenda and minutes for the meeting at which the hearing was held.

The State Commission's Annual Report is a requirement of the California Children and Families Act of 1998 (Proposition 10), and is organized as follows:

- Brief history of First 5 California, its structure and audit findings, and partnerships
- Summary of how First 5 California supports Children, Parents, and early learning Teachers
- County Commission Highlights

The full annual report can be viewed online at:

https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_2022-23_Annual%20Report_ADA.pdf

A hard copy of the report is also available upon request.

ATTACHMENTS

Link to 2022-23 First 5 CA Annual Report:

https://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/F5CA_2022-23_Annual%20Report_ADA.pdf

AGENDA ITEM 9

Discussion and possible action to approve a new San Francisco Children and Families First Commission Funding Policy & Procedure

RECOMMENDATION

Staff recommends approval

BACKGROUND

First 5 San Francisco (CFC), which became a division of the county's Department of Early Childhood (DEC) in fiscal year 2022-2023, is required to submit a two-year budget to the City and County of San Francisco's Controller's Office every February. DEC is primarily a grant making agency which awards funds to organizations to implement activities to achieve the objectives of the DEC Strategic Plan. CFC's budget, allocation of Proposition 10 funds, and corresponding initiatives, are shaped by the goals and objectives set forth in the DEC Strategic Plan. The allocation of Proposition 10 funds must also be aligned with the long-term financial plan.

In order to address the new realities of grant-making with blended funds as part of a large Department and realize our number one priority of investing public dollars back into the community as efficiently as possible, staff is recommending a Funding Policy and Procedure that aligns with the practices of other First 5 Commissions of similar size and county configuration.

ATTACHMENTS

First 5 San Francisco Funding Policy & Procedure

Policy Name:	First 5 San Francisco Funding Policy & Procedure
Effective Date:	May 15, 2024 (pending approval)

Purpose

To establish a policy and procedure for First 5 San Francisco, a division of the San Francisco Department of Early Childhood, to allocate state Tobacco Tax (Proposition 10) funds for programs and services.

This policy will replace the Commission Approval Limits policy (3/6/2024) and the Annual Budgeting Policy & Process (6/1/2016).

Background

First 5 San Francisco (CFC) which became a division of the county’s Department of Early Childhood (DEC) in fiscal year 2022-2023 is required to submit a two-year budget to the City and County of San Francisco’s Controller’s Office every February. DEC is primarily a grant making agency which awards funds to organizations to implement activities to achieve the objectives of the DEC Strategic Plan. CFC’s budget is shaped by the goals and objectives set forth in the DEC Strategic Plan. The allocation of Proposition 10 funds must also be aligned with the long-term financial plan.

Policy

Proposition 10 money resides under the Children and Families First Trust Fund (Trust Fund) which belongs to the City and County of San Francisco (City) but gives exclusive authority of the Trust Fund to the San Francisco Children & Families First Commission per the San Francisco City Attorney memos dated May 16, 2000 (appropriation memo) and October 2, 2000 (expenditures memo).

Proposition 10 funds shall only be used to supplement existing levels of services and not supplant state or local General Fund money for any purpose per CFC’s Supplantation policy. The Commission will review the allocation of the Trust Fund money as part of its oversight and stewardship responsibilities under DEC. The level of review and approval is completed during the City and County of San Francisco’s annual budget and appropriation process. The review and approval process for fund allocation is set by the Commission and can be evaluated and amended by the Commission.

Procedure

The Commission has designated the staff of DEC to allocate the Trust Fund money appropriately to the programs and/or initiatives outlined in the most current strategic plan through the City’s annual budget and appropriation process.

The staff will input two-year annual budgets into the City’s budget system. The CFC division budget will lapse at the end of each fiscal year. Use of the Proposition 10 fund balance (aka Preservation fund or

rainy-day funds) will be subject to the approval of the Commission during this annual budget process. Any unspent funds determined at the end of the annual audit will be returned to the fund balance for future use.

The Commission authorizes the staff to perform the following:

- Issue solicitations using the City’s procurement process to determine agencies or organizations capable of providing the services or programs outlined in the DEC Strategic Plan.
- Draft two-year division budget using information from the strategic plan, current solicitations, prior years’ audit reports, and the long-term financial plan to allocate funds for administrative and programmatic expenditures.
- Include program initiative or contract funding recommendations derived from the solicitation process. Funding allocations must be approved by the Commission. The Commission’s approval of the annual budget fulfills this requirement.
- Include any projected usage of unspent funds and/or delayed spending from the current fiscal year into the new division budget.
- Present final draft of the two-year division budget (Proposition 10 only) to the Commission for comment and review.
- Present final revised two-year division budget (Proposition 10 only) to the Commission for approval.
- Amend the division budget as needed and present amendments to the Commission for review and approval if changes are significant and/or over the original approved base amount.
- Close each year’s division budget at the completion of the annual audit.

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 Proposition 10 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 Proposition 10 awards up to \$75,000 if it was not part of the original approval of the annual budget. 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.

AGENDA ITEM 10 - 12

Approval of the Department of Early Childhood's (DEC) Children and Families Commission (CFC) Division budget for fiscal years 2024-2025 and 2025-2026.

RECOMMENDATION

Staff recommends approval of these items

BACKGROUND

First 5 San Francisco (CFC) is now only a division under the San Francisco Department of Early Childhood (DEC). The Children and Families First Commission has authority over San Francisco's portion of the state's Tobacco Tax funds and the funds that any other revenue that is directly received by CFC. DEC has presented the full department budget at the following meetings:

- January 17, 2024 Joint First 5 and Early Childhood Children's Oversight & Advisory Committee meeting
- February 13, 2024 Joint First 5 and Early Childhood Children's Oversight & Advisory Committee meeting
- February 14, 2024 Childcare Planning and Advisory Committee

The Commission will be approving final draft for the CFC Division which includes the following for 2024-25:

- Total FY25 budget is \$22.2 million.
- The budget includes the use of \$3.5 million from the sustainability fund.
- The Inclusion Training and Technical Assistance program has been fully moved to the ECE division.
- Prop 10's portion of the Early Intervention Family Resource Center has been shifted to Child Health.
- The Mental Health Consultation initiative will be directly administered by DEC instead of DPH.

ATTACHMENTS

CFC Division budget for approval

Full Commission Meeting

May 15, 2024

DEC - First 5 San Francisco (CFC) Division 2024-25 and 2025-26 Budget for Approval

		CFC Division Only		
		FY24	FY25	FY26
1	REVENUES			
2	Prop 10 county allocation & grants	6,381,370	4,213,185	4,324,364
3	CA County MediCal Administrative Activities (CMAA)	2,000,000	500,000	500,000
4	Work order recoveries from other depts	12,735,165	13,834,733	14,055,264
5	Use of preservation funds (includes one-time grants & carryforward)	4,173,557	3,517,526	3,905,263
6	Interest & Investments	112,000	108,115	107,925
7	REVENUES TOTAL:	25,402,092	22,173,559	22,892,816
8	ADMINISTRATIVE EXPENDITURES	FY24	FY25	FY26
9	Salaries	2,309,962	1,629,258	1,687,151
10	Fringe Benefits	976,370	748,297	784,280
11	Non-Personnel Services	1,539,774	1,090,800	970,800
12	Materials & Supplies	9,950	4,000	4,000
13	ADMINISTRATIVE TOTAL:	4,836,056	3,472,355	3,446,231
14	FAMILY SUPPORT PROGRAMMATIC EXPENDITURES	FY24	FY25	FY26
15	Family Resource Centers (includes addbacks & pass-throughs)	17,819,270	17,229,078	17,447,884
16	Family Support Training & Field Building	325,000	325,000	325,000
17	Other Family Support programs	113,000	0	0
18	DPH - Parent Training Institute	70,000	70,000	70,000
19	EXPENDITURES TOTAL:	18,327,270	17,624,078	17,842,884
20	CHILD HEALTH PROGRAMMATIC EXPENDITURES	FY24	FY25	FY26
21	Inclusion Training & Technical Assistance	263,015	0	0
22	Early Intervention Family Resource Center	0	75,253	75,253
23	Mental Health Consultations	332,240	332,240	332,240
24	DPH - Health Screenings	100,500	100,500	100,500
25	EXPENDITURES TOTAL:	695,755	507,993	507,993
26	CHILD DEVELOPMENT PROGRAMMATIC EXPENDITURES	FY24	FY25	FY26
27	ECE Grants (IMPACT/HUB)	1,543,011	569,133	1,095,708
28	EXPENDITURES TOTAL:	1,543,011	569,133	1,095,708

Notes:

Prop 10 revenue is on the decline. On average through fiscal year 2027-28 is about 3.7%.

For Family Support programs, \$4M is budgeted under the ECE division which is not part of this approval process.

The Mental Health Consultation initiative is no longer a work order to DPH.

FY2025-26 is only a placeholder.