

**MEETING OF THE FIRST 5 COMMISSION OF SAN DIEGO**

**March 8, 2010**

**2:00 p.m. – 4:00 p.m.**

**County Administration Center**

**1600 Pacific Highway, Room 302 and 303**

**San Diego, CA 92101**

**AGENDA**

<b>ITEM</b>	<b>SUBJECT</b>
<b>A</b>	Roll Call and Introductions
<b>B Action</b>	<b>Approval of the Minutes of the Meeting of the First 5 Commission of San Diego – January 20, 2010.</b> Supporting Documents
<b>C</b>	<b>Opportunity for Public Comments</b> Items not on the Agenda – Limit two minutes per speaker. ( <i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to the meeting being called to order.)
<b>D</b>	<b>Commissioner Recusal Reminder</b> All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.
<b>E Action</b>	<b>Consent Calendar</b> The Commission will vote on any action items not pulled for discussion by Commissioners or members of the public.
<b>1 Public Hearing  Action</b>	<b>Acceptance of the FY 2008-09 First 5 California Annual Report</b> Supporting Document  The Commission is asked to accept the FY 2008-09 First 5 California Annual Report.
<b>2 Action</b>	<b>Healthy Development Services Countywide Coordinator Contract Approval</b> Supporting Document  The Commission is asked to approve the contract for the countywide coordinator of the Healthy Development Services Initiative.

<p style="text-align: center;"><b>3 Action</b></p>	<p><b>Oral Health Initiative Contract Approval</b> Supporting Document</p> <p>The Commission is asked to approve the Oral Health Initiative Contract.</p>
<p style="text-align: center;"><b>4 Action</b></p>	<p><b>Revision to the Technical and Professional Advisory Committee (TPAC) Operating Rules and Procedures</b> Supporting Documents</p> <p>The Commission is asked to approve an update to the TPAC Operating Rules and Procedures.</p>
<p style="text-align: center;"><b>5 Action</b></p>	<p><b>Sunset Review of Three First 5 Commission Policies</b> Supporting Documents</p> <p>The Commission is asked to approve minor revisions to the following Commission policies at their sunset review:</p> <ul style="list-style-type: none"> <li>• CFC-001 Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs</li> <li>• CFC-002 Legislative Advocacy</li> <li>• CFC-018 Communication of Financial Condition</li> </ul>
<p style="text-align: center;"><b>6 Action</b></p>	<p><b>Finance Committee Member Appointment</b> Supporting Document</p> <p>The Commission is asked to approve the appointment to the Finance Committee from the Technical and Professional Advisory Committee (TPAC).</p>
<p style="text-align: center;"><b>7 Presentation</b></p>	<p><b>Presentation on FY 2008 - 09 Evaluation Findings – Part II</b> Supporting Document</p> <p>The Commission will be given a presentation that highlights the results of Commission programs in the areas of Health for fiscal year 2008-09.</p>
<p style="text-align: center;"><b>8 Information</b></p>	<p><b>TPAC Report</b></p> <p>This is a standing agenda item report of TPAC's activities.</p>
<p style="text-align: center;"><b>9 Information</b></p>	<p><b>Finance Committee Report</b> Supporting Document</p> <p>This is a standing agenda item report of the Finance Committee's activities.</p>
<p style="text-align: center;"><b>10 Information</b></p>	<p><b>Executive Director Monthly Report</b> Supporting Document</p> <p>This is a standing agenda item report from the Executive Director.</p>
<p style="text-align: center;"><b>11</b></p>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>▶ Presentation from 211 San Diego</li> <li>▶ First review of the FY 2010 – 11 Budget including changes to the 10-year Financial Spending Plan.</li> <li>▶ Update on the National Children's Study</li> </ul>

*If you are planning to attend and need special accommodations, please call Rosa Lemus at (619) 230-6460 at least three days in advance of the meeting.*

**The schedule for future Commission meetings is**

**posted on the Commission's website.**

**The next Commission meeting will be on April 5, 2010**

**Copies of the Commission meeting agenda are provided at all meetings. Support and background documents for the agenda items are available on the Commission's website.**

**[www.first5sandiego.org](http://www.first5sandiego.org)**

<p>1 <b>Public Hearing</b></p> <p><b>Action</b></p>	<p><b>Public Hearing: Acceptance of the FY 2008-09 First 5 California Annual Report</b></p> <p>Supporting Document Comments limited to two minutes per speaker</p> <p><b>Overview</b> The Commission will be presented with the Annual Report of First 5 California for Fiscal Year 2008-09. The report is submitted in compliance with the Health and Safety Code Section 130140 (d) that requires local commissions to hold a Public Hearing to allow for public comment on the State Commission's Annual Report. The data from First 5 San Diego programs were compiled by local staff and accepted by the Commission in a public hearing on October 5, 2009 (Item 1) before submitting the data to the State. These data are included in the aggregate numbers in this report.</p> <p>Key State Annual Report findings are listed below:</p> <ul style="list-style-type: none"> <li>• First 5 programs are reaching the most vulnerable and needy children and families in California.</li> <li>• First 5 programs are providing children and families with services that are shown to promote school readiness, and thus are making wise investments in the future of California and its children and families.</li> <li>• First 5 programs are improving children's health, development, and learning.</li> <li>• First 5 programs' efforts to change systems of care are improving the accessibility, coordination, cultural competence, and quality of services for young children and their families.</li> </ul> <p>The full document can be found on the State Commission's website at <a href="http://www.cfc.ca.gov">www.cfc.ca.gov</a>. A copy is also available for review at today's meeting and at the Commission's office.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Open Public Hearing.</li> <li>2) Receive public comment.</li> <li>3) Accept the Annual Report of First 5 California for Fiscal Year 2008 – 09.</li> <li>4) Authorize the Executive Director to submit public comment, if any, to the State Commission.</li> <li>5) Close Public Hearing</li> </ol> <p><b>Fiscal Impact:</b> The Health and Safety Code grants First 5 California the authority to withhold funding from any county commission failing to review and accept the State Annual Report.</p>	<p><b>Executive Director Jiménez</b></p>
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**2  
Action**

**Healthy Development Services Countywide  
Coordinator Contract Approval**

Supporting Document

**Overview:**

The Commission has been supporting Healthy Development Services (HDS) since 2005. The Countywide Coordinator contractor ensures consistency and coordination within and between the Regional Services Network contractors, and existing County of San Diego, First 5 San Diego, and other community services. In addition, they work to provide and coordinate leveraging, partnering, sustainability, and capacity building for a countywide system of developmental and behavioral care for all children birth through 5 years old. On October 5, 2009 (Item 4) the Commission approved the release of a solicitation for a Healthy Development Services Countywide Coordinator contract.

The request before the Commission is to consider approving the Source Selection Committee's recommended awards for Healthy Development Services Countywide Coordinator.

**Staff Recommendation:**

- 1) Find that the proposed Healthy Development Services Countywide Coordinator allocation is consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County and provides a public benefit.
- 2) Receive and approve the recommendations from the Commission staff for contract award to the following organization:
  - American Academy of Pediatrics, CA Chapter 3
- 3) Authorize the Executive Director or her designee to negotiate and execute a contract with the American Academy of Pediatrics for up to \$5,575,000 project length budget for FY 2010-11 through FY 2014-15 for the Healthy Development Services Countywide Coordinator. Approval of this request will obligate funds for five years:
  - up to \$1,115,000 will be approved for FY 2010-11 from that year's budget;
  - up to \$1,115,000 will be approved for FY 2011-12 from that year's budget;
  - up to \$1,115,000 will be approved for FY 2012-13 from that year's budget;
  - up to \$1,115,000 will be approved for FY 2013-14 from that year's budget;
  - up to \$1,115,000 will be approved for FY 2014-15 from that year's budget.
  - Funding will be treated as project length budgeting as each option year is authorized allowing prior year funding not spent to be rolled

**Grace  
Young  
Contracts  
and School  
Readiness  
Program  
Manager**

	<p>over to the current year.</p> <p><b>Fiscal Impact:</b> Up to \$5,575,000 will be obligated (per above) from the FY 2010-11 to FY 2014-15 budgets from the Healthy Development line in the approved 5-year Program Allocation Plan.</p>	
<p><b>3 Action</b></p>	<p><b>Oral Health Initiative Contract Approval</b> Supporting Document</p> <p><b>Overview:</b> The Commission has been supporting the Oral Health Initiative (OHI) services since 2005. OHI seeks to improve the oral health of children ages birth through 5 through prevention, direct patient care, increased provider and community capacity to address young children's oral health. The intent of the initiative is to meet oral health needs on a coordinated, comprehensive, countywide basis in which one lead contractor serves as the countywide coordinator to oversee a collaborative health providers and community organizations. Contracts for services are scheduled to end on June 30, 2010. On September 11, 2009 (Item 5) the Commission approved the release of a solicitation for OHI for one countywide coordinator contract.</p> <p>The request before the Commission is to consider approving the Source Selection Committee's recommended award for Oral Health Initiative services.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Find that the proposed Oral Health Initiative services allocation is consistent with the Commission's Strategic Plan, further the support and improvement of early childhood development within the County and provide a public benefit.</li> <li>2) Receive and approve the recommendations from the Source Selection Committee for contract award to the following organization: <ul style="list-style-type: none"> <li>▪ Community Health Clinics Network</li> </ul> </li> <li>3) Authorize the Executive Director or her designee to negotiate and execute a contract with Community Health Clinics Network for up to \$13 million project length budget for FY 2010-11 through FY 2014-15 for the Oral Health Initiative. Approval of this request will obligate funds for five years: <ul style="list-style-type: none"> <li>○ up to \$2,600,000 will be approved for FY 2010-11 from that year's budget;</li> <li>○ up to \$2,600,000 will be approved for FY 2011-12 from that year's budget;</li> <li>○ up to \$2,600,000 will be approved for FY 2012-13 from that year's budget;</li> <li>○ up to \$2,600,000 will be approved for FY 2013-14 from that year's budget;</li> </ul> </li> </ol>	<p><b>Grace Young Contracts and School Readiness Program Manager</b></p>

- up to \$2,600,000 will be approved for FY 2014-15 from that year's budget.
- 4) Funding will be treated as project length budgeting as each option year is authorized allowing prior year funding not spent to be rolled over to the current year.

**Fiscal Impact:**

Up to \$13,000,000 will be obligated (per above) from the FY 2010-11 to FY 2014-15 budgets from the Oral Health line in the approved 5-year Program Allocation Plan.

<p><b>4 Action</b></p>	<p><b>Revision to the Technical and Professional Advisory Committee (TPAC) Rules and Procedures</b> Supporting Documents</p> <p><b>Overview:</b> At their November 23, 2010 meeting, TPAC voted to approve revisions to the TPAC Operating Rules and Procedures. Section 12 of the Operating Rules and Procedures states that any amendments adopted by the Advisory Committee shall be forwarded to the Commission for approval</p> <p><b>Staff Recommendation:</b> 1) Approve the revised TPAC Rules and Procedures.</p> <p><b>Fiscal Impact:</b> None</p>	<p><b>Lauren Chin Community Engagement and Planning Manager</b></p>
<p><b>5 Action</b></p>	<p><b>Sunset Review of Three First 5 Commission Policies</b> Supporting Documents</p> <p><b>Overview</b> The following Commission policies are up for sunset review:</p> <ol style="list-style-type: none"> <li>1. CFC-001 Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs</li> <li>2. CFC-002 Legislative Advocacy</li> <li>3. CFC-018 Communication of Financial Condition</li> </ol> <p>Policies CFC-001 <u>Letters of Support</u>, and CFC-018 <u>Communication of Financial Condition</u> have been reviewed and updated with only minor changes to the wording.</p> <p>The language in policy CFC-002 <u>Legislative Advocacy</u> was updated to be consistent with the Commission's new Strategic Plan.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Approve the revisions to policies: <ol style="list-style-type: none"> <li>a. CFC-001 Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs</li> <li>b. CFC-002 Legislative Advocacy</li> <li>c. CFC-018 Communication of Financial Condition</li> </ol> </li> <li>2) Set the new sunset date of March 2013 for each policy.</li> </ol> <p><b>Fiscal Impact:</b> None</p>	<p><b>Martin Cherry Operations Manager</b></p>

<p><b>6 Action</b></p>	<p><b>Finance Committee Member Appointments</b> Supporting Document</p> <p><b>Overview</b> On November 6, 2006 (Item 9) the Commission approved the Finance Committee Membership Policy F5C-017. The Finance Committee is made up of 7 members, one of which is a representative from the Commission's TPAC.</p> <p><b>Staff Recommendation:</b> 1) Appoint Robert Yarris to the Finance Committee as the representative from TPAC, for a two year term to end on December 31, 2011.</p> <p><b>Fiscal Impact:</b> None</p>	<p><b>Martin Cherry Operations Manager</b></p>
<p><b>7 Presentation</b></p>	<p><b>Presentation on FY 2008-09 Evaluation Findings, Part II</b> Supporting Document</p> <p><b>Overview</b> Over the past year, the evaluation team at Harder+Company Community Research worked closely with Commission staff and its contractors to develop and implement a comprehensive evaluation of the scope and impact of its projects. This presentation will address key findings and results from the Commission's Health initiatives and projects.</p> <p>At its last meeting, the Commission received a draft of Part 1 of the Annual Report. Part 2 is included in today's agenda packet. The report will be finalized and released for publication after today's review by the Commission.</p> <p><b>Staff Recommendation:</b> None. Item for information only.</p> <p><b>Fiscal Impact:</b> None</p>	<p><b>Lynn Eldred Program and Evaluation Manager</b></p> <p><b>Jennifer James Harder+ Company Community Research</b></p>
<p><b>8 Information</b></p>	<p><b>TPAC Report</b></p> <p>This is a standing agenda item report of the TPAC's activities.</p> <p><b>Overview:</b> The TPAC met on February 8, 2010. This item updates the Commission on the status and activities of the TPAC.</p> <p><b>Staff Recommendation:</b> None.</p> <p><b>Fiscal Impact:</b> None</p>	<p><b>Carol Skiljan Chairwoman TPAC</b></p>
<p><b>9 Information</b></p>	<p><b>Finance Committee Report</b> Supporting Documents</p> <p>This is a standing agenda item report of the Finance</p>	<p><b>Fred Baranowski Finance</b></p>

	<p>Committee's activities.</p> <p><b>Overview:</b> The Finance Committee met on February 23, 2010. This item updates the Commission on the status and activities of the Finance Committee including the 2<sup>nd</sup> QTR Budget Projections and Summary Balance Sheet as of December 31, 2009.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None</p>	<b>Committee Chair</b>
<b>10 Information</b>	<p><b>Executive Director Monthly Report</b> Supporting Document</p> <p><b>Overview:</b> The Commission will be given an update on key items at the State First 5 Commission and the First 5 Association.</p> <p>A written status report of Commission activities is in the agenda packet for this meeting.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None</p>	<b>Executive Director Jiménez</b>
<b>11</b>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>▶ Presentation from 211 San Diego</li> <li>▶ First review of the FY 2010 – 11 Budget including changes to the 10-year Financial Spending Plan.</li> <li>▶ Update on the National Children's Study</li> </ul>	<b>Chairwoman Jacob</b>