

FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

Date: Wednesday, August 16, 2017

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

Time: 11:30 a.m. – Regular Meeting

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	Chair Pacheco
2.	POTENTIAL CONFLICTS OF INTEREST Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Chair Pacheco
3. Action Pg. 1	CONSENT AGENDA – ITEMS 3a-3e See attached Consent Agenda. Overview: These matters are routine in nature and are usually approved by a single vote. Prior to action by the Commission, the public will be given the opportunity to comment on any Consent Item.	Chair Pacheco E. Reyes, E.D.
4. Action Pg. 9	UNIFIED FRAMEWORK FOR SUCCESS - DEVELOPING AN INTEGRATED APPROACH TO EARLY CHILDHOOD SYSTEM OF CARE	E. Reyes, E.D. L. Assadourian, Staff
5. Information	COMMUNITY RELATIONS UPDATE	E. Reyes, E.D. V. Cuevas, Staff
6. Information	EXECUTIVE DIRECTOR REPORT	E. Reyes, E.D.
7. Information	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	E. Reyes, E.D.
8. Information	ANNOUNCEMENTS / INFORMATION SHARING	Chair Pacheco
9.	ADJOURNMENT	Chair Pacheco
<u>NOTE:</u>	REGULAR MEETING – September 27, 2017 11:30 a.m.	2405 Tulare St. Fresno, CA 93721

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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CONSENT AGENDA

(Any Commissioner may pull any Consent Item for discussion or separate vote.)

ITEM	SUBJECT	PRESENTER
3a. Action Pg. 2	MINUTES FROM JUNE 19, 2017 REGULAR COMMISSION MEETING Supporting Document	E. Reyes, E.D.
3b. Action Pg. 5	AGREEMENT WITH ABM, INC. FOR JANITORIAL SERVICES Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
3c. Action Pg. 6	RENEW AGREEMENT WITH NEW ENGLAND SHEET METAL WORKS INC. FOR HEATING VENTILATION AIR CONDITIONING SERVICES Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
3d. Action Pg. 7	RENEW AGREEMENT WITH MILLER-SCOTT LANDSCAPE AND NURSERY FOR LANDSCAPE SERVICES Supporting Documents	E. Reyes, E.D. A. Hillis, Staff
3e. Action Pg. 8	AGREEMENT WITH MANCO ABBOTT FOR A BUILDING MAINTENANCE TECHNICIAN Supporting Documents	E. Reyes, E.D. A. Hillis, Staff

We encourage the public to attend. If you have a disability and need accommodations to participate in a meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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CONSENT AGENDA ITEM 3a

RECOMMENDED ACTION:

Approve Commission Minutes – July 19, 2017 Regular Meeting

ACTION SUMMARY MINUTES
July 19, 2017– 11:30 A.M.

Present: **Commissioners:** Brian Pacheco, Kari Gilbert, Dawan Utecht

Absent: Shannon Koontz, Hugo Morales

Staff: Emilia Reyes, Fabiola González, Lilith Assadourian, Elizabeth Campos, Alix Hillis, Mercedes Carmona, Vianey Chairez, Melissa Cook, Victoria Cuevas, Mayra Diaz, Kristina Hernandez, Jorge Marquez, Cecilia Paredes, Karina Perez, Karen Rangel, Liliana Salcedo, Zaira Valeriano, Chia Vue, Ken Price (Legal Counsel)

1. CALL TO ORDER

2. POTENTIAL CONFLICTS OF INTEREST: Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.

None heard.

3. CONSENT AGENDA – ITEM 3a-3c

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Commission, the public is given the opportunity to comment on a consent item. Any Commission Member may pull any consent item for discussion or separate vote.

Public Comment: None heard.

Motion by: Gilbert Second by: Utecht

Ayes: Gilbert, Pacheco, Utecht

Noes: None heard.

4. FINANCIAL REPORT FOR PERIOD ENDING MAY 2017

Public Comment: None heard.

Motion by: Gilbert Second by: Utecht
Ayes: Gilbert, Pacheco, Utecht
Noes: None heard.

5. ADVOCACY AND LEGISLATIVE POLICY

Public Comment: None heard.

Motion by: Utecht Second by: Gilbert
Ayes: Gilbert, Pacheco, Utecht
Noes: None heard.

6. AGREEMENT RECOMMENDATION WITH ALTMAYER CONSULTING, INC. FOR HELP ME GROW FRESNO COUNTY STRATEGIC PLANNING

Commissioner Utecht consulted with Legal Counsel and ensured she had no conflict of interest as the Director of the Department of Behavioral Health given the department will be funding a portion of the Help Me Grow Fresno County Strategic Plan contract with proposed firm directly.

Public Comment: None heard.

Motion by: Gilbert Second by: Utecht
Ayes: Gilbert, Pacheco, Utecht
Noes: None heard.

7. UPDATED COMMISSION BRAND AND MESSAGING

Alicia Leupp from Runyon Saltzman Einhorn, Inc. provided an overview of the updated brand and key messaging for First 5 Fresno County.

Public Comment: None heard.

No action required.

8. EXECUTIVE DIRECTOR REPORT

Emilia Reyes, Executive Director, provided the following updates:

Two outreach events Commission staff will be attending:

- Infant and Toddler Conference on July 22, 2017 from 7:30a.m. -4:00p.m. at the Fresno State Satellite Student Union.
- Firebaugh Cantaloupe Festival from July 27-30, 2017 at Dunkle Park in Firebaugh.

Auditing firm conducted a Pre-Audit during the week of July 17, 2017. Full audit will take place in September.

On July 11, 2017, the Commission staff presented to the Board of Supervisors on the Commission's 2015-16 State Annual Report and Audit Report. Reyes thanked Commissioner Morales and Supervisor Pacheco for their attendance and support.

As part of Reyes' regional representative role with the First 5 Association she plans on traveling July 25-26, 2017 to attend the Association Executive Committee Meeting and the First 5 Association Meeting.

Public Comment: None heard.

No action required.

9. PUBLIC COMMENT

Public Comment: None heard.

No action required.

10. ANNOUNCEMENTS / INFORMATION SHARING

Commissioner Utecht mentioned the grand opening celebration for the Multi-Agency Access Program (MAP) expansion being held on July 27th from 10:00a.m. – 12:00p.m. in Selma, CA. MAP is an integrated intake process that connects individuals facing housing, substance abuse, physical health and/or mental health challenges to supportive services. She encouraged others to attend.

Public Comment: None heard.

No action required.

11. ADJOURNMENT

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AGENDA ITEM NO. 3b

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement with ABM, Inc. for Janitorial Services

RECOMMENDED ACTION:

Approve a janitorial services agreement with ABM, Inc. for the Lighthouse for Children facility, in an amount not to exceed \$63,500.

BACKGROUND:

Facility services must be contracted by the Commission, as the master lease tenant for the daily operation of the Lighthouse for Children (LFC). One of the key operating components of the facility is janitorial services which provide a clean, safe environment for all LFC partners, occupants, and visitors.

Currently, the Commission is in contract with Janitorial, Inc., for janitorial services for \$69,612 annually (\$5,801 per month).

Procurement Process and Procedure: Manco Abbott, Inc., the contracted facility manager, is tasked with ensuring the LFC has cost-effective and appropriate services. Upon their annual review of the facility's contracted services for fiscal year 2017-2018, Manco Abbott, Inc. collected three quotes, per the Commission's Procurement Policies and Procedures, from possible vendors and recommends the Commission move forward with ABM, Inc. based on the dollar amount and positive rapport with their services. Commission

ABM, Inc. will continue to provide the expected level of services required for the facility. This includes two janitorial staff members responsible for cleaning and responding to any clean up situations throughout the facility. Their hours of service will be Monday-Friday from 2:30pm-10:30pm. Other than general tasks, this agreement includes quarterly cleaning of all carpet high traffic areas, quarterly scrub and refinish resilient tile floors, and cleaning of all interior windows two times per year. This includes all labor, supplies, equipment and supervision to perform services.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget – Operating – LFC Janitorial/Maintenance Contract Services line item, Tier 1 and Tier 2.

CONCLUSION:

If approved, staff will work with Manco Abbott, Inc. to finalize the agreement with ABM, Inc., in an amount not to exceed \$63,500 to start September 1, 2017, for a one-year contract with the option of up to two one-year extensions based on performance and availability of funds as determined by the Commission.

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AGENDA ITEM NO. 3c

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Renew Agreement with New England Sheet Metal Works Inc. for Heating Ventilation Air Conditioning Services

RECOMMENDED ACTION:

Renew an agreement with New England Sheet Metal Works Inc. for heating ventilation air conditioning services for the Lighthouse for Children facility in an amount not to exceed \$24,000.

BACKGROUND:

Facility services must be contracted by the Commission, as the master lease tenant for the daily operation of the Lighthouse for Children (LFC). One operating component of the facility is heating ventilation air conditioning services (HVAC).

Procurement Procedure and Process: Manco Abbott, Inc. the contracted facility manager, is responsible to ensure that the LFC has cost-effective and appropriate services. Upon their annual review of the facility's contracted services, Manco Abbott, Inc. recommends to the Commission, New England Sheet Metal Works Inc. (New England) to continue providing HVAC services for the LFC. This review and selection process follows the Commission's Procurement Policies and Procedures.

New England currently provides monthly HVAC services for the LFC. The scope of work includes monthly filter replacements, quarterly fan coil filter changes, biannual coil cleaning, and annual belt changes for the ERV (energy recovery ventilation) unit and the exhaust fan. This contract remains the same in price and scope.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget – Operating – Rental/Lease Rooms/Office Expense line item, Tier 1 and Tier 2.

CONCLUSION:

If approved, New England Sheet Metal Works Inc. will provide Heating Ventilation Air Conditioning Services for the Lighthouse for Children facility in amount not to exceed \$24,000 under a one-year contract, with the option of up to two one-year extensions based on performance and availability of funds as determined by the Commission.

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AGENDA ITEM NO. 3d

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Renew Agreement with Miller-Scott Landscape and Nursery for Landscape Services

RECOMMENDED ACTION:

Approve the renewal of the agreement with Miller-Scott Landscape and Nursery, for the Lighthouse for Children facility, in an amount not to exceed \$12,500.

BACKGROUND:

Facility services must be contracted by the Commission, as the master lease tenant for the daily operation of the Lighthouse for Children (LFC). One key operating component of the facility is landscape services to provide a clean, safe environment for all LFC partners, occupants, and visitors. The up-keep of the LFC requires the monitoring and maintenance of outdoor areas.

Currently, the Commission is in a month to month contract with Miller-Scott Landscape and Nursery for maintenance and repair services of ground coverings, irrigation, plants, trees, and associated supplies including the playground area that requires extra care in order to maintain proper licensing of the LFC Child Development Center. This contract remains at the same level of services and amount as the previous year.

Procurement Procedure and Process: Manco Abbott, Inc., the facility's contracted facility manager, recommends, based on the Commission's Procurement Policies and Procedures, to move forward with a renewal contract with Miller-Clark. Manco Abbott's written recommendation has been retained for reference.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget – Operating – LFC Maintenance Contract Services line item, Tier 1 and Tier 2.

CONCLUSION:

If approved, staff will work with Manco Abbott, Inc. to finalize the agreement with Miller-Scott Landscape and Nursery for an amount not to exceed \$12,500, under a one-year contract. At the end of the one year, the services will be assessed and brought back from Commission consideration.

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AGENDA ITEM NO. 3e

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Agreement with Manco Abbott, Inc. for a Building Maintenance Technician

RECOMMENDED ACTION:

Renew agreement for a repair and maintenance technician with Manco Abbott in an amount not to exceed \$22,200 for the Lighthouse for Children facility.

BACKGROUND:

Facility services must be contracted for the daily operation of the Lighthouse for Children (LFC). One of the key operating components of the facility is general building maintenance for repairs and care services. For this need, a part-time, on-site building maintenance technician is contracted through the LFC Facility Management firm, Manco Abbott, Inc. The technician is available for daily and emergency maintenance requests.

Procurement Procedure and Process: The cost of our on-site building maintenance technician through this proposed agreement is \$23 per hour. In contrast, an outside contractor hired for every necessary repair and maintenance service can be at a cost of \$65-\$165 per hour. The cost savings to the Commission by having a part-time, on-site technician has proven to be the most cost-effective way to maintain the LFC facility and facilitate day-to-day maintenance. The added benefit of the repair and maintenance technician includes as needed immediate response times for any emergency requests.

Manco Abbott, Inc., the contracted facility manager, secured the repair and maintenance technician and recommends, based on cost efficiency and rapport recommended to continue receiving services from the technician. The selection process follows the Commission's Procurement Policies and Procedures.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's 2017-2019 Approved Two Year Budget – Operating - Rental/Lease Rooms/Office Expense line item, Tier 1 and Tier 2.

CONCLUSION:

If approved, the building maintenance technician will continue to provide daily repair and maintenance services under a one-year term. At the end of the one year, the services will be assessed and brought back from Commission consideration.

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AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Request for Applications: Unified Framework for Success - Developing an Integrated Approach to Early Childhood System of Care

RECOMMENDED ACTION:

Take action to declare the Request for Applications (RFA) “Unified Framework for Success” a failed procurement and provide direction on next steps.

BACKGROUND:

During the February 2017 Commission meeting, the Commission approved a funding allocation in an amount not to exceed \$2 million for two years in order to procure service providers to enhance early childhood system partnerships and connections within and between local education agencies, government and public entities, community benefit organizations and medical institutions/agencies committed to improving services for young children and their families. This procurement was an outgrowth from the Birth through 3rd Grade Initiative.

As a result of the Commission’s action, in June 2017, Commission staff released a Request for Application (RFA) – Unified Framework for Success – Developing an Integrated Approach to Early Childhood System of Care. A total of three applications qualified for official review and consideration. After a full review and evaluation, staff concluded that the applications did not meet the full intent of the RFA. While all three applications did contain good fundamental approaches to the RFA, it became clear during the review process, that there is a need for more customized strategies such as linking and connecting early childhood services for children and families with other services the agencies offer for their families, to fully meet the RFA requirements.

Commission Procurement Policies

Under the Commission’s policies, the RFA is a “formal announcement to apply for funds with specific strategies and parameters in order to achieve the Commission’s strategic goals and outcomes.” As mentioned, after this RFA was released and the applications were reviewed, Commission staff concluded that the specific strategies used in the RFA would not accomplish the Commission’s goals to enhance early childhood system partnerships and connections within and between local education agencies, government and public entities, community benefit organizations and medical institutions/agencies committed to improving services for young children and their families.

Under its polices, the Commission has the discretion to cancel or reject any or all proposals. In the event of such a cancellation, the proposals shall be notified in writing as soon as possible and the reason shall be documented in the procurement file. If the Commission declares the RFA a failed competition, the Commission has several options: It may reprocure for the services using different parameters. Alternatively, it may decide not to procure the services altogether. Finally, if it becomes clear during the procurement process that only one source has capabilities that are so unique, that no other provider may reasonably provide such a service, it may enter into an agreement with the provider without any further procurement.

Recommendation

As a result, staff recommends the above-mentioned RFA be deemed a failed procurement. Through this process, combined with the Commission's mandate to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of services for young children and families, staff recommends the following next steps based on the Commission's Procurement Policies and Procedures, section O-1(a) which states "[t]he vendor capabilities and experiences are so unique that no other vendor may comparably meet the Commission's needs:"

1) Sole-Source Procurement with Fresno County Superintendent of Schools (FCSS):

FCSS is the intermediary agency between the California Department of Education and the thirty-two school districts in Fresno County providing a full range of support programs and services including early learning, special education, professional training and staff development, curriculum, business and finance support, health and pupil personnel services, as well as legislative and public policy leadership and advocacy at the local, state and federal level. Given FCSS domain and scope of services, staff seeks authority to enter into discussions with FCSS to explore a new approach to enhance services for children ages 0-5 and their families. Subsequently, staff would come back to the Commission for consideration of a formal agreement and contract budget amount.

2) Sole-Source Procurement with Fresno Unified School District (FUSD):

FUSD is the 4th largest school district in California, serving more than 73,000 students separate from the 32 school districts supported by FCSS. Given the size and complexity of FUSD coupled with the state and federal mandates to provide services to young children in areas such as Early Learning, Special Education, Health Services, Prevention and Intervention and Equity and Access, staff seeks authority to enter into discussions with FCSS to explore a new approach to enhance services for children ages 0-5 and their families. Subsequently, staff would come back to the Commission for consideration of a formal agreement and contract budget amount.

3) Sole-Source Procurement with the County of Fresno:

The County of Fresno oversees 21 Departments with approximately 7,000 employees dedicated to finding better, more effective, ways to meet the needs of residents. With a budget of approximately \$2.7 billion, the County funds services in public safety, law enforcement, and various types of human services. The County of Fresno administers federal and state mandates to serve some of the most ethnically and culturally diverse communities in the State of California with programs designed to ensure that children and families will be safe, self-sufficient, and healthy. Given the County of Fresno's domain and scope of services, staff seeks authority to enter into discussions with the County of Fresno to explore options and strategies to enhance services for children ages 0-5 and their

families. Subsequently, staff would come back to the Commission for consideration of a formal agreement and contract budget amount.

In addition, staff recommends utilizing the Intent to Partner (ITP) procurement option to identify opportunities and strategies to enhance collaboration with the medical community based on the Commission's Procurement Policies and Procedures, section 4(c) which states "the Commission may select certain service providers by engaging in community-based planning efforts in which stakeholders come together for the purpose of identifying specific needs and the providers best able to meet those needs."

4) Intent to Partner Procurement with the Medical Institutions/Agencies

To ensure healthy child development beginning at conception, it is imperative for the Commission to partner with medical institutions/agencies in Fresno County such as birthing hospitals, federally qualified health centers, pediatricians, obstetricians, as well as health insurance companies like Cal-VIVA Health and Blue Cross/Blue Shield.

Short-term goal(s) and long-term outcomes: If approved, Commission staff will follow the Commission's Procurement Policies and Procedures to review and recommend agencies/organizations for funding consideration. As stated before, staff will present funding recommendations to the Commission prior to entering into any agreement. The long-term outcome is to meet the Commission's mandate to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of services for young children and families.

Fiscal Impact: At the February 2017 Commission meeting, funds in an amount not to exceed \$2 million were set aside for two years for the release of this procurement opportunity from the 2015-2017 Approved Two Year Budget: Strategic Plan Investments – Tier 3: Early Childhood Systems of Care – Goal 5: Early Childhood Systems and Network Improvement. These efforts will require a considerable amount of staff time to develop a plan and guide the integration of services and systems within each individual agency.

CONCLUSION:

Approving the above recommendation will build upon F5FC's Birth-Through-Third Grade investments and continue to increase the current community momentum around systems integration, collaboration and existing partnerships in Fresno County. Overall, the success of these efforts will be dependent upon open collaboration, partnership, and communication between First 5 Fresno County and partners.