

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 3

RECOMMENDED ACTION:

Approve the March 8, 2021 Finance and Program Review Committee Minutes.

ACTION SUMMARY MINUTES

March 8, 2021 – 1:00 p.m.

Present: Kari Gilbert, Hugo Morales

Absent: Shantay Davies-Balch

Staff: Fabiola González, Alix Hillis, Hannah Norman, Cindy Jurado Hernandez, Cecilia Paredes, Lupita Ramirez, Karen Rangel, Liliana Salcedo, Johnathan Zepeda

1. CALL TO ORDER

2. POTENTIAL CONFLICTS OF INTEREST

None Heard.

3. MINUTES FOR JANUARY 12, 2021 COMMITTEE MEETING

Public Comment: None heard.

Motion by: Morales Second by: Gilbert

Ayes: Morales, Gilbert

Noes: None heard.

4. SUBLEASE CRITERIA AND RATES FOR THE LIGHTHOUSE FOR CHILDREN FACILITY

Public Comment: None heard.

Motion by: Morales Second by: Gilbert

Ayes: Morales, Gilbert

Noes: None heard.

5. AGREEMENT RENEWALS WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR THE LIGHTHOUSE FOR CHILDREN – CHILD DEVELOPMENT CENTER

Public Comment: None heard.

Motion by: Morales
Ayes: Morales, Gilbert
Noes: None heard.

Second by: Gilbert

6. SUBLEASE AGREEMENT RENEWAL WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR OFFICE SPACE AT THE LIGHTHOUSE FOR CHILDREN

Public Comment: None heard.

Motion by: Morales
Ayes: Morales, Gilbert
Noes: None heard.

Second by: Gilbert

7. SUBLEASE AGREEMENT RENEWAL WITH SIMPSON SPEECH AND LANGUAGE FOR OFFICE SPACE AT THE LIGHTHOUSE FOR CHILDREN

Public Comment: None heard.

Motion by: Morales
Ayes: Morales, Gilbert
Noes: None heard.

Second by: Gilbert

8. ACCEPTANCE OF FUNDS FROM THE FRESNO CRADLE TO CAREER PARTNERSHIP FOR TWO PRECONCEPTION TO AGE 5 PROJECTS

Public Comment: None heard.

Motion by: Morales
Ayes: Morales, Gilbert
Noes: None heard.

Second by: Gilbert

9. BREASTFEEDING FRIENDLY EXPRESS & COVID-19 VACCINE EFFORTS

Public Comment: None heard.

No action required.

10. PUBLIC COMMENT

Public Comment: None heard.

No action required.

11. ADJOURNMENT

Public Comment: None heard.

Motion by: Morales
Ayes: Morales, Gilbert
Noes: None heard.

Second by: Gilbert

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County
FROM: Fabiola González, Executive Director
SUBJECT: 2021-2022 Proposed Budget and Long-Range Financial Plan

RECOMMENDED ACTION

Approve, for full Commission consideration, the First 5 Fresno County (F5FC) 2021-2022 Proposed Budget and Long-Range Financial Plan.

BACKGROUND

With the 2021-2022 Proposed Budget, the Commission will implement its 2020-2025 Strategic Plan by setting aside funds to invest in programs and services designed to positively impact the lives of families with young children ages 0 to 5 in Fresno County. This budget is the funding framework for the Commission’s Strategic Plan. Included in the 2021-2022 Proposed Budget is a comparison of the past year’s expenditures, encumbrances, and revenues.

Key Points of 2021-2022 Proposed Budget:

Revenues

Anticipated revenues total approximately **\$9.7 million** including the following projections:

Proposition 10 Revenue	\$7.9 million
External Revenue	\$1.6 million
Other Revenue	\$116,290
Interest Earnings (County Treasury)	\$10,000
Investment Income	\$50,000

Fund Balance

F5FC staff is projecting a zero-beginning balance. At the completion of the FY 2020-2021 Audit Report (scheduled for October 2021), any unspent funds will be brought to the Commission to designate to program investments.

Interest Revenue

This line item includes only the interest earned from funds held in the County Treasury Pool.

Investment Income

Interest/Profit earnings from the Commission’s investment portfolio are potential future program allocation.

Operational

Non-salary administrative costs are projected to be approximately 5% of the budget.

Program Allocations

The proposed 2020-2025 Strategic Plan identifies the Commission's priorities and approaches to community investments. All known funding has been identified and detailed in the cost analysis section.

Long-Range Financial Plan:

With the creation of each new budget, the Long-Range Financial Plan ("the Financial Plan") is updated with actual financial data and assumptions are reviewed for continued accuracy.

Financial Planning Model Assumptions: The Financial Plan is based on a model that provides actuals and projections and estimated revenues and expenses from FY 2019-2020 through FY 2028-2029. The calculations are based on the following assumptions:

1. **Proposition 10 Revenues** - The average decrease of Proposition 10 Revenues is projected at 5% annually.
2. **Investment Income** - Interest/profit earnings from the Investment Portfolio are commensurate with market performance thus a minimal amount is included in forecasts.
3. **External Revenue** - Revenue from external sources including contracts with First 5 California for IMPACT (Improve and Maximize Programs so All Children Thrive) efforts, focused on building capacity for childcare providers, funds from First 5 California for the Home Visitation Coordination efforts and new funding from Blue Meridian Partners and the County Department of Public Health to enhance the Glow! Group Prenatal Care and the Fresno GROWS, Best Babies Zone Initiative.
4. **Operating Expenses** - The financial planning model uses actuals from FY 2019-2020 as the baseline to project operating expenses for subsequent years beginning with FY 2020-2021.

First 5 Fresno County Begins FY 2021-2022 with a(n):

- Beginning Fund Balance of zero
- Anticipated annual Proposition 10 revenue of \$7.9 million
- Projected Administrative Rate of 6%
- Proposed Strategic Plan Investment allocation of approximately \$8.16 million

The Financial Plan allows First 5 Fresno County to use current year Proposition 10 funds and other income to support future Strategic Plan Investments. Over the 10-years of the Financial Plan, the Commission is expected to receive \$91.54 million in revenue and allocate approximately \$88.54 million in Program Investments (Program and Technical Assistance Support, Focus Areas, Community Partners, Systems, Strategic Plan Investment Areas, & Externally Funded Programs).

FISCAL IMPACT:

The Financial Plan serves as a 10-year guide for the management of resources and program investments as allocated by the Commission in accordance with the 2020-2025 Strategic Plan. The 2021-2022 Proposed Budget provides a financial framework to allocate funds and cover operational costs for the Commission in the upcoming year.

CONCLUSION:

Upon approval, staff will present, for full Commission consideration, the 2021-2022 Proposed Budget and the Long-Range Financial Plan at the May 2021 Commission meeting.



2021-2022 PROPOSED BUDGET



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REVENUES

\$9,726,956

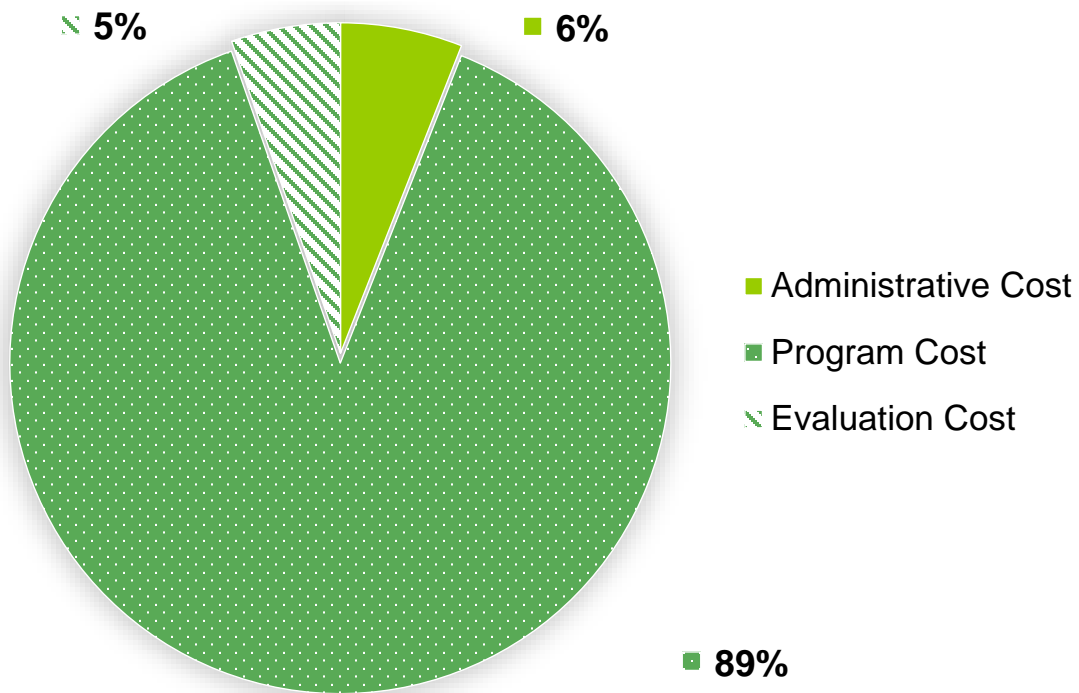
Proposition 10 Revenue	\$7,935,041
The state collects the state tobacco tax revenue and distributes each proportionate share to the 58 California counties based on birth-rate, according to the Children and Families Act of 1998.	
External Revenue	\$1,615,625
First 5 California IMPACT Revenue	\$572,625
These funds allow First 5 Fresno County (F5FC) to serve as the Lead Agency for the First 5 IMPACT project and partner with Fresno County Superintendent of Schools (FCSS) as the implementation lead. FCSS leads the county's local Quality Rating and Improvement System (QRIS) know as Fresno County Early Stars, to create a more effective statewide early learning and care quality improvement system.	
First 5 California IMPACT Hub Revenue	\$597,000
These funds allow First 5 Fresno County to serve as the Hub Fiscal Lead Agency for IMPACT Hub Region 5 and provide ongoing coordination and targeted support to neighboring counties working to raise the quality of early care and education in their communities to ensure children have the skills, knowledge, and disposition necessary to be ready for school and life.	
First 5 California - Home Visitation Coordination Grant	\$100,000
The Commission was awarded a grant from First 5 California to act as the fiscal lead in a collaborative approach to system coordination of the existing home visitation services provided in Fresno County.	
Blue Meridian Partners - Early Childhood Human Capital Investment	\$190,000
The Commission was awarded funds from the Blue Meridian Partners in collaboration with the Fresno Cradle to Career Partnership to enhance two active place-based preconception to age 5 initiatives (Glow! Group Prenatal Care and Fresno GROWS – Best Babies Zone) with the intent to invest in human capital in the Central Valley.	
County DPH Babies First Healthy Start Revenue	\$156,000
The Fresno County Department of Public Health (DPH) received multi-year funding from the U.S. Department of Health & Human Services to provide group prenatal care services as part of an integrated prenatal care system including curriculum and wrap-around services, in partnership with medical provider offices, to enhance supports for pregnant women. Due to the direct alignment with this grant and Glow!, DPH entered into a partnership with the Commission to support the current Glow! Group Prenatal Care and Support program.	
Other Revenue	\$116,290
This includes rents collected from Lighthouse for Children (LFC) tenants (approximately \$9,500/month) used to offset operating costs, minimal revenue from use of space at the building by external partners at the LFC facility and other outside revenue not captured above.	
Interest Revenue - County Treasury	\$10,000
Interest collected from the funds held on deposit in the County of Fresno's Treasury account.	
Investment Income	\$50,000
Anticipated revenue received from investments reserved for future program allocation.	

FIRST 5 FRESNO COUNTY

FY 2021-2022 BUDGET ACTIVITY SUMMARY

Based on its strategic plan, First 5 Fresno County invests in three areas: Families, Communities, Systems through established strategies: Communication, Advocacy, Collaboration, Skill-building, and Innovation & Learning.

The breakdown of expenses by cost category, as outlined in the Cost Analysis portion of this budget, is as follows:



Line Items	%	Budget Amounts
Administrative Cost	6%	\$580,479
Program Cost	89%	\$8,626,694
Evaluation Cost	5%	\$519,783
	100%	\$9,726,956

FIRST 5 FRESNO COUNTY 2021-2022 PROPOSED BUDGET SUMMARY

	2020-2021 Budget	2021-2022 Proposed Budget
Fund Balance		
Assigned Fund Balance	\$5,472,144	\$0
Revenue		
Proposition 10 Revenue	\$7,865,000	\$7,935,041
External Revenue		
First 5 CA - IMPACT Revenue	\$572,624	\$572,625
First 5 CA - IMPACT Hub Revenue	\$652,115	\$597,000
First 5 CA - Dual Language Learner Pilot Study Grant	\$61,052	\$0
First 5 CA - Home Visitation Coordination Grant	\$100,000	\$100,000
Blue Meridian Partners - Early Childhood Human Capital Investment	\$0	\$190,000
County DPH Babies First Healthy Start Revenue	\$0	\$156,000
CalViva - Group Prenatal Care Project Support	\$50,000	\$0
Anthem - Group Prenatal Care Project Support	\$10,000	\$0
Other Revenue	\$150,000	\$116,290
Interest Revenue - County Treasury	\$10,000	\$10,000
Investment Earnings (Unrealized)	\$100,000	\$50,000
Total Revenue	\$9,570,791	\$9,726,956
Fund Balance & Revenue	\$15,042,935	\$9,726,956
Operating Expenses		
Salaries & Benefits		
Salary Expense	\$696,726	\$697,591
Payroll Tax Expense	\$75,530	\$75,722
Retirement Expense	\$60,894	\$60,997
Employee Benefits Expense	\$261,072	\$238,426
Worker's Compensation Expense	\$10,154	\$5,754
Total Salaries & Benefits Expenses	\$1,104,376	\$1,078,491
Services & Supplies		
Audit Expense	\$25,000	\$25,000
Capital & Equipment Expense	\$20,500	\$20,500
Commissioner/Advisory Expense	\$3,200	\$3,200
Dues & Subscriptions Expense	\$32,447	\$31,632
Equipment Rental/Maintenance Expense	\$38,248	\$52,140
General & Administrative Expense	\$20,976	\$23,074
Insurance Expense	\$17,785	\$26,712
Local Travel Expense - Local Mileage	\$2,500	\$2,500
Materials & Supplies Expense	\$15,800	\$15,000
Overhead Expense	\$118,000	\$130,000
Professional Services Expense	\$134,384	\$110,507
Program Development/Strategic Planning Expense	\$5,000	\$5,000
Staff Training & Conference Expense	\$25,000	\$15,000
Telephone Expense	\$17,592	\$23,689
Total Services & Supplies Expenses	\$476,432	\$483,953
Total Operating Expenses	\$1,580,808	\$1,562,444

FIRST 5 FRESNO COUNTY 2021-2022 PROPOSED BUDGET SUMMARY

	2020-2021 Budget	2021-2022 Proposed Budget
Strategic Plan Investment Areas		
Strategic Plan Investments		
Help Me Grow Fresno County	\$200,000	\$275,000
Thriving Families Service Programs	\$4,149,292	\$2,188,580
Community Learning Center	\$509,173	\$589,879
Patient-Centered Prenatal Care	\$692,466	\$264,331
African American Infant Mortality Prevention	\$2,248,000	\$1,202,996
QRIS - Local High Quality Training & Technical Assistance	\$2,002,500	\$978,103
Innovation & Learning Partnerships and Communications	\$1,567,000	\$600,000
Strategic Plan Investments Total	\$11,368,431	\$6,098,888
Accountability and Evaluation		
Accountability Contract Management System	\$247,000	\$150,000
Evaluation Services	\$300,000	\$300,000
Accountability and Evaluation Total	\$547,000	\$450,000
Externally Funded Programs		
First 5 CA - QRIS-IMPACT Program	\$572,624	\$572,625
First 5 CA - QRIS-IMPACT Regional Hub Program	\$652,115	\$597,000
First 5 CA - Home Visitation Coordination Grant	\$100,000	\$100,000
First 5 CA - Dual Language Learner Pilot Study Grant	\$61,052	\$0
Blue Meridian - Early Childhood Human Capital Investment	\$0	\$190,000
CalViva Health - Glow! Group Prenatal Care Project Support	\$150,905	\$0
Anthem - Glow! Group Prenatal Care Project Support	\$10,000	\$0
County DPH- Babies First Healthy Start Revenue	\$0	\$156,000
Total Externally Funded Programs	\$1,546,696	\$1,615,625
Total Strategic Plan Investment Areas	\$13,462,127	\$8,164,513
Budget Total		
Total First 5 Fresno County Budget	\$15,042,935	\$9,726,956
Reserve		
Operations Contingency Fund	\$1,000,000	\$1,000,000
Strategic Reserve Fund	\$2,000,000	\$2,000,000

COST ANALYSIS

BUDGET LINE ITEM DETAIL

OPERATING EXPENSES

Salary Expense					2021-2022 Proposed Budget
Justification:					\$697,591
Salaries for a total of 9.2 FTE positions for the administration of the Commission. Salary expense for two (2) additional program staff FTE is presented under the Community Learning Center (.5 FTE), Patient-Centered Prenatal Care-Glow! (1.5 FTE) and the Externally Funded Programs (.8 FTE). Any salary increases are budgeted, recommended by supervisors and are based on First 5 Fresno County's Employee Compensation Policy. Potential salary increase amounts are based on number of staff eligible and annual performance reviews. Additionally, the budgeted amount includes compensated absences, the liability of employee banked Personal Time Off (PTO), potential overtime budget, and a portion for potential future salary increases are included here.					
<u>FTE</u>	<u>Position</u>				
1	Executive Director			\$125,000	
1	Project Director			\$83,830	
1	Project Director			\$79,267	
1	Project Manager			\$62,348	
1	Project Manager			\$60,000	
1	Project Manager			\$65,000	
0.2	Project Manager			\$10,816	
1	Project Manager			\$54,080	
1	Project Specialist			\$41,500	
1	Vacant Position			\$54,080	
<u>9.2</u>				<u>\$635,921</u>	
		Salaries Total		\$635,921	
		Overtime		\$9,997	
		Compensated Absences & Salary Increase		\$51,673	
		Total		\$697,591	
Total Evaluation Expense		697,591	x	5%	34,880
Total Program Expense		697,591	x	65%	453,434
Total Administration Expense		697,591	x	30%	209,277

Payroll Tax Expense					2021-2022 Proposed Budget
Justification:					\$75,722
Federal Unemployment Tax Act (FUTA). Estimated 6% on first \$7,000 earned by each employee at 9.2 FTE. The remaining 2.8 FTE is accounted for in Strategic Plan Investments					
A. (captured in the program portion of the budget) to total 12 FTE.					
	FTE	9.2	x	\$7,000	x
				6%	=
					\$3,864
B. Medicare Employer Tax. The employer's share is set by the federal government at 1.45% of each gross salary.					
	\$697,591	x	1.45%	=	
					\$12,115
C. Social Security Employer Tax. The employer's share is set by the federal government at 6.2% of each gross salary.					
	\$697,591	x	6.2%	=	
					\$45,251
D. CA State Unemployment Insurance - Estimated 6.2% on first \$7,000 earned by each employee at 9.2 FTE. The remaining 2.8 FTE is accounted for in Strategic Plan Investments					
(captured in the program portion of the budget) to total 12 FTE. (Rates subject to change)					
	FTE	9.2	x	\$7,000	x
				6.2%	=
					\$3,993
				Other Taxes/ Unexpected Expense	\$10,500
				Total	\$75,722
Total Evaluation Expense		75,722	x	5%	3,786
Total Program Expense		75,722	x	65%	49,220
Total Administration Expense		75,722	x	30%	22,717

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022 Proposed Budget					
Retirement Expense					
Justification:					\$60,997
The cost of retirement benefits for full-time, permanent employees is calculated at 8.74% of each gross salary.					
	\$697,591	x	8.74%	=	\$60,997
Total Evaluation Expense			60,997	x	5% 3,050
Total Program Expense			60,997	x	65% 39,648
Total Administration Expense			60,997	x	30% 18,299
Employee Benefits Expense					
Justification:					\$238,426
The Commission's contracted insurance benefits broker recommended a conservative increase to the prior budget amount of 10% assuming no plan changes are made. The calculation shows the cost breakdown and includes the deduction of the benefits expense for Community Learning Center staff. Benefits for full time, permanent staff include dental, life, medical, and vision insurance and a health savings account and health reimbursement account. This line item also includes the auto allowance, up to \$400/month, for the Executive Director for the wear-and-tear and other travel-related expenses of their personal vehicle for business use in lieu of mileage reimbursement based on the County of Fresno's policy of use.					
	\$216,751	x	10%		\$238,426
	<u>FY 2020-21 Projected Amount</u>		<u>Rate Increase</u>		<u>Annual Amount</u>
Total Evaluation Expense			238,426	x	5% 11,921
Total Program Expense			238,426	x	65% 154,977
Total Administration Expense			238,426	x	30% 71,528
Worker's Compensation Expense					
Justification:					\$5,754
The budgeted amount for worker's compensation is based on the prior year amount provided by the Commission's contracted insurance firm which defines staff within the salesman category for contract managers' responsibility to execute county-wide site visits and in-person annual contract reviews. The Commission's insurance firm included a conservative increase of 10% to the prior full-year actual amount each fiscal year in their estimate. The following is the cost breakdown.					
	\$5,230	x	10%		\$5,754
	<u>FY20-21 Estimate</u>		<u>Estimated Rate Increase</u>		<u>Budgeted Amount</u>
Total Evaluation Expense			5,754	x	5% 288
Total Program Expense			5,754	x	65% 3,740
Total Administration Expense			5,754	x	30% 1,726

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2021-2022 Proposed Budget			
Audit Expense				\$25,000			
Justification:							
Expenses for mandatory independent auditing services for the Commission are estimated at \$23,000 for fiscal year 2020-2021. The estimate is based on the proposal provided by the contracted auditing firm in their awarded submission resulting from the Commission's Request for Quotations procurement in 2020 for auditing services. A small contingency of \$2,000 is included.							
Total Evaluation Expense	25,000	x	0%	0			
Total Program Expense	25,000	x	0%	0			
Total Administration Expense	25,000	x	100%	25,000			
Capital & Equipment Expense				\$20,500			
Justification:							
Currently, the Commission owns 15 staff workstations (computer, monitor, printer, keyboard, etc.). Staff recommends setting aside \$12,000 for possible replacement of six computers (estimated at \$2,000 per computer with taxes included), \$5,000 to replace an aging server and an additional \$3,500 for unforeseen replacement or repairs of other equipment and/or furniture.							
Total Evaluation Expense	20,500	x	5%	1,025			
Total Program Expense	20,500	x	65%	13,325			
Total Administration Expense	20,500	x	30%	6,150			
Commissioner/Advisory Expense				\$3,200			
Justification:							
This line item is budgeted for a maximum of seven Commissioners for potential equipment, trainings, workshops, meeting-related expenses, etc., associated with the agency's work. Examples include but are not limited to the F5 State Annual Conference attendance, mileage reimbursement, etc. The estimated annual amount is budgeted at \$300 per Commissioner, maximum seven.							
	\$1,100	+	7	x	\$300	=	\$3,200
	<u>Misc. Expense</u>		<u>Commissioners</u>		<u>Average Cost</u>		<u>Annual Amount</u>
Total Evaluation Expense	3,200	x	0%	0			
Total Program Expense	3,200	x	0%	0			
Total Administration Expense	3,200	x	100%	3,200			
Dues and Subscriptions Expense				\$31,632			
Justification:							
The cost associated with dues and subscriptions for the twelve-month period comprises required dues to the First 5 Association (each county pays a proportionate share of the cost of maintaining the Association) plus the allotment of \$5,000 for the cost of miscellaneous subscriptions, publications, and dues (i.e. Government Finance Officers Association, Fresno Bee, Zoom meetings, etc.).							
	\$25,364	+	5%	=	\$26,632		
	<u>FY 19-20 F5 Assoc. Dues</u>		<u>Estimated Rate Increase</u>		<u>\$5,000</u>		
					<u>\$31,632</u>		
Total Evaluation Expense	31,632	x	5%	1,582			
Total Program Expense	31,632	x	65%	20,561			
Total Administration Expense	31,632	x	30%	9,490			

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2021-2022 Proposed Budget
Equipment Rental/Maintenance Expense					\$52,140
Justification:					
Equipment Maintenance: The Commission's equipment maintenance for their copier/scanner. The estimated cost breakdown is:					
<u>Monthly</u>				<u>Annual Total</u>	
\$405	x	12	=	\$4,860	Copier/Scanner Maintenance
					\$4,860
					Equipment Maintenance Sub-total
					\$4,860
Computer & Information Technology Maintenance: The Commission contracts out Information Technology (IT) support for workstation/desktop management, server management and support and deploys hosted email and storage via Office 365.					
<u>Monthly</u>				<u>Annual Total</u>	
\$1,500	x	12	=	\$18,000	IT Support
\$70	x	12	=	\$840	Hosted Email & Storage
					\$18,000
					\$840
					Computer Maintenance Sub-total
					\$18,840
Software Maintenance: Monthly and annual estimated costs for each software type as quoted by the Commission's IT contractor or are based on actuals from the prior budget year. The Commission pays a flat rate for its accounting system software on an annual basis of \$10,500 (~6% increased from PY). Additionally, staff recommends migrating the accounting software to a cloud-based version and has set aside funds for that upgrade. Lastly, staff recommends allocating \$5,000 for unforeseen costs associated with this line.					
<u>Monthly</u>				<u>Annual Total</u>	
				\$10,500	Accounting System Maintenance
\$85	x	12	=	\$1,020	Anti-virus Software
\$105	x	12	=	\$1,260	IT Management License
\$30	x	12	=	\$360	Fax Service
					\$10,300
					Software Sub-total
					\$23,440
					Unforeseen Expense
					\$5,000
					Equipment Rental/ Maintenance Expense Total
					\$52,140
Total Evaluation Expense		52,140	x		5%
Total Program Expense		52,140	x		65%
Total Administration Expense		52,140	x		30%
					2,607
					33,891
					15,642

					2021-2022 Proposed Budget
General and Administrative Expense					\$23,074
Justification:					
Costs associated with management, finances, and other expenses which are incurred by or allocated to the Commission for general management and administration of the Commission that cannot be assigned to a specific line item. Costs include bank charges, operational advertising costs, dependent care plan, etc. Bank charges average \$1,040 per month. This expense line item is based off of prior year expenses.					
	<u>FY 2020-21 Budgeted Amount</u>			<u>FY 2021-22 Amount</u>	
	\$20,976	+	10%	=	\$23,074
Total Evaluation Expense	23,074			x	0%
Total Program Expense	23,074			x	0%
Total Administration Expense	23,074			x	100%
					0
					0
					23,074

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022 Proposed Budget				
Insurance Expense				
Justification:				\$26,712
The Commission is required to carry liability insurance. Insurance type include: Liability Insurance Policy, Special Property Insurance Policy and Cyber Crime Insurance. Insurance costs typically increase year-over-year; therefore, staff is recommending the following for FY 2020-2021 based on the maximum estimated increases provided by brokers. With the completion of the New Market Tax Credit Transaction in December 2020, the Commission and the Lighthouse for Children Board voted to deed the building to First 5. With this change, First 5 is responsible for insurance coverage for the LFC. This new coverage is now reflected.				
<u>FY 20-21 Projections</u>				
Special Property Insurance Policy	\$7,629			
Special Liability Insurance Policy	\$6,590			
Cyber Crime Insurance	\$3,566			
Building/Property Insurance	<u>\$8,927</u>			
	\$26,712			
Total Evaluation Expense	26,712	x	5%	1,336
Total Program Expense	26,712	x	65%	17,363
Total Administration Expense	26,712	x	30%	8,013

2021-2022 Proposed Budget				
Local Travel Expense - Local Mileage				
Justification:				\$2,500
Annually, F5FC contract managers are required to administer Annual Contract Reviews to all funded Service Providers which may require traveling locally on behalf of the agency throughout Fresno County. Additionally, staff occasionally travels for the Commission for various reasons including off-site technical assistance to Service Providers and various Community Partner convenings. Estimated costs are projected based on past expense trends. All staff do not utilize this line item, for example administrative-type staff tend to travel less frequently. Currently, the IRS mileage rate is 58¢ per mile.				
Total Evaluation Expense	2,500	x	5%	125
Total Program Expense	2,500	x	65%	1,625
Total Administration Expense	2,500	x	30%	750

2021-2022 Proposed Budget				
Materials and Supplies Expense				
Justification:				\$15,000
The Materials and Supplies Expense line item includes costs associated with general office supplies, postage cost, in-house and outside printing, and other expenses required for operating the Commission's business. Cost break down includes \$900 per month x 12 months for an approximate total of \$10,000 per year. Staff recommends setting aside an additional \$5,000 for any unexpected materials costs, such as mandatory document printing, signage, business cards, etc.				
Total Evaluation Expense	15,000	x	5%	750
Total Program Expense	15,000	x	65%	9,750
Total Administration Expense	15,000	x	30%	4,500

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022 Proposed Budget				
Overhead Expense				
Justification: \$130,000				
The Commission occupies 15% of the leasable space within the Lighthouse for Children facility. As the Master Lease Holder of the Lighthouse for Children (LFC) facility, the Commission is responsible to pay its proportionate share of the overhead cost. Overhead costs include utilities (water, waste, gas & electricity, etc.), facility contracted services (security, janitorial, landscaping, etc.), insurance and taxes and a facility management services contract. The remaining amount for the facility is budgeted within the Strategic Plan Investments for the Child Development Center and Community Learning Center.				
Total Evaluation Expense	130,000	x	5%	6,500
Total Program Expense	130,000	x	65%	84,500
Total Administration Expense	130,000	x	30%	39,000

2021-2022 Proposed Budget				
Professional Services Expense				
Justification: \$110,507				
The Commission utilizes this line item to obtain a specific technical or unique function performed by independent contractors or consultants whose occupations are not fulfilled by F5FC staff. Examples of professional services include attorneys, business consultants, business development managers, law firms, human resources, payroll services, investment custodial services and other specialized administrative roles. Budget amounts are based on past trends, average monthly rates and quotes multiplied by 12 months. Staff recommends including \$20,000 for other miscellaneous professional services to include services for translators (services when needed), administrative cost for health savings accounts (average cost per month = \$125), human resources coaching and other short-term consultants.				
<u>Monthly</u>		<u>Add'l Services</u>		
\$3,450	x 12 =	\$41,400	+ \$15,000 =	\$56,400
\$400	x 12 =	\$4,800	+ \$7,000 =	\$11,800
\$942	x 12 =	\$11,299	=	\$11,299
\$292	x 12 =	\$3,500	=	\$3,500
\$209	x 12 =	\$2,508	+ \$5,000 =	\$7,508
				Legal Services \$56,400
				H.R. Services \$11,800
				Investment Services \$11,299
				Custodial Services \$3,500
				Payroll Services \$7,508
				Misc. Professional Services <u>\$20,000</u>
				Professional Services Total \$110,507
Total Evaluation Expense	110,507	x	0%	0
Total Program Expense	110,507	x	0%	0
Total Administration Expense	110,507	x	100%	110,507

2021-2022 Proposed Budget				
Program Development Expense/Strategic Planning Implementation				
Justification: \$5,000				
This line item exists for additional or unforeseen costs for program development, the implementation of the Strategic Plan, and/or printing materials to showcase the Commission's Strategic Plan. Staff recommends budgeting \$5,000.				
Total Evaluation Expense	5,000	x	0%	0
Total Program Expense	5,000	x	100%	5,000
Total Administration Expense	5,000	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022 Proposed Budget				
Staff Training, Travel & Conference Expense				
Justification:				\$15,000
Estimated cost for F5FC staff to attend local and out of town trainings/conferences on behalf of the Commission. All trainings & conferences attended are required to be aligned with the Strategic Plan per the Commission's Travel Policy and Procedures Manual. Trainings/conferences include, but are not limited to, collaborative meetings, the First 5 State annual conference, First 5 Association quarterly meetings and summits, annual planning days, Government Finance Officer Association trainings, Early Care & Education meetings/conferences, legislative visits, State Conferences, etc. Average cost of travel for one staff on one trip is \$200 which includes transportation, lodging, registration, per diem, etc. With the pandemic causing the reimagination of in-person trainings and conferences, staff is recommending budgeting half of what was allocated last year for this line item.				
Total Evaluation Expense	15,000	x	5%	750
Total Program Expense	15,000	x	65%	9,750
Total Administration Expense	15,000	x	30%	4,500

2021-2022 Proposed Budget				
Telephone Expense				
Justification:				\$23,689
Telephone expenses include the Commission's phone landlines and data lines (internet) for accessibility all to aid in the operations of the agency. The prior year did not include the entire monthly cost of the internet/data lines. That monthly cost is now included in the calculations below. Staff recommends \$2,000 for unforeseen expenses.				
	<u>Monthly Amount</u>		=	<u>Annual Amount</u>
Landlines & Data lines	\$1,807 x	12		\$21,689
Unforeseen Phone Expenses				\$2,000
			Telephone Expense Total	\$23,689
Total Evaluation Expense	23,689	x	5%	1,184
Total Program Expense	23,689	x	65%	15,398
Total Administration Expense	23,689	x	30%	7,107

STRATEGIC PLAN INVESTMENT AREAS

2021-2022 Proposed Budget	
Strategic Plan Investments	
Help Me Grow Fresno County	
We know that any successful approach to addressing the key challenges facing Fresno County families will require systemic change. Acting as convener and connector we will bring the community and stakeholders together in support of changing the way our systems work for better outcomes for our children. Help Me Grow Fresno County, a national model that promotes collaboration across sectors to build a more efficient and effective system for young children and their families in Fresno County is the over-arching investment binding all our work together. This investment area can also be referred to as the early childhood system of care. The amount allocated is for a one-year contract amount for the Help Me Grow Centralized Access Point (\$200,000). The remaining portion is for future innovations and technology improvements to enhance the Help Me Grow model in Fresno County.	
Help Me Grow Fresno County	\$275,000

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022
Proposed Budget

Strategic Plan Investments Cont'd

Thriving Families Service Programs

This long-standing area of investment is a compilation of community-based partnerships that provide direct support to families across the county. Under this area, with eight contracts with local Community-Based Organizations, the Commission remains committed to fund a navigable, effective and culturally responsive network of direct services to fill gaps in the early childhood system of care. To compliment this investment, this area also includes the Commission's investment in the local home visitation services which was a joint procurement with the County of Fresno Department of Public Health to fund a community health team approach. These funds are to set aside funds for the aforementioned, existing contracts. Additionally, with the completion of the five-year School Readiness Longitudinal Study (SRL), the Commission anticipates implementation efforts, of \$500,000, of the study's recommendations to further advocate to local decision makers and non-traditional partners on the importance of children's school preparedness.

Thriving Families Service Programs \$2,188,580

Community Learning Center

The Lighthouse for Children Community Learning Center (CLC) is a network of community partners working together to provide classes and workshops that encourage and foster healthy relationships between young children and their caregivers as well as to increase early literacy, language and school readiness skills. Along with family services, the CLC supports professionals working with young children. Below is a breakdown of staffing (0.5 F5FC FTE) including a proposed amount to partner with an outside agency to operate the Center.

AmeriCorps Contract		\$100,000
	AmeriCorps Team Misc. Expense	\$12,000
Contractor		\$150,000
CLC Salaries	Project Specialist (0.5 FTE)	\$27,500
Leave Accrual/ Contingency		\$6,400
Staff Benefits, Payroll Taxes		\$15,704
Overhead & Operating Expense		<u>\$278,275</u>
	Community Learning Center Sub-total	<u>\$589,879</u>

Patient-Centered Prenatal Care

Resources are allocated for the newest phase of the group prenatal care project in order to leverage a four-year \$5.6 million grant awarded to University of California, San Francisco Preterm Birth Initiative-California (UCSF-PTBi) from the Patient-Centered Outcomes Research Institute (PCORI). The grant's intent is to research an enhanced prenatal care model (Patient-Centered Care called Glow!) compared to traditional care in the Central Valley. This project is being referred to as the EMBRACE Study. As one of three findings from the African American Infant Mortality Needs Assessment (2016), Glow!, a group care project was piloted from 2017 to 2020 via a grant from UCSF to focus on maternal wellness and support for women in Fresno County. In this form, this project includes the partnership with three Community-Based Organizations (Reading & Beyond, West Fresno Family Resource Center & Fresno EOC) to act as Glow! satellite sites (Contracted Network) for EMBRACE. This win for Fresno County and the region will enroll 2,600 women and children with 1,300 mothers enrolled in group prenatal care and the remaining enrolled in traditional care. The Commission has committed to contracts with the Contracted Network via prior budgets. The expenses outlined in this section include 1.5 staff FTE to coordinate the service delivery of the Contract Network as it pertains to the EMBRACE Study and other expenses necessary to carryout Glow!

Glow! Coordination Expense

	Project Manager - Glow! (1 FTE)	\$59,438
	Project Speciliast - Glow! (.5 FTE)	\$27,040
	Taxes, Benefits & Accrued Time Off	\$63,683
	Glow! Programmatic Materials (Curriculum Mtrls, Site License, etc.)	\$40,000
	Trainings: CenteringPregnancy Curriculum, Equity Trainings, Training Materials	<u>\$74,170</u>
	Patient-Centered Prenatal Care	<u>\$264,331</u>

COST ANALYSIS

BUDGET LINE ITEM DETAIL

**2021-2022
Proposed Budget**

Strategic Plan Investments Cont'd 2

African American Infant Mortality Prevention

The Commission remains committed to working with the community and its professionals to tackle the high rates of infant mortality among Fresno's African American community. Embracing our unique role as a county-wide convener and coordinator in the early childhood system, the Commission will continue to explore innovative and collaborative ways to address societal issues that contribute to infant mortality through investment and partnerships. Combined with portions of some investments listed above including direct service contracts and Patient Centered Prenatal Care, it is the Commission goal to dedicate approximately 25% of its total program investments to African American infant mortality prevention work. Some upcoming innovative projects include a valley-wide collaboration on a safe sleep campaign and organizational capacity building support for small CBOs serving Fresno's African American population.

African American Infant Mortality Prevention \$1,202,996

QRIS - Local High Quality Training & Technical Assistance

Investments like the Quality Rating Improvement System (QRIS) initiative increase the opportunities for technical assistance and training for early childhood providers throughout the county by leveraging dollars received from First 5 California's IMPACT project. This portion of the budget sets aside the remaining portion of funds for the fourth year of the agreement with Fresno County Superintendent of Schools High Quality Early Learning Training and Technical Assistance contract and overhead for the LFC Child Development Center.

QRIS - Local High Quality Training & Technical Assistance \$978,103

Innovation & Learning Partnerships and Communications

Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, businesses, policy makers, families and F5FC find innovative ways to collaborate and create a more integrated and comprehensive support system for young children and their families. The Commission will invest in emerging, innovative partnerships that directly align with the Strategic Plan and the agency's mission along with communication strategies to further convey the importance of the early childhood development.

The Commission engages in Community Relations efforts to connect with community leaders, stakeholders and the broader Fresno County audience. By connecting with Fresno County residents and leaders alike, the Commission has the opportunity to promote and enhance our message to prioritize the first 5 year of life, the Commission will invest in Community Media Partnerships, outreach and communications efforts and materials and the 17th Annual Child-Friendly Business Awards.

Innovation & Learning Partnerships \$600,000
Strategic Plan Investment Areas Total \$6,098,888

Total Evaluation Expense	6,098,888	x	0%	0
Total Program Expense	6,098,888	x	100%	6,098,888
Total Administration Expense	6,098,888	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Accountability and Evaluation					2021-2022 Proposed Budget
					\$450,000
Accountability Contract Management System					
Organizations that receive First 5 Fresno County (F5FC) funds report financial, programmatic, and evaluation data to ensure compliance with the agency's contractual obligations. F5FC staff partner with grantees to confirm best practices are utilized by all programs. The fiscal reporting structure of the Commission is modeled after the First 5 Financial Management Guide. Through a data system, the Commission's funded partners report on contractual deliverables and subsequently invoices the Commission for services rendered. May 2020 marked the end of the procurement process for these services. After being selected by the community review panel for the procurement, the Commission awarded Social Solutions, Inc. a contract for data management system & services in an annual amount not to exceed \$100,000 with the option to renew for up to five years with FY2020-21 being year one. An additional \$50,000 is included for system enhancements and integration.					
Contract Management System					\$150,000
Evaluation Services					
The effectiveness of the Commission's investments is monitored regularly by staff along with a contracted evaluation firm. With evaluation being a mandatory component of the Commission's founding documents, the contracted evaluator works with the Commission, staff, and grantees to inform ongoing program practices and to evaluate progress towards the Commission's desired outcomes. The Commission uses accountability and evaluation data to inform its decision-making, ensuring that funds are used as efficiently and effectively as possible. May 2020 marked the end of the procurement process for these services. After being selected by the community reviewers for the procurement, the Commission awarded Harder+Company for evaluation services for a one-year budget of \$300,000 with the option to renew based on performance and availability of funds for up to five years, with FY2021-22 being year two.					
Evaluation Services					\$300,000
Accountability and Evaluation Total					\$450,000
Total Evaluation Expense	450,000	x	100%	450,000	
Total Program Expense	450,000	x	0%	0	
Total Administration Expense	450,000	x	0%	0	

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2021-2022 Proposed Budget
Externally Funded Initiatives				\$1,615,625
<i>These externally funded initiatives create strong partnerships while furthering the Commission's impact in the community. Funding for these projects, as detailed below, comes from revenue streams separate from the Proposition 10 Revenue received monthly.</i>				
First 5 California - IMPACT Program				
First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) is an innovative approach that forges partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning settings, including supporting and engaging families in the early learning process. IMPACT is centered around the state's childcare Quality Rating and Improvement System (QRIS). First 5 Fresno County currently serves as the Lead Agency for the IMPACT project and the Commission partners with Fresno County Superintendent of Schools as the implementation lead. These funds are received and monitored by Commission staff. This is a 3-year agreement, 2021-22, being the second year.				
First 5 CA - IMPACT Sub-total				\$572,625
First 5 California - IMPACT Regional Hub Program				
The IMPACT Hub funding builds upon the First 5 IMPACT investments by creating regional efficiencies and coordinated efforts to seven QRIS/IMPACT Region 5 counties including Mariposa, Merced, Madera, Fresno, Kings, Tulare and Kern. The primary focus of the IMPACT Hub program funding, is to provide coordination and specialized support to Region 5 to create economies of scale while building a local early learning system focused on access to high quality early care and education. The Commission's role is to lead the region as the Fiscal lead Agency with the responsibility for convening regular meetings with key partners, facilitating regional data collection and fiscal reporting to First 5 CA. This portion of the budget includes the Regional Hub Coordinator staff position (.8 FTE), a First 5 staff member. These funds are received and monitored by Commission staff. This is a 2-year agreement, with 2021-22 being the first year.				
First 5 CA - IMPACT Regional Hub Sub-total				\$597,000
First 5 California - Home Visitation Coordination Grant				
In August 2020, the Commission accepted a grant from First 5 California, to act as the fiscal lead for its subcontractors, Fresno County Department of Public Health and Fresno County Superintendent of Schools, to maximize and coordinate available funding for local home visitation (HV) to aid in creating a unified system that supports families with the right HV services for them. The grant is a two-year grant for approximately \$200,000 total with this year, fiscal year 2021-22, being the second year.				
First 5 CA - Home Visitation Grant Sub-total				\$100,000
Blue Meridian Partners - Early Childhood Human Capital Investment				
In March 2021, the Commission accepted funds from the Fresno Cradle to Career Partnership received from the Blue Meridian Partners in a total amount of \$380,000 over two years. A portion of the funds will be allocated to the three Glow! Contracted Network agencies to offset some of the Commissions investment and wrap around program service expenses. The remaining amount will be allocated to the Fresno GROWs – Best Babies Zone Initiative and will include the execution of a new contract with the Black Maternal Wellness Innovation Lab which aligns with the Fresno GROWs Initiative, a current Commission-funded program.				
Blue Meridian Partners Sub-total				\$190,000
County Department of Public Health Babies First Healthy Start				
In May 2021, the Commission accepted funds from the Fresno County Department of Public Health (DPH) in a total amount of \$468,000 over three years. These funds come from a grant awarded to DPH. Their grant alignment with the Commission-funded Glow! Group Prenatal Care project made this an ideal partnership. These funds will partially offset the Commission's investment in Glow! and its contracted network of Community-Based Organizations.				
DPH Healthy Start Sub-total				\$156,000
Externally Funded Initiatives Total				\$1,615,625
Total Evaluation Expense	1,615,625	x	0%	0
Total Program Expense	1,615,625	x	100%	1,615,625
Total Administration Expense	1,615,625	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

RESERVE

	2021-2022 Proposed Budget
Operations Contingency Fund	\$1,000,000
<p>The Operations Contingency Fund was established to guard against possible losses and meet unforeseen and unavoidable requirements that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$1,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>	
Total Evaluation Expense	1,000,000 x 0% 0
Total Program Expense	1,000,000 x 0% 0
Total Administration Expense	1,000,000 x 100% 1,000,000

	2021-2022 Proposed Budget
Strategic Reserve Fund	\$2,000,000
<p>The Strategic Reserve Fund is a separate fund to guard against any future immediate and unanticipated Proposition 10 revenue deficits or shortfalls that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$2,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>	
Total Evaluation Expense	2,000,000 x 0% 0
Total Program Expense	2,000,000 x 100% 2,000,000
Total Administration Expense	2,000,000 x 0% 0

FIVE YEAR BUDGET FORECAST

	FY 19/20 ACTUALS	FY 20/21 BUDGET/ PROJECTIONS	FY 21/22 PROPOSED BUDGET	FY 22/23 PROJECTIONS	FY 23/24 PROJECTIONS	FY 24/25 PROJECTIONS
Fund Balance						
Unassigned Fund Balance	\$3,250,233	\$3,446,394	-	-	-	-
Assigned Fund Balance	\$5,718,696	\$2,025,750	-	-	-	-
Revenue						
Prop 10 Revenue	\$9,754,838	\$7,865,000	\$7,935,041	\$7,505,359	\$6,726,526	\$6,358,044
External Revenue						
UCSF Grant	\$112,608	\$0	\$0	\$0	\$0	\$0
First 5 CA IMPACT Revenue	\$1,491,139	\$1,224,739	\$1,169,625	\$1,169,625	\$572,624	0
California Department of Ed. Grant	\$114,057	\$0	\$0	\$0	\$0	\$0
First 5 CA Dual Language Learner Study Grant	\$47,041	\$61,052	\$0	\$0	\$0	\$0
First 5 CA Home Visitation Coordination Grant	\$0	\$100,000	\$100,000	\$0	\$0	\$0
CalViva - Group Prenatal Care Project Support	\$50,000	\$50,000	\$0	\$0	\$0	\$0
Anthem - Group Prenatal Care Project Support	\$0	\$10,000	\$0	\$0	\$0	\$0
Blue Meridian - Early Childhood Human Capital Investment	\$0	\$0	\$190,000	\$190,000	\$0	\$0
County DPH Babies First Healthy Start Revenue	\$0	\$0	\$156,000	\$156,000	\$156,000	\$156,000
Other Revenue	\$272,397	\$150,000	\$116,290	\$100,000	\$100,000	\$100,000
Interest Revenue - County Treasury	\$77,192	\$10,000	\$10,000	\$7,000	\$6,500	\$6,500
Investment Income	\$630,170	\$100,000	\$50,000	\$40,000	\$30,000	\$30,000
Total Revenue	\$12,549,442	\$9,570,791	\$9,726,956	\$9,167,984	\$7,591,650	\$6,650,544
Funda Balance & Revenue	\$21,518,371	\$15,042,935	\$9,726,956	\$9,167,984	\$7,591,650	\$6,650,544
Operating Budget						
Salaries & Benefits Sub-total	\$755,991	\$1,104,376	\$1,078,491	\$839,012	\$825,331	\$808,986
Services & Supplies Sub-total	\$357,787	\$476,432	\$483,953	\$430,566	\$429,997	\$369,997
Total Operating Budget	\$1,113,778	\$1,580,808	\$1,562,444	\$1,269,578	\$1,255,328	\$1,178,983
Strategic Plan Investment Areas						
Help Me Grow Fresno County	\$500,000	\$200,000	\$275,000	\$200,000	\$200,000	\$200,000
Thriving Families Service Programs	\$4,000,000	\$4,149,292	\$2,188,580	\$2,234,363	\$1,732,114	\$1,500,001
Community Learning Center	\$944,692	\$509,173	\$589,879	\$572,424	\$566,550	\$522,686
Patient-Centered Prenatal Care	\$900,000	\$692,467	\$264,331	\$258,000	\$250,900	\$249,000
African American Infant Mortality Prevention	\$2,419,785	\$2,248,000	\$1,202,996	\$1,194,696	\$1,135,101	\$1,131,101
QRIS - Local High Quality Training & TA	\$2,087,927	\$2,002,500	\$978,103	\$1,010,000	\$1,000,000	\$1,000,000
Innovation & Learning Partnerships	\$1,237,345	\$1,567,000	\$600,000	\$500,000	\$310,000	\$300,000
Accountability and Evaluation	\$500,000	\$547,000	\$450,000	\$400,000	\$400,000	\$400,000
SP Investments & Evaluation Sub-total	\$12,589,749	\$11,915,432	\$6,548,888	\$6,369,483	\$5,594,665	\$5,302,788
Externally Funded Initiatives Sub-total	\$1,814,845	\$1,546,696	\$1,615,625	\$1,515,624	\$728,624	\$156,000
Total Strategic Plan Investments	\$14,404,594	\$13,462,128	\$8,164,513	\$7,885,107	\$6,323,289	\$5,458,788
Reserve						
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Strategic Reserve Fund	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Budget Total						
Total First 5 Fresno County Budget	\$18,518,372	\$18,042,935	\$12,726,956	\$12,154,685	\$10,578,617	\$9,637,771



First 5 Fresno County
Long Range Financial Plan
Dollars in Thousands

	2020-2025 Strategic Plan										TOTAL
	2019/20 Actuals	2020/21 Projections	2021/22 Proposed Budget	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028-29	
Beginning Fund Balance (Unobligated)	5,968.9	5,472.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11,441.2
Revenue											
Annual Projected Allocation	9,754.8	7,865.0	7,935.0	7,505.3	6,726.5	6,358.0	6,103.6	5,981.6	5,861.9	5,744.7	69,836.4
Revenue A - County Treasury Interest	77.2	10.0	10.0	7.0	7.0	6.5	6.0	5.8	5.5	5.3	140.3
Revenue B - Investment Earnings	630.2	100.0	50.0	40.0	30.0	30.0	30.0	25.0	25.0	25.0	985.2
Revenue C - Other Revenue	272.5	150.0	116.3	100.0	100.0	100.0	100.0	100.0	100.0	100.0	1,238.8
Revenue D - External Revenue	1,814.8	1,445.8	1,615.6	1,515.6	728.5	156.0	156.0	156.0	156.0	156.0	7,900.3
Total Revenue	18,518.4	15,042.9	9,726.9	9,167.9	7,592.0	6,650.5	6,395.6	6,268.4	6,148.4	6,031.0	91,542.0
Expenses											
Administrative Expenses	486.8	401.5	399.2	397.4	377.5	320.2	319.5	305.5	289.6	281.3	3,578.6
Program and Technical Assistance Support	1,341.0	1,270.0	1,158.1	1,153.7	1,022.9	922.8	984.9	976.7	952.8	942.6	10,725.6
Accountability and Evaluation	500.0	547.0	450.0	400.0	400.0	350.0	350.0	300.0	300.0	300.0	3,897.0
Focus Areas											
Strategic Plan Investment Areas	14,375.8	8,538.6	6,104.0	5,701.1	5,063.0	4,901.4	4,585.2	4,530.1	4,450.0	4,351.1	62,600.3
Externally Funded Programs	1,814.8	1,285.8	1,615.6	1,515.6	728.5	156.0	156.0	156.0	156.0	156.0	7,740.3
Total Expenses	18,518.4	12,042.9	9,726.9	9,167.8	7,592.0	6,650.4	6,395.6	6,268.4	6,148.4	6,031.0	88,541.8
Contingency Fund	0.0	1,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,000.0
Strategic Reserve	0.0	2,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,000.0
Ending Fund Balance (Unobligated)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

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

RECOMMENDED ACTION:

Approve, for full Commission consideration, a renewal agreement for a repair and maintenance technician with Manco Abbott, Inc. in an amount not to exceed \$47,000 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 Process and Procedure: The cost of our on-site building maintenance technician through this proposed agreement is for approximately \$29.00 per hour for 1,566 hours annually. In contrast, an outside contractor hired for ongoing necessary repairs 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 to continue receiving services from the technician. The selection process follows the sole source section of the Commission's Procurement Policies and Procedures.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's 2020-2021 Proposed Budget, Operating - Overhead Expense line item, Strategic Plan Investments: Community Learning Center and QRIS- Local High-Quality Training & Technical Assistance proportionately for the components of the facility.

CONCLUSION:

If approved, the agreement renewal for the building maintenance technician for a one-year term with an option to renew for an additional year based on performance and availability of funds, will move forward for full Commission consideration at the May 2021 Commission meeting.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement with First 5 California for IMPACT Hub Fiscal Lead Agency and Four Proposed Subcontractors

RECOMMENDED ACTION:

Approve, for full Commission consideration, the acceptance of new funding from First 5 California (F5CA) for First 5 Fresno County (F5FC) to continue serving as the Fiscal Lead Agency for the Improve and Maximize Programs so All Children Thrive (IMPACT) Regional Coordination and Training and Technical Assistance Hub (Hub) for seven regional counties for fiscal years 2021-2022 and 2022-2023 for an estimated two-year amount of \$1,195,544, and authorize execution of four agreements with four proposed Hub subcontractors for up to \$357,258 for one year.

BACKGROUND:

Launched in 2015, F5CA's IMPACT project is an innovative approach that forges partnerships between F5CA and counties to increase the number of high-quality early learning settings across the state. As part of this effort, in 2016 F5CA released a Hub Request for Applications for \$18 million across four years and 10 regions in the state. Subsequently, First 5 Fresno County was nominated by its regional partners, represented by First 5 Commissions and County Offices of Education in Merced, Mariposa, Madera, Kern, Kings, Tulare, and Fresno counties, to apply as the Fiscal Lead Agency. First 5 Fresno County has been serving in this capacity since June 2016 and the contract is set to term in June 2021.

This past March, F5CA released a new Hub Request for Applications (RFA) where First 5 Fresno County applied to continue being the Fiscal Lead Agency, based on unanimous nomination and approval from our regional partners. To maintain continuity and support to regional partners, it is staff's recommendation to accept the additional two years of funding from F5CA and execute agreements with four subcontractors to continue some of the primary Hub activities described in the table below.

Proposed IMPACT Hub 2021-2022 Subcontractors			
Agency	Program	Description	One-Year Amount
#1	Early Quality Systems	iPinwheel Database System	A database system to support the required data collection for all regional counties up to \$286,288
#2	Teachstone Training	CLASS Program	The Classroom Assessment Scoring System (CLASS) is a tool that measures and helps improve the quality of teacher-child interactions up to \$26,000
#3	Fresno County Superintendent of Schools	Region 5 Coordination, Data & Coaching Support	Provides coordination, evaluation and research/technical assistance to the Hub partners up to \$30,000
#4	Professional Development Supported Services, Inc.	Leading for Equity in Early Childhood Education	Communities of Practice professional development training for regional partners focused on advancing equity in early learning settings up to \$15,000
Total Amount for One Year:			up to \$357,288

Alignment with 2020-2025 Strategic Plan: This agreement aligns directly with the 2020-2025 Strategic Plan as Quality Counts California is one of five core investments that F5FC is committed to leverage, sustain, and increase its impact over the next five years. This includes the Quality Rating and Improvement System (QRIS) which provides support to early childhood educators to assess, improve, and communicate the level of quality in early care.

Short-term goal(s) and long-term outcomes: If approved, the Commission will be the recipient of funds from F5CA and continue its role as the Hub Fiscal Lead Agency and provide ongoing coordination and targeted support to neighboring counties working to raise the quality of early care and education in their communities. This includes, but is not limited to, ensuring best practices in early care and education quality improvement are readily available and implemented region wide, facilitating regional data collection and fiscal reporting per F5CA requirements, and convening regular meetings with key partners and regional and county-level IMPACT leads. The long-term intended outcome is to increase the number of high-quality early learning settings across all seven counties to ensure children enter school with the skills, knowledge, and disposition necessary to be ready for school and life.

Procurement: Since inception, only one First 5 county commission was eligible to apply per region. First 5 Fresno County was originally nominated by its regional partners, represented by First 5 Commissions and County Offices of Education in Merced, Mariposa, Madera, Kern, Kings, and Tulare counties to apply as the Fiscal Lead Agency for the Hub funding opportunity in 2016. In March 2021, the Hub counties agreed for First 5 Fresno County to continue being the lead Fiscal Agency for the new funding period. Proposed subcontractors #1-#3 were originally procured using a sole source process in accordance with the Commission’s approved procurement policies. The fourth subcontract was procured using the Commission’s informal procurement process. A total of four quotes were received and reviewed and Professional Development Services, Inc. was selected based on the total cost and design of the training model to meet the needs and priorities of the Commission and Hub partners.

Fiscal Impact: F5CA funding covers the entirety of this agreement, and no local Proposition 10 revenues would be utilized.

CONCLUSION:

First 5 Fresno County expects to continue leading and supporting its regional partners to promote increased collaboration among counties and effective service delivery and supports to child care providers and families to increase high quality early learning opportunities for young children throughout the Central Valley. Subsequently, if the Commission chooses not to accept funding from F5CA, First 5 Fresno County will not be able to assume the role of the regional Hub Fiscal Lead Agency to support the seven regional partners and another partner would need to be nominated to serve in this capacity. If approved, staff will forward this item for full Commission consideration at the May 2021 Commission Meeting.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Acceptance of Funds from the County of Fresno, Department of Public Health for the Glow! Group Prenatal Care and Support Program

RECOMMENDED ACTION:

Approve for full Commission consideration, the acceptance of funds from the County of Fresno, Department of Public Health (DPH) in a total amount of \$468,000 for three years to increase support and sustainability for the Glow! Group Prenatal Care and Support Program, including partnerships with three existing First 5 Fresno County Glow! contractor network agencies. and medical provider offices throughout Fresno County.

BACKGROUND:

On August 21, 2019, the Commission approved agreements with three contractor network agencies (Fresno EOC, Reading and Beyond and West Fresno Family Resource Center) to facilitate the delivery of the Glow! Group Prenatal Care and Support Program (Glow!) throughout Fresno County.

Glow! is an innovative, comprehensive model that incorporates wrap-around services with enhanced prenatal care and allows participants to have more time with their medical provider and encourages women to stay actively engaged in their health care. The Glow! program is rooted in a deep sense of community where women can feel supported and learn from one another while also learning from their provider and receiving respectful prenatal care in a facilitative manner. The goal of the program is to improve birth outcomes and reduce the number of preterm births in Fresno County.

Glow! is currently being implemented as part of the EMBRACE (Engaging Mothers and Babies; Reimaging Antenatal Care for Everyone) Study in partnership with California State University, Fresno's Central Valley Health Policy Institute (CVHPI) and the University of California, San Francisco's Preterm Birth Initiative (UCSF-PTBi-CA) requiring the enrollment of 1,300 women in the Glow! Program over the course of four years. First 5 Fresno County funds and coordinates all administrative and programmatic aspects of the Glow! program.

In 2019, DPH received multi-year funding from the U.S. Department of Health and Human Services to provide group prenatal care services as part of an integrated prenatal care system including curriculum and wrap-around services, in partnership with medical provider offices, to enhance supports for pregnant women. Due to the direct alignment with this grant and the Glow! program, DPH now seeks to financially partner with the Commission to support the current investment.

Fiscal Impact: If approved, the total three-year funding amount of \$468,000 would partially offset the Commission's current investments in Glow!, including contracts with the three contractor network agencies, increasing sustainability options for the project and allowing the Commission to increase investment and capacity in other strategic plan investment areas. Specific scope of work and budget details will be finalized in partnership with DPH once funds are accepted.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the May 2021 Commission meeting. The acceptance of funds from DPH will support our commitment to improve birth outcomes and reduce the number of preterm births in Fresno County and will offset the Commission's financial commitment to Glow!. In addition, this partnership increases sustainability options for the future of the Glow! program. If approved by the Committee and subsequently by the full Commission, staff will work with all involved community agencies to finalize scopes of work, budgets, and subsequent disbursement of funds.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30 a.m.

AGENDA ITEM NO. 8

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Allocate Funds from the Fresno Cradle to Career Partnership to Glow! Group Prenatal Care and Fresno GROWS – Best Babies Zone Efforts

RECOMMENDED ACTION:

Approve for full Commission consideration, the allocation of funds received from the Fresno Cradle to Career Partnership to augment agreements with three Glow! Group Prenatal Care and Support Program Contractor Agencies, in an amount not to exceed \$131,800, and augment and execute new agreements with two Fresno GROWS – Best Babies Zone Initiative partners, in an amount not to exceed \$194,692, for a total amount not to exceed \$326,492 for two years.

BACKGROUND:

In January 2021, the Fresno Cradle to Career Partnership was awarded \$6.7 Million from the Blue Meridian Partners, a national cohort of funders that support scalable solutions that aim to transform “the life trajectories of young people and families trapped in poverty.” The intent of this funding is to support ongoing local projects and initiatives, connected to the Fresno DRIVE Initiative, in the preconception to age 5 space.

In March 2021, the Commission accepted funds received by the Fresno Cradle to Career Partnership from the Blue Meridian Partners in a total amount of \$380,000 for two years to enhance the current Commission funded Glow! Group Prenatal Care and Support Program and the Fresno GROWS – Best Babies Zone Initiative.

Fiscal Impact: Of the total award from Blue Meridian Partners, the funding for the contracts under the purview of the Commission would total \$326,492 for two years - \$131,800 for Glow! Group Prenatal Care and \$194,692 for Fresno GROWS – Best Babies Zone, detailed in the table below. If approved, grant funding would offset and/or enhance some of the Commission’s and its partner’s current investments. Details of the use of funds will be outlined in the approved scope of work once funds are accepted.

The following table includes the specific funding to be allocated per agency for the next two years.

Agency	Total Blue Meridian funding allocation amount for two years
Glow! Contractor - Fresno EOC	\$46,397
Glow! Contractor - Reading and Beyond	\$46,397
Glow! Contractor - West Fresno Family Resource Center	\$39,006
Fresno GROWS Initiative- West Fresno Family Resource Center	\$112,192
Fresno GROWS Initiative – Sabrina Kelley, Human Centered Design Consultant	\$82,500
Two-Year Total	\$326,492

Procurement: The three Glow! Contractor Network contracts were originally procured through a Request for Qualifications in 2019, following the Commission’s approved procurement policies. The Fresno GROWS Initiative – West Fresno Family Resource Center contract was also procured in 2019 following the Commission’s approved sole source process. Per the Administrative and Programmatic Procurement Policies and Procedures, staff recommends a sole source agreement with Sabrina Kelley, MPH as the “vendor capabilities and experiences are so unique that no other vendor may comparably meet the Commission’s needs.” Ms. Kelley is the Human Centered Design Consultant aligned with the Fresno GROWS Initiative and the creator of the Black Maternal Wellness Innovation Lab a project within the Best Babies Zone that will create a cadre of mothers affected by preterm birth to address disparities in preterm birth and infant mortality in Black women in Southwest Fresno.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the May 2021 Commission meeting. The allocation of funds from Blue Meridian Partners through the Fresno Cradle to Career Partnership will support optimal maternal health and early childhood experiences as critical markers for our community’s wellbeing and will enhance the Commission’s financial commitment to the expansion of the Glow! Group Prenatal Care and Support Program and the place-based efforts focused in West Fresno neighborhoods through the Fresno GROWS – Best Babies Zone initiative. If approved by the Committee and subsequently by the full Commission, staff will work with all involved community agencies to finalize scopes of work, budgets and subsequent disbursement of funds.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

FINANCE AND PROGRAM REVIEW COMMITTEE

May 11, 2021 – 10:30a.m.

AGENDA ITEM NO. 9

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Funding Allocation for African American Infant Mortality Prevention Efforts

RECOMMENDED ACTION:

Approve for full Commission consideration, the allocation of funds for three projects under the Commission’s African American Infant Mortality Prevention core investment area, for a total amount not to exceed \$620,000 for two years, including an agreement with Cultural Brokers, Inc. in an amount not to exceed \$170,000 for two years with an option to renew for an additional two years based on performance and availability of funds.

BACKGROUND:

In 2015 First 5 Fresno County commissioned a needs assessment to better understand the issues behind the high rates of African American infant mortality in Fresno County. Following recommendations from the study, the Commission has since invested in multiple efforts to directly address and prevent infant mortality specifically among African American families including, but not limited to, the formation of Blue Ribbon Equity Panel to address the high rates of infant mortality and the health, social and economic inequities facing African American children and their families, piloting the Glow! Group Prenatal Care and Support Program and investing in the place-based initiative in West Fresno focused on reducing the death of black babies and improving child and maternal health.

Preventing African American child deaths remains a central priority of the Commission and its partners. The COVID-19 pandemic brought to light several opportunities and challenges to advance community efforts toward this goal. One such effort is the Fresno Black Child Legacy Campaign (BCLC) which mirrors the model established in Sacramento County that has successfully reduced the number of African American child deaths in Sacramento by 25%.

In 2019, Cultural Brokers, Inc. was awarded funds from the Sierra Health Foundation to lead the establishment of a local BCLC. In order to continue moving this work forward, Cultural Brokers, Inc. requires increased staffing capacity to fully launch the project. At the same time, preliminary data gathered for the Fresno BCLC revealed a continuous high number of infant deaths related to unsafe sleep conditions with a high number within the African American community. One effective strategy implemented in Sacramento involved a public education and awareness campaign to educate and raise awareness around the deaths linked to unsafe sleep practices. Lastly, the pandemic response further illuminated the need to explore with other local partners the establishment of Organizational Fitness/Capacity-Building Institutes to effectively support the capacity and leadership advancement of African American-led/serving community based organizations that are trusted sources of vital

medical, behavioral and social supports and interventions for African American families in Fresno County.

If approved, the Commission will invest in the following three strategies to continue tackling the high rates of African American child deaths in Fresno County.

Strategy	Contractor	Two Year Amount
Staff position to coordinate BCLC efforts starting with infant safe sleep activities	Cultural Brokers, Inc.	up to \$170,000
Safe Sleep Public Education and Awareness Campaign	To be procured	up to \$400,000
Organizational Fitness/Capacity-Building Institutes for Black-led/serving Community-Based Organizations	To be procured	up to \$50,000
Total Amount for Two Years:		up to \$620,000

Alignment with 2020-2025 Strategic Plan: The proposed recommendation directly aligns with the African American Infant Mortality Prevention investment area of the Commission’s current Strategic Plan.

Short-term goal(s) and long-term outcomes: If approved, Commission staff will begin working with community partners to complete project objectives, which include: 1) hiring a project coordinator through Cultural Brokers, Inc. to support the finalization of the Fresno BCLC strategic and implementation plans and lead Infant Safe Sleep activities, 2) procure for a professional firm to launch a Safe Sleep public education and awareness campaign to raise awareness around safe sleep practices, 3) partner with others, including the COVID-19 African American Coalition, Fresno Economic Opportunities Commission and United Way of Fresno and Madera Counties, to launch a Professional Institute for African American-led/serving community based organizations. The desired long-term outcome is to drastically reduce African American child deaths in Fresno County.

Procurement: Per the Administrative and Programmatic Procurement Policies and Procedures, staff recommends a sole source agreement with Cultural Brokers, Inc. as they are the only agency in Fresno linked to the parent BCLC model in Sacramento County and funded to receive technical assistance and support around the development of a Fresno BCLC. Cultural Brokers, Inc. has also demonstrated its effective experience and its unique position in the community to raise and address issues related to disproportionality and disparities that exist in the child welfare system, as well as elevate concerns that involve issues of fairness and equity. Both remaining strategies will be procured in FY 2021-2022 following the Commission’s policies with proposed agreements brought to the Commission for final approval.

Fiscal Impact: Total funding from the Commission will be allocated from the Commission’s Fiscal Year 2020-2021 Approved Revised Budget under the African American Infant Mortality Prevention – Strategic Plan Investment Area in an amount not to exceed \$620,000 for two years. This includes an agreement with Cultural Broker’s, Inc. in an amount not to exceed \$170,000 for two years with an option to renew for an additional two years based on performance and availability of funds.

CONCLUSION:

If approved, the above recommendation will move forward for full Commission consideration at the May 2021 Commission meeting and would build upon the Commission's African American Infant Mortality Prevention investments. This investment presents the opportunity for the Commission to minimize duplication of work by aligning equity efforts and strengthening partnerships with key Fresno County stakeholders to have a larger, more sustainable impact in our community. If the Committee chooses not to move this item forward for full Commission consideration, the three strategies will not be established, which would delay the launch of the Fresno BCLC and Safe Sleep related efforts. Staff would then explore additional options for advancing the Commission's African American Infant Mortality Prevention investments.