

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 2

TO: Children & Families Commission of Fresno County
FROM: Fabiola González, Executive Director
SUBJECT: Resolution to Authorize Committee Participation Pursuant to AB 361

RECOMMENDED ACTION:

Adopt a resolution authorizing the Finance and Program Review Committee to participate in meetings via teleconference so long as such actions comply with newly adopted AB 361.

BACKGROUND:

Governor Newsom's Executive Order No. N-29-20, which allowed some or all Commissioners/Committee Members to participate in a public meeting via teleconference (phone or video) expired as of September 30, 2021.

On September 15, 2021, AB 361 was passed which includes the following:

Through December 31, 2023, AB 361 allows local agencies to continue to use COVID-19-era teleconferencing notice and meeting procedures as long as one of the following specific types of emergency exists:

- A. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Commission must make specific findings every 30 days during the emergency when telephonic or virtual meetings are required. The Governor, through Order N-21-21, has extended Order N-12-21 declaring a State of Emergency due to the impacts of COVID-19 through March 31, 2022, so these findings must be made every 30 days beginning on October 1, 2021:

- A. The legislative body has reconsidered the circumstances of the state of emergency.
- B. Any of the following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

The new law also prohibits local agencies from requiring public comments to be submitted prior to the meeting without also allowing real-time comment opportunities during the meeting. In addition, the new law allows third-party internet websites to collect names and other information from the public in order to participate in the meeting, but local agencies themselves are still prohibited from requiring such information to participate. Finally, if there is an internet or telephonic service disruption that prevents the agency from broadcasting the meeting, the agency may take no action until the broadcast is restored. Normal posting timelines for agendas still apply, as well as the roll-call vote requirement.

CONCLUSION:

At the October Regular Commission Meeting, the Commission adopted a resolution which expired on November 26, 2021. Because this Committee is meeting prior to the next Regular Commission Meeting, a resolution to authorize committee participation via teleconference must be adopted. Attached is the resolution which shall be in effect from January 13, 2022 through February 12, 2022. We will bring forth another resolution at the upcoming January 26, 2022 Regular Commission Meeting for a full Commission vote to accommodate all legislative bodies of First 5 Fresno County.

RESOLUTION NO. 2022-002

A RESOLUTION OF THE MEMBERS OF THE FINANCE AND PROGRAM REVIEW COMMITTEE OF THE CHILDREN AND FAMILIES COMMISSION OF FRESNO COUNTY ("FIRST 5 FRESNO COUNTY") ACKNOWLEDGING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16, 2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE FINANCE AND PROGRAM REVIEW COMMITTEE OF FIRST 5 FRESNO COUNTY FOR THE PERIOD FROM JANUARY 13, 2022 TO FEBRUARY 12, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Finance and Program Review Committee of First 5 Fresno County (the "Committee") is committed to preserving and nurturing public access and participation in meetings of the Committee; and

WHEREAS, all meetings of the Committee are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 - 54963), so that any member of the public may attend, participate, and watch the Committee conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within First 5 Fresno County's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist, specifically, by the Governor's Order N-21-21, through which the Governor has extended the timeframe of Order N-12-21 declaring a State of Emergency due to the impacts of COVID-19 through March 2022; and

WHEREAS, the County of Fresno has recommended continued social distancing to combat the imminent risk to the public health and safety due to COVID-19; and

WHEREAS, the Committee as a legislative body of First 5 Fresno County would normally be covered under any resolution adopted by the Board of Commissioners of First 5 Fresno County; however, the Committee meets prior to the next meeting of the Board of Commissioners;

WHEREAS, the Committee does hereby find that such conditions have caused, and will continue to cause, conditions of peril to the safety of persons within Fresno County that are likely to be beyond

the control of agency services, personnel, equipment, and facilities, and desires to acknowledge a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Committee does hereby find that the legislative bodies of the Commission shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, First 5 Fresno County shall ensure that the public has the opportunity to participate live in all electronic meetings of the Committee during all public comment periods.

NOW, THEREFORE, THE FINANCE AND PROGRAM REVIEW COMMITTEE OF FIRST 5 FRESNO COUNTY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Committee hereby proclaims that a local emergency now exists throughout Fresno County, and full in-person meetings could cause an imminent risk to the Committee members, staff and public.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Committee hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. Remote Teleconference Meetings. The agency staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on January 13, 2022, and stay in effect at such time the First 5 Fresno County Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Committee this 13th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Noes: None heard.

5. MOBILE UNIT PROCUREMENT

Public Comment: None heard.

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

6. MINUTES FOR MAY 11, 2021 COMMITTEE MEETING

Commissioner Davies-Balch re-entered the virtual meeting at 1:22 p.m.

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

7. FINANCIAL AUDIT REPORT & STATE ANNUAL REPORT FOR FISCAL YEAR 2020-2021

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

8. INTERNAL POLICIES & PROCEDURES - ANNUAL REVIEW

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

9. FUND ALLOCATION FROM FIRST 5 CALIFORNIA TO FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR HOME VISITATION COORDINATION EFFORTS

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

10. AGREEMENT RENEWAL WITH ARCHER & HOUND FOR THE CHILD-FRIENDLY BUSINESS AWARDS MEDIA CAMPAIGN

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

11. AGREEMENT WITH UNITED WAY FRESNO AND MADERA COUNTIES FOR THE AFRICAN AMERICAN LEADERSHIP ADVANCEMENT PROGRAM

Public Comment: None heard.

Motion by: Davies-Balch Second by: Morales
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

12. FACILITY OFFICE IMPROVEMENTS PROCUREMENT

The Committee tabled this item and directed staff to reconsider options and obtain more information to address the unutilized space in the 2nd floor offices of the Lighthouse for Children facility.

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

13. PUBLIC COMMENT

Public Comment: None heard.

No action required.

14. ADJOURNMENT

Public Comment: None heard.

Motion by: Morales Second by: Davies-Balch
Ayes: Davies-Balch, Morales, Gilbert
Noes: None heard.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: 2021-2022 Proposed Revised Agency Budget

RECOMMENDED ACTION

Approve, for full Commission consideration, the First 5 Fresno County (F5FC) 2021-2022 Proposed Revised Budget.

BACKGROUND

The overall purpose of the budget is to implement the Commission's adopted Strategic Plan and to fund programs, services and efforts designed to positively impact families with young children in Fresno County.

In May 2021, the Commission approved the 2021-2022 budget. The current budget revision being presented is necessary due to the completion of the fiscal year 2020-2021 audit and the subsequent designation of an available fund balance of \$6.38 million, to support Strategic Plan Investments.

Key Points of the 2021-2022 Proposed Revised Budget:

Fund Balance - \$6,380,912

- Unassigned Fund Balance: At year-end, the Contingency and Strategic Reserve amounts are de-obligated and then reassigned at the start of the new fiscal year, as outlined in the Commission's Accounting Policies and Procedures Manual. The remaining amount of \$2.5 million is made available for awards by the Commission.
- Assigned Fund Balance: Based on the Commission's Accounting Policies and Procedures Manual, year-end de-obligations and unspent funds are allocated to fill any gaps of existing funding in FY 2021-2022. With the completion of the 2020-2021 audit report, the Assigned Fund Balance is \$3.88 million.

Revenues - Increase of \$5,049

- External Revenue
 - First 5 California - Home Visitation Coordination Grant: the annual budget revision for the Home Visitation Coordination Grant incorporated the actual dollars spent causing a slight reduction for FY 2021-22 budget.
 - CalViva- Group Prenatal Care Project Support: An increase of \$25,000 from CalViva Health, accepted in July 2021, for supplemental support for Glow!, the Group Prenatal Care Project.

Operating Expenses - Increase by \$96,047

- Insurance Expense: Increase to the Special Property Insurance as the result of the Commission taking ownership of the Lighthouse for Children Facility and in turn taking on the insurance responsibility.

Program Allocations (Strategic Plan Investments) - Increase by \$6.3 million

- Increases made to these investments are due to the available Assigned Fund Balance which allows the Commission to invest in multi-year innovative contracts. The Agency's Strategic Plan identifies the Commission's priorities and approaches to community investments. All known adjustments in funding have been identified in the cost analysis and justification section.

Fiscal Impact: Approval of the 2020-2021 Proposed Revised Budget will provide an updated financial framework to allocate funds and cover operational costs for the Commission.

CONCLUSION:

The mid-year revision to the agency budget accounts for unanticipated revenue and cost savings from the prior year offering the Commission the opportunity to allocate funding for the Programmatic Investments of the Strategic Plan through fiscal year 2021-2022. Upon approval, staff will forward, for full Commission consideration, the 2021-2022 Proposed Revised Agency Budget.

Revised Justification: No changes to the total. Salaries amount for the operating portion of the budget is for a total of 9.3 FTE with two vacant FTEs. Revisions include state mandated changes to salaries and adjustments to position levels due to external grants which supplement some staff time.

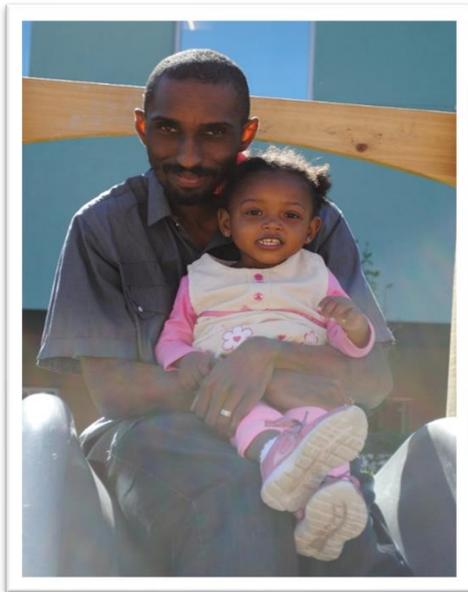
While some positions approved within the Commission structure are not /may not be reflected in the current budget, the use of these approved position levels are based on the Commission's evolving work. This budget does not include two of those position levels (*italicized*). Future budget iterations may consider unused position levels.

Positions: Executive Director | Deputy Director | Project Director | Project Manager | Project Specialist | Project Assistant



2021-2022

PROPOSED REVISED BUDGET



2405 Tulare Street, Suite 200 | Fresno, CA 93721
(559) 558-4900 | www.first5fresno.org

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FUND BALANCE & REVENUES

\$16,112,918

FUND BALANCE \$6,380,912

Unassigned Fund Balance \$2,501,052

The Contingency and Strategic Reserves are deobligated at year-end each year and then reassigned with the start of the new fiscal year, as stated in the agency's Accounting Policies and Procedures Manual. This amount represents that amount and any funds not assigned, but available for use.

Assigned Fund Balance \$3,879,860

The agency's Accounting Policies and Procedures Manual states that, year-end de-obligations and unspent funds, as made final with the Audit Report, are to be allocated to fill any gaps of existing funding in FY 2021-2022.

REVENUE BUDGET \$9,732,006

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 \$1,620,675

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) known 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 \$80,050

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.

Glow! Group Prenatal Care Project Support \$25,000

CalViva Health committed to support the direct implementation of the Patient-Centered Prenatal Care initiative, also known as the EMRACE Study, to aid in the expansion of the Glow! Group Prenatal Care Project.

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

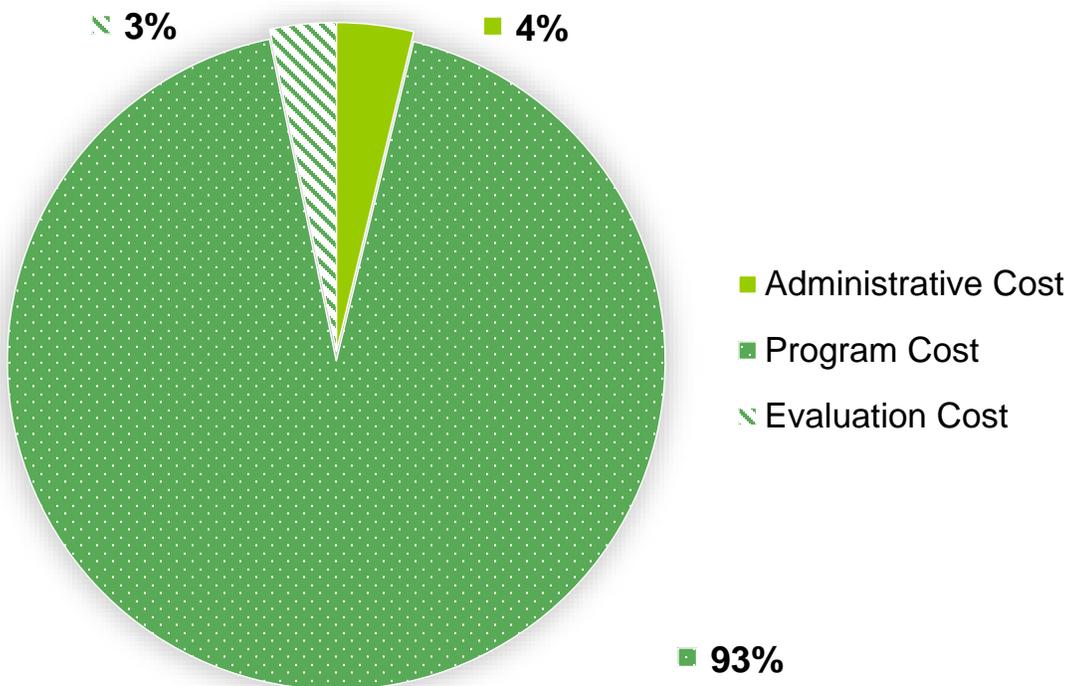
Anticipated revenue received from investments reserved for future program allocation.

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, and 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	4%	\$609,318
Program Cost	93%	\$14,979,010
Evaluation Cost	3%	\$524,590
	100%	\$16,112,918

**FIRST 5 FRESNO COUNTY
2021-2022 PROPOSED BUDGET SUMMARY**

	2021-2022 Approved Budget	2021-2022 Proposed Revised Budget	Variance
Fund Balance			
Unassigned Fund Balance	\$0	\$2,501,052	* \$2,501,052
Assigned Fund Balance	\$0	\$3,879,860	\$3,879,860
		\$6,380,912	\$6,380,912

Revenue			
Proposition 10 Revenue	\$7,935,041	\$7,935,041	\$0
External Revenue			
First 5 CA - IMPACT Revenue	\$572,625	\$572,625	\$0
First 5 CA - IMPACT Hub Revenue	\$597,000	\$597,000	\$0
First 5 CA - Home Visitation Coordination Grant	\$100,000	\$80,050	(\$19,950)
Blue Meridian Partners - Early Childhood Human Capital Investment	\$190,000	\$190,000	\$0
County DPH - Babies First Healthy Start Revenue	\$156,000	\$156,000	\$0
CalViva - Group Prenatal Care Project Support	\$0	\$25,000	\$25,000
Other Revenue	\$116,290	\$116,290	\$0
Interest Revenue - County Treasury	\$10,000	\$10,000	\$0
Investment Earnings (Unrealized)	\$50,000	\$50,000	\$0
Total Revenue	\$9,726,956	\$9,732,006	\$5,049

Fund Balance & Revenue			
Total Fund Balance & Revenue	\$9,726,956	\$16,112,918	(\$6,385,962)

*The reason for the high variance is based on accounting timing. Now that the Audit Report for period ending June 30, 2021 is completed, the Fund Balance amount for the 2021-2022 fiscal year is included showing dollars available to be assigned to projects of the Commission.

Operating Expenses			
Salaries & Benefits			
Salary Expense	\$697,591	\$697,591	\$0
Payroll Tax Expense	\$75,722	\$75,808	\$86
Retirement Expense	\$60,997	\$60,997	\$0
Employee Benefits Expense	\$238,427	\$238,426	(\$1)
Worker's Compensation Expense	\$5,754	\$5,754	\$0
Total Salaries & Benefits Expenses	\$1,078,491	\$1,078,576	\$86
Services & Supplies			
Audit Expense	\$25,000	\$25,000	\$0
Capital & Equipment Expense	\$20,500	\$20,500	\$0
Commissioner/Advisory Expense	\$3,200	\$3,200	\$0
Dues & Subscriptions Expense	\$31,632	\$31,632	\$0
Equipment Rental/Maintenance Expense	\$52,140	\$55,140	\$3,000
General & Administrative Expense	\$23,074	\$23,074	\$0
Insurance Expense	\$26,711	\$119,757	\$93,046
Local Travel Expense - Local Mileage	\$2,500	\$2,500	\$0
Materials & Supplies Expense	\$15,000	\$15,000	\$0
Overhead Expense	\$130,000	\$130,000	\$0
Professional Services Expense	\$110,507	\$110,507	(\$0)
Program Development/Strategic Planning Expense	\$5,000	\$5,000	\$0
Staff Training & Conference Expense	\$15,000	\$15,000	\$0
Telephone Expense	\$23,689	\$23,689	\$0
Total Services & Supplies Expenses	\$483,953	\$579,998	\$96,047
Total Operating Expenses	\$1,562,444	\$1,658,574	\$96,130

**FIRST 5 FRESNO COUNTY
2021-2022 PROPOSED BUDGET SUMMARY**

	2021-2022 Approved Budget	2021-2022 Proposed Revised Budget	Variance
Strategic Plan Investment Areas			
Strategic Plan Investments			
Help Me Grow Fresno County	\$275,000	\$475,000	\$200,000
Thriving Families Service Programs	\$2,188,580	\$4,983,970	\$2,795,390
Community Learning Center	\$589,879	\$777,879	\$188,000
Patient-Centered Prenatal Care	\$264,331	\$936,722	\$672,391
African American Infant Mortality Prevention	\$1,202,996	\$2,450,000	\$1,247,004
QRIS - Local High Quality Training & Technical Assistance	\$978,103	\$1,659,265	\$681,163
Innovation & Learning Partnerships and Communications	\$600,000	\$1,100,833	\$500,833
Strategic Plan Investments Total	\$6,098,888	\$12,383,669	\$6,284,781
Accountability and Evaluation			
Accountability Contract Management System	\$150,000	\$150,000	\$0
Evaluation Services	\$300,000	\$300,000	\$0
Accountability and Evaluation Total	\$450,000	\$450,000	\$0
Externally Funded Programs			
First 5 CA - QRIS-IMPACT Program	\$572,625	\$572,625	\$0
First 5 CA - QRIS-IMPACT Regional Hub Program	\$597,000	\$597,000	\$0
First 5 CA - Home Visitation Coordination Grant	\$100,000	\$80,050	(\$19,950)
Blue Meridian - Early Childhood Human Capital Investment	\$190,000	\$190,000	\$0
CalViva Health - Glow! Group Prenatal Care Project Support	\$0	\$25,000	\$25,000
County DPH - Babies First Healthy Start Glow! Enhancement	\$156,000	\$156,000	\$0
Total Externally Funded Programs	\$1,615,625	\$1,620,675	\$5,050
Total Strategic Plan Investment Areas	\$8,164,513	\$14,454,344	\$6,289,831
Budget Total			
Total First 5 Fresno County Budget	\$9,726,957	\$16,112,918	(\$5,254,925)
Reserve			
Operations Contingency Fund	\$1,000,000	\$1,000,000	\$0
Strategic Reserve Fund	\$2,000,000	\$2,000,000	\$0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

OPERATING EXPENSES

**2021-2022
Proposed Revised
Budget**

Salary Expense

\$697,591

Original Justification:

Salaries for a total of 9.2 FTE positions for the administration of the Commission. Salary expense for 2.8 additional program staff FTE are presented under the Community Learning Center (0.5 FTE), Patient-Centered Prenatal Care-Glow! (1.5 FTE) and the Externally Funded Programs (0.8 FTE) accounted for in Strategic Plan Investments portion of the budget for a total 12 FTE. All vacant positions are captured within this budget document. If the Commission requires additional or different staffing, this would be noted in the budget revision that occurs mid-year. 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>	<u>Original Budget</u>	<u>Revised</u>
1	Executive Director	\$125,000	\$125,000
0.9	Director	\$75,447	\$75,447
1	Director	\$79,267	\$79,267
1	Manager	\$60,000	\$60,000
1	Manager	\$65,000	\$65,000
1	Manager	\$54,080	\$58,240
1	Specialist	\$41,500	\$41,500
0.2	Manager	\$10,816	\$11,648
0.2	Manager	\$0	\$11,888
1	Manager- Vacant	\$62,406	\$60,000
1	Manager- Vacant	\$62,405	\$58,240
9.3		\$635,921	\$646,230
	Salaries Total	\$635,921	\$646,230
	Overtime	\$9,997	\$9,997
	Compensated Absences & Salary Increase	\$51,673	\$41,364
	Total	\$697,591	\$697,591

Original Amount	Revised Amount	Variance
697,591	697,591	0

Revised Justification: No changes to the total. Salaries amount for the operating portion of the budget is for a total of 9.3 FTE with two vacant FTEs. Revisions include state mandated changes to salaries and adjustments to position levels due to external grants which supplement some staff time.

While some positions approved within the Commission structure are not /may not be reflected in the current budget, the use of these approved position levels are based on the Commission's evolving work. This budget does not include two of those position levels (*italicized*). Future budget iterations and Commission needs may consider unused position levels.

Positions: Executive Director | *Deputy Director* | Project Director | Project Manager | Project Specialist | *Project Assistant*

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

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2021-2022 Proposed Revised Budget			
Payroll Tax Expense				\$75,808			
Original Justification:							
Federal Unemployment Tax Act (FUTA). Estimated 6% on first \$7,000 earned by each employee at 9.3 FTE. The remaining 2.7 FTE is accounted for in Externally Funded Programs and in Strategic Plan Investments (captured in the program portion of the budget) to total 12 FTE.							
FTE	9.3	x	\$7,000	x	6%	=	\$3,906
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 9.3 FTE. The remaining 2.7 FTE is accounted for in Externally Funded Programs and Strategic Plan Investments (captured in the program portion of the budget) to total 12 FTE. (Rates subject to change)							
FTE	9.3	x	\$7,000	x	6.2%	=	\$4,036
Other Taxes/ Unexpected Expense						\$10,500	
Total						\$75,808	
Original Amount		Revised Amount		Variance			
75,722		75,808		86			
Revised Justification: Changes to this line items are a result of adjustments to the Salary Expense line item.							
Total Evaluation Expense				75,808	x	5%	3,790
Total Program Expense				75,808	x	65%	49,275
Total Administration Expense				75,808	x	30%	22,742

				2021-2022 Proposed Revised Budget			
Retirement Expense				\$60,997			
Original Justification:							
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		
Salaries Amount		Percentage		Total Amount			
Original Amount		Revised Amount		Variance			
60,997		60,997		0			
Revised Justification: No changes to this line item.							
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

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2021-2022 Proposed Revised Budget
Employee Benefits Expense					\$238,426
Original Justification:					
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>		
Original Amount		Revised Amount	Variance		
238,426		238,426	0		
Revised Justification: No changes to this line item.					
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					\$5,754
Original Justification:					
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>		
Original Amount		Revised Amount	Variance		
10,154		10,154	0		
Revised Justification: No change to this line item.					
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
Audit Expense					\$25,000
Original Justification:					
Expenses for mandatory independent auditing services for the Commission are estimated at \$23,000 for the fiscal year. 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.					
Original Amount		Revised Amount	Variance		
25,000		25,000	0		
Revised Justification: No change to this line item.					
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

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2021-2022
					Proposed Revised
					Budget
Capital & Equipment Expense					\$20,500
Original 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.					
	Original Amount 20,500	Revised Amount 20,500		Variance 0	
Revised Justification: No change to this line item.					
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	
					2021-2022
					Proposed Revised
					Budget
Commissioner/Advisory Expense					\$3,200
Original 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
	<u>Misc. Expense</u>		<u>Commissioners</u>		<u>Average Cost</u>
				=	\$3,200
					<u>Annual Amount</u>
	Original Amount 3,200		Revised Amount 3,200		Variance 0
Revised Justification: No change to this line item.					
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	
					2021-2022
					Proposed Revised
					Budget
Dues and Subscriptions Expense					\$31,632
Original 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 20-21 F5 Assoc. Dues</u>		<u>Estimated Rate Increase</u>		<u>\$5,000</u>
					<u>\$31,632</u>
	Original Amount 31,632		Revised Amount 31,632		Variance 0
Revised Justification: No change to this line item.					
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

Equipment Rental/Maintenance Expense						2021-2022 Proposed Revised Budget
Original Justification:						\$55,140
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	
\$70	x	12	=		\$840	
						IT Support \$18,000
						Hosted Email & Storage \$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	
\$85	x	12	=		\$1,020	
\$105	x	12	=		\$1,260	
\$30	x	12	=		\$360	
						Accounting System Maintenance \$10,500
						Anti-virus Software \$1,020
						IT Management License \$1,260
						Fax Service \$360
						Accounting System Upgrade \$10,300
						Software Sub-total \$23,440
						Unforeseen Expense \$8,000
						Equipment Rental/ Maintenance Expense Total \$55,140
		Original Amount			Revised Amount	Variance
		55,140			52,140	3,000
Revised Justification: A slight increase to this line item to account for potential costs associated with off-loading the airstream trailer (things like removing the decal wrap from the exterior of the trailer, etc.).						
Total Evaluation Expense		55,140	x		5%	2,757
Total Program Expense		55,140	x		65%	35,841
Total Administration Expense		55,140	x		30%	16,542

COST ANALYSIS

BUDGET LINE ITEM DETAIL

General and Administrative Expense					2021-2022 Proposed Revised Budget
Original Justification:					\$23,074
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 on prior year expenses.					
Original - FY 20-21 Budget Amount	\$20,976	+	10%	=	FY 2021-22 Amount \$23,074
	Original Amount 23,074		Revised Amount 23,074		Variance 0
Revised Justification: No changes to this line item.					
Total Evaluation Expense					23,074 x 0% 0
Total Program Expense					23,074 x 0% 0
Total Administration Expense					23,074 x 100% 23,074

Insurance Expense					2021-2022 Proposed Revised Budget
Original Justification:					\$119,757
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 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.					
			FY 20-21 Original		Revised
Special Property Insurance Policy			\$16,556		\$103,653
Special Liability Insurance Policy			\$6,590		\$9,533
Cyber Crime Insurance			<u>\$3,566</u>		<u>\$6,571</u>
			\$26,712		\$119,757
	Original Amount 26,712			Revised Amount 119,757	Variance (93,045)
Revised Justification: The proposed increase to the Special Property Insurance is the result of the Commission taking ownership of the Lighthouse for Children Facility and in turn taking on the insurance responsibility. Costs for this transfer were more than anticipated. The increase will be pulled from other operating line items and the available fund balance. The remaining types of insurance coverage are increased slightly based on estimates received from insurance brokers.					
Total Evaluation Expense					119,757 x 5% 5,988
Total Program Expense					119,757 x 65% 77,842
Total Administration Expense					119,757 x 30% 35,927

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2021-2022 Proposed Revised Budget
Local Travel Expense - Local Mileage					\$2,500
Original Justification:					
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.					
Original Amount	Revised Amount			Variance	
2,500	2,500			0	
Revised Justification: No changes to this line item.					
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	
Materials and Supplies Expense					\$15,000
Original Justification:					
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.					
Original Two-Year Amount	Revised Amount			Variance	
15,000	15,000			0	
Revised Justification: No changes to 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	
Overhead Expense					\$130,000
Original Justification:					
The Commission occupies 15% of the leasable space within the Lighthouse for Children facility and so is responsible to pay its proportionate share of the overhead costs. 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.					
Original Amount	Revised Amount			Variance	
130,000	130,000			0	
Revised Justification: No changes to this line item.					
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	

COST ANALYSIS

BUDGET LINE ITEM DETAIL

**2021-2022
Proposed Revised
Budget**

Professional Services Expense

\$110,507

Original Justification:

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>	<u>Original</u>	<u>Revised</u>
\$3,450 x 12 = \$41,400	+ \$15,000 = \$56,400	Legal Services \$56,400	\$56,400
\$400 x 12 = \$4,800	+ \$7,000 = \$11,800	H.R. Services \$11,800	\$11,800
\$942 x 12 = \$11,299	= \$11,299	Investment Services \$11,299	\$11,299
\$292 x 12 = \$3,500	= \$3,500	Custodial Services \$3,500	\$3,500
\$209 x 12 = \$2,508	+ \$5,000 = \$7,508	Payroll Services \$7,508	\$7,508
		Misc. Professional Services \$20,000	\$20,000
		Professional Services Total #####	\$110,507

Original Amount	Revised Amount	Variance
110,507	110,507	0

Revised Justification: A slight decrease to this line item is shown based on actuals from the prior fiscal year. Fewer hours of legal counsel's time were utilized than anticipated and fewer miscellaneous services were required.

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 Revised
Budget**

Program Development Expense/Strategic Planning Implementation

\$5,000

Original Justification:

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.

Original Amount	Revised Amount	Variance
5,000	5,000	0

Revised Justification: No changes to this line item.

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 Revised Budget				
Staff Training, Travel & Conference Expense				
Original 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 reimagining of in-person trainings and conferences, staff is recommending budgeting half of what was allocated last year for this line item.				
Original Amount	Revised Amount	Variance		
15,000	15,000	0		
Revised Justification: No changes to 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
Telephone Expense				
Original 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	=
Unforeseen Phone Expenses				\$21,689
				\$2,000
Telephone Expense Total				\$23,689
Original Amount	Revised Amount	Variance		
23,689	23,689	0		
Revised Justification: No changes to this line item.				
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

COST ANALYSIS

BUDGET LINE ITEM DETAIL

STRATEGIC PLAN INVESTMENT AREAS

Strategic Plan Investments			2021-2022 Proposed Revised Budget
Help Me Grow Fresno County			
<p>Original Justification: 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.</p>			
Original Amount 275,000	Revised Amount 475,000	Help Me Grow Fresno County Variance 200,000	\$475,000
Revised Justification: Increase to the line item will allow for multi-year contract negotiations to carryout the intent of the Help Me Grow model in Fresno County.			

Strategic Plan Investments Cont'd			2021-2022 Proposed Revised Budget
Thriving Families Service Programs			
<p>Original Justification: 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.</p>			
Original Amount 2,188,580	Revised Amount 4,983,970	Thriving Families Service Programs Variance 2,795,390	\$4,983,970
Revised Justification: With the completion of the 2020-2021 audit, the fund balance had a balance available to allocate back to programmatic functions. The increase to this line item, from those dollars, allows the continuation of multi-year contracts for Home Visitation investments along with advancement of the rural needs assessment outcomes and an increase in dollars to envision the next steps of the SRL Study. Available dollars also allows the continuation of the contract with the County of Fresno Department of Social Services for the focus on young children and their families at their Neighborhood Resource Center (NRC) network. Additionally, the fund balance allows for dollars to be set aside for the upcoming procurement opportunity for the Thriving Families Service Programs to be made available to Community Benefit Organizations in Fresno County.			

COST ANALYSIS
BUDGET LINE ITEM DETAIL

9750

Strategic Plan Investments Cont'd 2

Community Learning Center

Original Justification: 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.

	<u>Original</u>	<u>Revised</u>
AmeriCorps Contract	\$100,000	\$0
AmeriCorps Team Misc. Expense	\$12,000	\$0
CLC Operating Contractor	\$150,000	\$450,000
CLC Salaries Project Specialist (0.5 FTE)	\$27,500	\$27,500
Leave Accrual/ Contingency	\$6,400	\$6,400
Staff Benefits, Payroll Taxes	\$15,704	\$15,704
Overhead & Operating Expense	\$278,275	\$278,275
Community Learning Center	\$589,879	\$777,879

Original Amount	Revised Amount	Variance
589,879	777,879	188,000

Revised Justification: The proposed revised amount to this portion of the budget includes the shift from operating the CLC via contracted AmeriCorps members to a two-year contract for a Community Benefit Organization to operate the CLC (\$150,000/year for three years).

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022
Proposed Revised
Budget

Strategic Plan Investments Cont'd 3

Patient-Centered Prenatal Care

Original Justification: 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	<u>Original</u>	<u>Revised</u>
Off-Site Sub-Contracts	\$0	\$350,000
Glow! Coordination Salaries (1.5 FTE)	\$57,425	\$19,385
Taxes, Benefits & Accrued Time Off	\$56,034	\$33,167
Glow! Physician Recruitment Effort Support	\$0	\$400,000
Glow! Programmatic Materials (Curriculum Mtrls, Site License, etc.)	\$40,000	\$55,000
Trainings: CenteringPregnancy Curriculum, Equity Trainings, Materials	\$74,170	\$79,170
Patient-Centered Prenatal Care	\$283,662	\$936,722
Original Amount		Variance
283,662		653,060

Revised Justification: The proposed updates to this portion of the budget includes 1) setting aside funds for an additional year for the Glow! Contracted Network to execute the EMBRACE Study and 2) dollars to aid in the recruitment of physicians for the Glow! Project. Physicians are a vital aspect of the success of the Glow! Group Prenatal Care Model. Without with, the model cannot function. Recruitment and retention of physicians has been a complicated task. The option to further recruitment support will ensure the success of the Model.

African American Infant Mortality Prevention

Original Justification: 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	\$2,450,000
Original Amount	Revised Amount	Variance
1,202,996	2,450,000	1,247,004

Revised Justification: The increase to this portion of the budget, as a result of the available fund balance, allows the Commission to move toward meeting its goal for African American infant mortality prevention efforts.

COST ANALYSIS

BUDGET LINE ITEM DETAIL

2021-2022
Proposed Revised
Budget

Strategic Plan Investments Cont'd 4

QRIS - Local High Quality Training & Technical Assistance

Original Justification: 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 \$1,659,265

Original Amount	Revised Amount	Variance
978,103	1,659,265	681,162

Revised Justification: With the close of the 2020-2021 fiscal year and the completion of the audit, the fund balance had a balance available to allocate back to programmatic functions. The revised amount will allow for the Commission to reprocur for this focus area in the upcoming year.

Innovation & Learning Partnerships and Communications

Original Justification: 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 \$1,100,833

Original Amount	Revised Amount	Variance
600,000	1,100,833	500,833

Revised Justification: The available fund balance at the close of the prior year audit allows for this portion of the budget to be increased to allow the Commission flexibility in investing in the community through organic and innovative approaches to support families with young children.

Strategic Plan Investment Areas Total \$12,383,669

Total Evaluation Expense	12,383,669	x	0%	0
Total Program Expense	12,383,669	x	100%	12,383,669
Total Administration Expense	12,383,669	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Accountability and Evaluation				2021-2022 Proposed Revised 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
Original Amount	Revised Amount	Variance		
450,000	450,000	0		
Revised Justification: No changes to Accountability and Evaluation.				
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

Externally Funded Initiatives	2021-2022 Proposed Revised Budget						
<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>	\$1,620,675						
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.							
<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 20px;">Amount</td> <td style="padding: 0 20px;">Revised Amount</td> <td style="padding: 0 20px;">Variance</td> </tr> <tr> <td style="padding: 0 20px;">100,000</td> <td style="padding: 0 20px;">80,050</td> <td style="padding: 0 20px;">(19,950)</td> </tr> </table>	Amount	Revised Amount	Variance	100,000	80,050	(19,950)	
Amount	Revised Amount	Variance					
100,000	80,050	(19,950)					
First 5 CA - Home Visitation Grant Sub-total	\$80,050						
Revised Justification: The Home Visitation Coordination Grant budget is being decreased slightly as a result of a budget revision for this Grant which accounted for the expenditures from the prior year.							
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						

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2021-2022 Proposed Revised Budget
Externally Funded Initiatives Cont'd				
CalViva Health - Glow! Group Prenatal Care Project Support				
<p>New to the budget in July 2021: To aid in the expansion of the Glow! Group Prenatal Care Pilot Project, also known as EMBRACE, CalViva Health contributed \$25,000, to support the direct implementation of the Patient Centered Prenatal Care. These dollars also include CalViva Health's contribution from prior years to cover Physician Reimbursement for participating in the study and Glow! in the Evening sessions. The previous unspent funds provided by CalViva have also been accounted for within this line. Funds from prior FYs remain restricted for this purpose.</p>				
CalViva - Glow! Support Sub-total				\$25,000
County Department of Public Health - Babies First Healthy Start Grant				
<p>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.</p>				
<p>Revised Justification: This contract includes 1.3 FTE (0.8 FTE for Manager and 0.5 FTE for Specialist) for Commission staff time that support the Glow! project. This budget also includes a portion of the support staff's benefits and payroll taxes of which the remainder of the associated costs are covered by the Commission in the Operating and CLC portions of this budget.</p>				
DPH Healthy Start Grant Sub-total				\$156,000
Externally Funded Initiatives Total				\$1,620,675
Total Evaluation Expense	1,620,675	x	0%	0
Total Program Expense	1,620,675	x	100%	1,620,675
Total Administration Expense	1,620,675	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

RESERVE

				2021-2022 Proposed Revised 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 Revised 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

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Programmatic Agreement Renewals under the 2020-2025 Strategic Plan

RECOMMENDED ACTION:

Approve, for full Commission consideration, agreement renewals with eight agencies resulting from the Thriving Families Support Network Request for Proposals (RFP) in an amount not to exceed \$741,754 for one year, and one lead agency resulting from the Quality Early Learning and Care Request for Applications (RFA) in an amount not to exceed \$950,000 for one year.

BACKGROUND:

The First 5 Fresno County 2020-2025 Strategic Plan highlights five crucial areas of investment including Direct Service Programs and Quality Counts California. Direct Service Programs focus on community-based partnerships to provide home visitation, parenting education, health promotion, early learning and direct supports to families across the county. Quality Counts California is a state-wide Quality Rating and Improvement System providing support for families and early childhood educators to assess, improve, and communicate the level of quality in early and school-age care and education programs.

Since inception, the Commission has invested more than \$300 million in local programs and services for young children and their families. Community-based services focused on families with young children remain critical to an effective early childhood service system. Both funding opportunities align directly with the feedback received from families and community partners through the strategic plan community engagement process, advance the priority areas of the Preconception to Age 5 Blueprint for Funding and Advocacy, DRIVE (Developing the Region's Inclusive and Vibrant Economy), Quality Counts California standards, and leverage the historic investment by California's Governor to ensure local programmatic investments further strengthen early childhood supports to families.

At the May 2020 meeting, the Commission approved agreements with the agencies in **Table 1** for two years with the option to renew for an additional year based on performance and availability of funds. Amid the challenges of the COVID-19 pandemic, these agencies were able to pivot and adapt services to prioritize the health, safety and essential needs of the children, families and early childhood professionals served. Staff recommends funding these agencies for Fiscal Year 2022-2023 it being the third fiscal year, based on current and continued contract compliance.

Procurement: In December 2019, Commission staff released two procurements including a Thriving Families Support Network RFP and a Quality Early Learning and Care RFA. Following the Commission's approved Procurement Policies and Procedures, Community Reviewers reviewed, scored and discussed all qualifying submissions and subsequently recommend eight agencies under

the Thriving Families Support Network RFP and one lead agency with four subcontractors from the Quality Early Learning and Care RFA to move forward to the Commission for funding consideration. See **Table 1** for a list of funded agencies.

Alignment with 2020-2025 Strategic Plan: Direct Service Programs and Quality Counts California are listed as two of five core investment areas in the strategic plan. Funding allocated for these community partnerships will support Fresno County families primarily through the strategic plan strategies of skill-building and collaboration.

Short-term goal(s) and long-term outcomes: If approved, staff will work with all agencies to negotiate and renew agreements for a third fiscal year (July 1, 2022 through June 30, 2023). The long-term outcome is to further strengthen the early childhood system of care in Fresno County by strategically integrating all people, policies and places working for our children and families because strengthening systems helps families thrive and makes each of our Proposition 10 dollars go further.

Fiscal Impact: Total funding will be allocated from the Commission's FY 2021-2022 Approved Agency Budget under Strategic Plan Investments: Thriving Families Service Programs not to exceed \$741,754 for one year and QRIS line item in an amount not to exceed \$950,000 for one year. All renewals are based on performance and availability of funds.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the next regular meeting. This recommendation aligns with the Commission's strategic plan and will continue the Commission's investment in local agencies directly serving children and families in Fresno County. In addition, quality coaching, training and individualized support services to early childhood educators will continue to exist locally to help span the funding gap in the state's quality early care and education system.

Table #1

Investment Area	Agency	Program	Proposed Services	Target Population	One - Year Anticipated Number of Clients to be Served*	Recommended One-Year Amount (not to exceed)	Other Funding One-Year Amount (approx.)*
Direct Service Programs	Centro La Familia Advocacy Services	Strengthening Families/Fortaleciendo Familias	Research based parenting education, child socialization groups, and case management	Rural - Families with young children in the rural community of Mendota	30 Children 30 Parents	\$120,000	\$16,788
	Central Valley Children's Services Network	Family Connections Program	Parent mentoring and parent-child developmental learning groups	Countywide - West Fresno, Southeast Fresno, Fowler, Clovis, and Kerman families with young children	60 Children 60 Parents	\$100,000	\$86,500
	Deaf and Hard of Hearing Service Center	PRAISE-KODAtime	Parent support groups and child developmental activities	Countywide - Deaf and Hard of Hearing parents of hearing children	20 Children 20 Parents	\$5,000	\$5,000
	Exceptional Parents Unlimited	Adding Early Childhood Expertise to EPU's Neighborhood Resource Centers	Developmental screenings and parenting education and support	Urban - Families residing in the 93702, 93704 and 93727 zip codes	100 Children 75 Parents 20 Providers	\$87,525	\$30,000
	Fresno Interdenominational Refugee Ministries	FIRM Family Literacy Program	Family literacy, parenting workshops, and case management	Urban - Hmong, Laotian and Middle Eastern/Arab families with young children	130 Children 120 Parents	\$120,000	\$51,816
	Focus Forward	Bright Futures	Parenting education, parent mentoring and case management	Countywide - Incarcerated and out of custody youth with young children at the Juvenile Justice Campus and their families	20 Children 40 Parents 20 Grandparents	\$120,436	\$31,808
	Reading and Beyond	Learning in the Age of Technology	Parenting education, child development activities, enriched child care, and case management	Urban - Families with young children	40 Children 40 Parents	\$75,538	\$10,313.56
	Teen Success, Inc.	Fresno Teen Success Program	Parenting education, parent-child developmental activity, and case management	Urban - Pregnant and young mothers	60 Children 60 Parents	\$113,255	\$377,091
Quality Counts California	Fresno County Superintendent of Schools (Central Valley Children's Services Network, WestEd PITC, Fresno County Department of Public Health, Fresno Unified School District)	Quality Early Learning and Care	Coaching, training, and technical assistance to early learning programs pursuing quality improvement	Countywide - Early Learning Providers	600 Providers	\$950,000 (Majority of funding to be allocated to subcontractors)	\$4,366,333
Total Recommended One-Year Amount Not to Exceed:						\$1,691,754	\$4,975,650

*Client and Other Funding amounts based on current FY 2021-2022 projections and will be finalized through the agreement renewal process.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement Renewal with Fresno County Department of Public Health - Home Visiting

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal with the County of Fresno, Department of Public Health (DPH) to provide public health nursing home visitation services to families with young children across Fresno County, in an amount not to exceed \$3,000,000 for two years based on performance and availability of funds.

BACKGROUND:

On October 23, 2019, the Commission approved the development and release of procurement opportunities under the 2020-2025 Strategic Plan for direct service programs focused on health, early learning and direct supports to families. This action aligns with California Governor Gavin Newsom's historic investments in early childhood, including a significant commitment to home visitation programs, presenting a prime opportunity for the Commission to ensure its local programmatic investments further strengthen local early childhood services and supports.

Following the Commission's direction, staff began exploring procurement opportunities that leverage and complement local, state, and national funding streams and reflect the priorities of families and community partners. Home visitation continues to be cited as an effective strategy for supporting families with young children, with noted outcomes including improved child health and development and increased family economic self-sufficiency. In addition, home visitation is listed as one of four priorities in the Fresno County DRIVE (Developing the Region's Inclusive & Vibrant Economy) Pre-conception to Five Investment Plan, with the intent to dramatically scale home visitation services (both nurse and para-professional models) countywide.

At the December 2019 meeting, the Commission approved an agreement with the County of Fresno, DPH for \$1,500,000 for one year with the option to renew based on performance and availability of funds. This agreement was subsequently renewed for an additional year by the Commission at its May 2021 meeting.

By partnering with DPH the Commission took advantage of the opportunity to leverage approximately one million dollars in annual federal funding to further the vision of scaling home visitation services in Fresno County. That leveraged funding, along with the Commission's investment has furthered the reach of the three unique home visitation programs: Nurse Family Partnership, Nurse Liaison and Community Health Teams (see **Table #1** for descriptions). While the Commission has a long history of partnering with DPH to administer the Nurse Family Partnership and Nurse Liaison programs, the Community Health Teams project has been a new, innovative approach to partnering public health

nurses with local community-based organizations to provide home visitation services to families who otherwise would not qualify due to state and federal eligibility requirements.

Table #1

Program Description	First 5 Fresno County Annual Contribution	Estimated Federal/State DPH Contribution (based on FY 21-22)	Total
Nurse Family Partnership <i>A national, evidenced-based program for first time mothers and their child. A public health nurse visits the pregnant woman in her home during her pregnancy and until her child is two years old.</i>	\$210,249	\$177,693	\$387,942
Nurse Liaison <i>A home visitation program for families who have a baby being discharged from the Neonatal Intensive Care Unit at Central California Children’s Hospital or Community Regional Medical Center or who have children with challenging medical conditions. It also provides services to older children from 3 through 5 years old who have developmental or behavioral concerns.</i>	\$394,361	\$496,750	\$891,111
Community Health Teams <i>A cost-effective model pairing public health nurses with teams of para-professionals from community based organizations to provide research-based home visitation services to underserved families without the eligibility guidelines of other federally and state funded programs. In this model DPH would contract with multiple community-based organizations creating Community Health Teams in targeted Fresno County communities.</i>	\$895,390	\$414,720	\$1,310,110
Annual Total	\$1,500,000	\$1,089,163	\$2,589,163
Two-Year Total	\$3,000,000	\$2,178,326	\$5,178,326

Procurement: The Commission’s procurement policy allows the Commission to select a vendor via sole source if, among other things, the vendor’s capabilities and experiences are so unique that no other vendor may comparably meet the Commission’s needs (see page #9 of the policy). The original agreement received a sole source procurement with DPH as they are the only agency that can directly leverage state and federal funding to expand the Commission’s investment in evidence and research-based home visitation programs across the county. The renewal would do the same. Home visitation directly aligns with the Commission’s strategic plan and partnering with DPH increases the Commission’s investment in these services by more than one million dollars.

Alignment with the Strategic Plan: Direct Service Programs are listed as one of the five core investment areas in the 2020-2025 Strategic Plan. Funding allocated for this partnership will support Fresno County families primarily through the strategic plan strategies of skill-building and collaboration.

Fiscal Impact: Total funding will be allocated from the Commission's Fiscal Year 2021-2022 Proposed Revised Budget under the Thriving Families Service Programs line item in an amount not to exceed \$3,000,000 for two years. See **Table #1** for Commission funding and anticipated leverage amounts per contract.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the next regular meeting. This agreement renewal recommendation aligns with the 2020-2025 Strategic Plan and will continue the Commission's investment in local agencies directly serving children and families in Fresno County, maximizing the number of families served by leveraging state and federal funding. If the First 5 Fresno County Commission determines not to move forward with the agreement renewal with the public health department, it would jeopardize approximately \$2,178,326 (two years) in leveraged funding to the community.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 8

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement Renewal with Fresno County Department of Social Services -
Neighborhood Resource Centers

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal with Fresno County Department of Social Services (DSS) to continue support to Neighborhood Resource Centers (NRCs) in an amount not to exceed \$400,000 for two years, based on performance and availability of funds.

BACKGROUND:

Section 13011-130158 of the California Health and Safety Code states the intent of the California Children and Families Act is “to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.” As such, on June 6, 2018 the Commission approved a two-year agreement with DSS to support the expansion of NRCs throughout urban and rural Fresno County and subsequently renewed the agreement for an additional two years in May 2020.

Fresno County DSS is engaged in the development of a community infrastructure that supports the creation, support and/or expansion of NRCs in metro, urban and rural Fresno County, with a focus on communities with disproportionately higher rates of child maltreatment. NRCs are an evidence-based approach for serving vulnerable young children as a hub of prevention and early intervention services. Services provided increase family protective factors and contribute to building strong and healthy communities. These include parenting classes, parent/child interactive therapy, supervised visitation, clinical assessments, victim assistance services, and enrollment in government support programs, to name a few.

As localized, accessible hubs of services, NRCs are key to the implementation of an integrated early childhood service system where the needs of families with young children are identified and supported effectively. As an opportunity to continue enhancing this system’s services for young children and their families, it is staff’s recommendation to continue partnering with DSS to support the implementation and expansion of NRCs across the county.

Alignment with 2020-2025 Strategic Plan: This agreement aligns directly with the Commission’s 2020-2025 Strategic Plan. Direct Service Programs and Help Me Grow Fresno County (early childhood system of care) are two of five core investments that First 5 Fresno County is committed to, both of which align with the strategies of NRCs.

Short-term goal(s) and long-term outcomes: If approved by the full Commission, staff will work with DSS to finalize a scope of work and budget with a contract start date of July 1, 2022. The long-term outcome of this partnership is to support the implementation of NRCs to promote the health and well-being of vulnerable families with young children across Fresno County.

Procurement: The Commission's procurement policies and procedures allow the Commission to select a vendor via sole source if, among other things, the vendor capabilities and experiences are so unique that no other vendor may comparably meet the Commission's needs. At the June 2018 Commission Meeting, the Commission approved an agreement with DSS based on a sole source procurement given the unique services provided to children ages 0 to 5 and families by the County of Fresno - Department of Social Services through the NRC model as well as the County's federal and state mandates to serve some of the most ethnically and culturally diverse communities with programs designed to ensure that children and families are safe, self-sufficient, and healthy.

Fiscal Impact: The total agreement amount with DSS is not to exceed \$400,000 for two years, based on performance and availability of funds. Funding will be allocated from the Commission's 2021-2022 Proposed Revised Budget under Strategic Plan Investments: Thriving Families Service Programs line item.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the January meeting. Partnering with the County of Fresno's DSS through the NRC effort supports the Commission's vision of a robust and effective early childhood system of care in Fresno County. If the Commission determines not to renew this agreement, DSS will need to promptly identify an alternate funding source, if possible, to continue supporting the work of existing NRCs serving thousands of Fresno County children and their families.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 - 10:00 a.m.

AGENDA ITEM NO. 9

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Fund Allocation from First 5 California to Fresno County Superintendent of Schools for IMPACT Hub Regional Coaching Efforts

RECOMMENDED ACTION:

Approve, for full Commission consideration, the allocation of funds received from First 5 California (F5CA) to augment an agreement with Fresno County Superintendent of Schools, in an amount not to exceed \$60,000 for one year, to increase support to quality early learning and care coaches across the region.

BACKGROUND:

Launched in 2015, F5CA's Improve and Maximize Programs so All Children Thrive (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. In 2016, 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 serve as the Fiscal Lead Agency for the Region 5 IMPACT Hub.

In May 2021, the Commission approved the acceptance of \$1,195,544 for two years from First 5 California for First 5 Fresno County (F5FC) to continue serving as the IMPACT Hub Fiscal Lead Agency. The Commission also authorized the execution of four related sub-agreements, including an agreement with Fresno County Superintendent of School (FCSS) to support Hub coordination efforts in an amount not to exceed \$30,000 for one year.

One of the fiscal year priorities of the Region 5 Hub is to increase the capacity of early learning coaches across the seven regional counties. A coach's main role is to assist in the professional learning, growth and development of child care providers. Based on direction from the Region 5 Hub partners, staff is recommending that an additional \$30,000 of the First 5 California Region 5 Hub budget be allocated to FCSS, re-establishing a Regional Lead Coach position to support coaches across the region. The Regional Lead Coach activities would include facilitating professional learning communities, providing one-on-one technical assistance, and coordinating an annual regional coaching convening. In previous fiscal years, the contract with FCSS was developed to include a part time Regional Lead Coach, but that position has been vacant since 2020.

Proposed Allocation				
Agency	Program	Description	Current One-Year Amount	Proposed One-Year Amount
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	up to \$60,000

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 IMPACT Hub project 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 by the Commission, F5FC will develop a revised budget and contract amendment with FCSS. FCSS has identified a current staff member who could assume the role of Regional Coach, meaning all support activities would begin without delay. The short-term goal of this funding is to provide the Hub with technical assistance and one-on-one support to Lead Coaches across the region. Over the years, the Hub has provided Region 5 coaches with a variety of coaching and professional development opportunities designed to increase effective coaching practices and ultimately the quality of early learning experiences for all children. The long-term goal of this additional investment is to create a sustainable coaching infrastructure across all Region 5 counties, to support coaches and early childhood educators beyond the term of this regional contract.

Procurement: The Commission’s procurement policies and procedures allow the Commission to select a vendor via sole source if, among other things, the vendor capabilities and experiences are so unique that no other vendor may comparably meet the Commission’s needs. FCSS launched its child care Quality Rating and Improvement System (QRIS) in 2009, establishing Fresno as one of the original QRIS counties in the state, and for more than a decade has been a resource and mentor to neighboring counties working on QRIS related efforts such as coaching, rating, technical assistance, and professional development. FCSS currently supports coaches from other Regions by providing technical assistance and Communities of Practice for the Regional Lead Coaches. FCSS’s history implementing early learning quality improvement efforts and serving as a mentor agency to partners throughout the state uniquely positions the agency to provide regional level coaching support to the Hub partners. Additionally, Region 5 Hub Partners unanimously agreed to recommend FCSS and re-establish the Regional Lead Coach position.

Fiscal Impact: F5CA funding covers the entirety of this agreement augmentation, and no local Proposition 10 revenues would be utilized. Funding to FCSS will be based on the F5CA approved revised contract scope of work and budget, not to exceed \$60,000 from July 1, 2021 to June 30, 2022.

CONCLUSION:

If approved, staff will forward this item for full Commission consideration at the January 2022 Commission Meeting. A 2016 study of the California child care quality improvement system, by the American Institutes for Research, found evidence that more intensive or sustained coaching is positively linked to program quality and children’s developmental outcomes. This IMPACT Hub funding provides a unique opportunity to address the top priority identified by the regional partners through a Regional Lead Coach position and, at the same time, support individual counties to build and sustain their own localized coaching efforts, supporting early childhood educators beyond the

IMPACT Hub funding period. Subsequently, if the Commission chooses not to approve additional funding from F5CA to FCSS, staff will work with the region to seek alternative opportunities to provide coaching support to regional partners.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

January 13, 2022 – 10:00 a.m.

AGENDA ITEM NO. 10

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement with Butler Branding for an Infant Safe Sleep Public Education & Awareness Campaign

RECOMMENDED ACTION:

Approve, for full Commission consideration, an Agreement with Butler Branding to execute an Infant Safe Sleep Public Education & Awareness Campaign in the amount not to exceed \$400,000 for two years.

BACKGROUND:

From 2007 to 2014, infant mortality among the African American community in Fresno County increased by 87 percent. As a direct response to this grave reality, in 2015 First 5 Fresno County commissioned a needs assessment to better understand the issues behind these high rates of African American infant mortality. Following recommendations from the needs assessment, the Commission has invested in multiple strategies to address this disturbing trend. Most recently, in May 2021, the Commission approved a funding allocation for three efforts under the Commission's African American Infant Mortality Prevention core investment area, including funding for an Infant Safe Sleep Public Education & Awareness Campaign.

Preliminary child death data obtained from the Fresno County Department of Public Health revealed sudden infant death syndrome (SIDS) and related unsafe sleep practices as leading causes of infant deaths in Fresno County and the number one cause of death among African American babies. Research shows public education and awareness campaigns play an important role in changing social norms and common practices, especially when the information is shared in easy-to-understand terminology that is responsive to the most common beliefs and practices about any particular issue. In addition, any community-wide campaign focused on primarily parents and caregivers must be responsive to both, the needs and challenges faced by families with young children in particular families already burdened with social, economic and environmental challenges present in their lives that are beyond their direct control. To this end, in September 2021 staff released an Infant Safe Sleep Public Education & Awareness Campaign Request for Proposals (RFP) to shift societal norms and everyday sleep practices in partnership with the health care community in and among parents, caregivers and the entire Fresno County community for the safety of our youngest children.

Procurement: The Infant Safe Sleep Public Education & Awareness Campaign RFP was released on September 3, 2021, seeking a qualified marketing and advertising firm or a partnership between a marketing and advertising firm and (a) nonprofit public benefit organization(s), to provide public education and increase awareness, understanding, and use of safe sleep practices in Fresno County.

Four agencies submitted proposals and a panel of Community Reviewers assessed and rated each submission according to the intent of the RFP. Butler Branding was recommended to move forward to the Commission for funding based on the condition that a portion of their total budget be dedicated to at least one community organization already trusted and working with the African American community.

Butler Branding's strategy to developing a campaign relies heavily on their unique approach to marketing through a discovery phase. They will spend a month meeting, interviewing, and hosting workshops with key stakeholders, submit matter experts, and community to gain a baseline agreement to how the overall campaign framework should be developed. They will be working very closely with community-based organizations rooted in the African American community and infant safe sleep awareness including Fresno EOC and B.L.A.C.K. Wellness and Prosperity Center. Butler Branding is committed to ensuring the campaign is focused on not only bringing awareness of infant safe sleep practices and be culturally responsive and directly informed by the voices of families and their neighbors most impacted by the trauma of losing a child in their sleep.

Alignment with 2020-2025 Strategic Plan: The Infant Safe Sleep Public Education & Awareness Campaign aligns with the African American Infant Mortality Prevention investment area of the Commission's current Strategic Plan. Additionally, the Infant Safe Sleep Public Education & Awareness Campaign combines two strategies identified in our Strategic Plan - Communication - to highlight the importance of early childhood education and connection to services and Advocacy - by engaging with decision-makers at all levels to promote family-centered policies that improve the well-being of children.

Short-term goal(s) and long-term outcomes: The short-term goal of the Infant Safe Sleep Public Education & Awareness Campaign is to administer and design an innovative, culturally responsive campaign that educates, builds community knowledge, and promotes the practices of safe sleep for babies. If approved, staff will work with Butler Branding to execute a contract with an anticipated start date of January 1, 2022. The long-term goal is to cultivate infant safe sleep practices as the norm for how babies sleep in Fresno County, reducing infant sleep related deaths countywide.

Fiscal Impact: Total funding from the Commission will be allocated from the Commission's Fiscal Year 2021-2022 Proposed Revised Budget under the African American Infant Mortality Prevention - Strategic Plan Investment Area in an amount not to exceed \$400,000 for two years.

CONCLUSION:

The Infant Safe Sleep Public Education & Awareness Campaign is an opportunity for the Commission to influence and potentially shift community culture for the benefit of our youngest children in Fresno County. This RFP hopes to leverage partnerships with the healthcare community and local trusted community benefit organizations to engage and support parents, caregivers, and the general Fresno County community. If approved, this Campaign will build upon the Commission's African American Infant Mortality Prevention investments. If the Commission does not approve this item, an essential strategy for African American Infant Mortality Prevention will not be established, delaying the completion of three strategies meant to enhance one of our core investments. Staff would then explore additional options for advancing the Commission's African American Infant Mortality Prevention investments.