

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY
FINANCE AND PROGRAM REVIEW COMMITTEE

DATE: Monday, March 7, 2022

TIME: 9:30 a.m.

Per [Assembly Bill 361](#) issued on September 16, 2021 authorizing public meetings to be held via teleconferencing, this Regular Meeting will be held via Zoom using the following link:

<https://us06web.zoom.us/j/89683150778?pwd=NEl5cWFMRURncEZnOHo4QVkrVnZlZDZ09>

Meeting ID: 896 8315 0778 and Passcode: 037865

The public may participate in the meeting, as otherwise permitted under the Brown Act, by joining using the link above.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	H. Morales, Committee Chair
2. Pg. 1	RESOLUTION TO AUTHORIZE COMMITTEE PARTICIPATION PURSUANT TO AB 361 Supporting Document	F. González, E.D. K. Rangel, Staff
3.	POTENTIAL CONFLICTS OF INTEREST Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	H. Morales, Committee Chair
4. Action Pg. 5	MINUTES FOR JANUARY 13, 2022 COMMITTEE MEETING	H. Morales, Committee Chair F. González, E.D.
5. Action Pg. 8	AGREEMENT RENEWAL WITH HARDER+COMPANY FOR EVALUATION SERVICES	F. González, E.D. H. Norman, Staff
6. Action Pg. 10	SUBLEASE AGREEMENT RENEWAL WITH FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR OFFICE SPACE AT THE LIGHTHOUSE FOR CHILDREN	F. González, E.D. A. Hillis, Staff
7. Action Pg. 12	AGREEMENT WITH MANCO ABBOTT, INC. FOR FACILITY MANAGEMENT SERVICES	F. González, E.D. Z. Shaath, Staff
8.	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	H. Morales, Committee Chair
9.	ADJOURNMENT	H. Morales, Committee Chair

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

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

March 7, 2022 – 9:30 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 January Regular Commission Meeting, the Commission adopted a resolution which expired on February 25, 2022. 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 March 7, 2022 through April 6, 2022. We will bring forth another resolution at the upcoming March 16, 2022 Regular Commission Meeting for a full Commission vote to accommodate all legislative bodies of First 5 Fresno County.

RESOLUTION NO. 2022-004

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 MARCH 7, 2022 TO APRIL 6, 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 March 7, 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 7th day of March, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

5. MINUTES FOR OCTOBER 18, 2021 COMMITTEE MEETING

Commissioner Davies-Balch re-entered the virtual meeting at 10:07 a.m.

Committee Chair Gilbert exited the virtual meeting at 10:07 a.m. and turned the chairmanship over to Commissioner Morales.

Public Comment: None heard.

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

6. 2021-2022 PROPOSED REVISED AGENCY BUDGET

Public Comment: None heard.

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

7. PROGRAMMATIC AGREEMENT RENEWALS UNDER THE 2020-2025 STRATEGIC PLAN

Public Comment: None heard.

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

8. AGREEMENT RENEWAL WITH FRESNO COUNTY DEPARTMENT OF PUBLIC HEALTH – HOME VISITING

Public Comment: None heard.

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

9. AGREEMENT RENEWAL WITH FRESNO COUNTY DEPARTMENT OF SOCIAL SERVICES – NEIGHBORHOOD RESOURCE CENTERS

Public Comment: None heard.

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

10. FUND ALLOCATION FROM FIRST 5 CALIFORNIA TO FRESNO COUNTY SUPERINTENDENT OF SCHOOLS FOR IMPACT HUB REGIONAL COACHING EFFORTS

Public Comment: None heard.

Motion by: Davies-Balch Second by: Morales

Ayes: Davies-Balch, Morales

Noes: None heard.

11. PUBLIC COMMENT

Commissioner Morales encouraged staff to adopt the practice of opening up virtual meetings at least 10 minutes early in an effort to troubleshoot any technology issues with any meeting attendee, especially those that may have special needs/requirements/disabilities.

Commissioner Davies-Balch and Commissioner Morales thanked the staff for their hard work and dedication to respond to the community's needs in real time, as best as possible.

Public Comment: None heard.

No action required.

12. ADJOURNMENT

Public Comment: None heard.

Motion by: Davies-Balch Second by: Morales

Ayes: Davies-Balch, Morales

Noes: None heard.

FIRST 5 FRESNO COUNTY
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FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

March 7, 2022 - 9:30 a.m.

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement Renewal with Harder+Company for Evaluation Services

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal with Harder+Company Community Research to provide evaluation services in an amount not to exceed \$300,000 for one year.

BACKGROUND:

The California Children and Families First Act requires outcome-based accountability and evaluation from local Commissions. The Health and Safety Code section governing First 5 Commissions states local commission guidelines shall, at a minimum, address the following: “Provid[e] for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development and establish[h] and monito[r] demonstration projects.” An evaluation firm is to help ensure the Commission’s investments are targeted to best practices and proven strategies that effectively respond to the needs of families and make a viable difference in the lives of young children and the entire community.

On May 27, 2020, the Commission awarded Harder+Company a contract for evaluation services in an amount not to exceed \$300,000, with the option to renew based on performance and availability of funds for a total of five years to align with the 2020-2025 Strategic Plan. This agreement was subsequently renewed for an additional year by the Commission at its May 2021 meeting. Staff is satisfied with Harder+Company’s performance to date and recommends funding for an additional year with Fiscal Year 2022-2023 being year three.

Procurement: In March 2020 the Commission released a procurement opportunity to seek a qualified evaluator to develop and implement a range of evaluation activities aligned with the Commission’s evaluation framework and to help guide the Commission’s investments and identify areas of improvement to strengthen the broader early childhood service system in Fresno County for a period of five fiscal years (2020-21 through 2024-25). Harder+Company Community Research was the chosen firm to carry out these services and fulfill the Commission’s evaluation requirements. The Commission’s evaluation services also include oversight and coordination with a data management system.

Fiscal Impact: Funds for this proposed agreement will be allocated from the Commission’s Annual Budget - Accountability and Evaluation line item, in an amount not to exceed \$300,000 per year and renew on an annual basis based on performance and availability of funds to align with the 2020-2025 Strategic Plan.

CONCLUSION:

If approved, this agreement with Harder+Company Community Research will move forward for full Commission consideration at the next regular Commission meeting. Should the agreement not be approved, the Commission would need to seek a timely and appropriate alternative to comply with the state mandate for these type of evaluation activities.

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FINANCE AND PROGRAM REVIEW COMMITTEE

March 7, 2022 - 9:30 a.m.

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Sublease Agreement Renewal with Fresno County Superintendent of Schools for Office Space at the Lighthouse for Children

RECOMMENDED ACTION:

Approve, for full Commission consideration, the renewal to the sublease agreement with Fresno County Superintendent of Schools Early Care and Education Department for use of office space at the Lighthouse for Children (LFC).

BACKGROUND:

In 2015, the Commission entered into Agreements with Fresno County Superintendent of Schools (FCSS) Early Care and Education (ECE) Department to manage and operate the Lighthouse for Children Child Development Center (CDC) on the first floor of our facility. As they opened the Center, administrative staff of the department, teachers, aides and assisting staff took occupancy of the first floor of the Facility.

In early 2019, FCSS ECE was awarded the California Statewide Early Math Initiative grant. The funding award tasked FCSS to improve math scores in the county by training, coaching, and providing professional development to teachers, administrators and parents to better educate young children through third grade throughout the county (including in CDC classes). The trainings and galleries for the grant brought more staff which required additional workspace for the FCSS ECE Department.

In March 2021, the Commission renewed the sublease agreement with FCSS ECE for use of office spaces on the LFC second floor for an additional year. That sublease agreement is now set to expire on March 31, 2022.

The FCSS ECE Department, still under contract with the California Statewide Early Math Initiative grant, is interested in renewing the sublease agreement for one year. Commission staff recommends renewing the sublease.

Alignment with 2020-2025 Strategic Plan: The services being offered by Fresno County Superintendent of Schools ECE Department directly align with the Commission's 2020-2025 Strategic Plan Core Investments - Quality Counts California focused on high quality early care and education, and the Lighthouse for Children programming and services that promote and support optimal early childhood experiences.

Fiscal Impact: The new sublease agreement with FCSS outlines the terms of use of a total of 702 square feet of indoor space at \$1.70/sq. ft for an annual total of \$14,320.80 in rent. The annual rental income from this sublease agreement will aid in offsetting overhead expenses for the facility.

CONCLUSION:

The FCSS ECE Department has benefited from having their entire team in one location both operating the LFC Child Development Center and their Quality Early Learning team occupying space on the second-floor. Having the county-wide ECE Department housed at the LFC strengthens opportunities for new partnerships to increase our impact on young children and families. If approved, staff will forward this item for full Commission consideration in March 2022.

FIRST 5 FRESNO COUNTY
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FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

March 7, 2022 - 9:30 a.m.

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement with Manco Abbott, Inc. for Facility Management Services

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement with Manco Abbott, Inc. for facility management services at the Lighthouse for Children, in an amount not to exceed \$108,500 for one year with the option to renew for up to three additional years based on performance and availability of funds.

BACKGROUND:

The Commission owns and manages the Lighthouse for Children (LFC) facility, a three-story building in the heart of downtown Fresno, where families can access services and receive resources and information on how to support the transformative first 5 years of their child's life. Quintessential to the operations of the LFC are facility management services, including general maintenance, the monitoring of security, janitorial, and landscaping services, preserving warranties, orchestrating required inspections, and supervising facility-related costs. Such facility management services are key to providing a safe, clean, and welcoming space to the vital programs, services, and training opportunities in support of young children and their families.

Procurement Process and Procedure: With the terms of the current facility management contract expiring, staff released a Request for Quotations (RFQ), in November 2021, seeking qualified companies to submit proposals to offer facility management services at the LFC facility. Submissions received were reviewed and scored by a panel of community reviewers who elected to move forward with Manco Abbott, Inc. for recommendation based on expertise, price, and their demonstrated ability to perform services efficiently.

The proposed agreement includes on and on-site property management, property management coordination (supervision of on-site technician, facility budget prep. and monitoring, tenant rent collection facilitation, etc.), and software licensing fees. As the current contractor for these services, Manco Abbott is in good standing with the Commission. If approved by the Committee and subsequently the full Commission, the agreement with Manco Abbott, Inc. for facility management services would begin July 1, 2022.

Fiscal Impact: Funding for this agreement will be allocated from the Commission's agency budget: Operating - Services and Supplies - Overhead Expense line item, Community Learning Center overhead expenses and QRIS under Child Development Center overhead expense in a total amount not to exceed \$108,500 annually.

CONCLUSION:

If approved, staff will move this item forward for full Commission consideration at the March 2022 meeting and will finalize the new agreement with Manco Abbott, Inc. In the event this agreement is not approved, the current contract terms may need to be renewed if not enough time permits for a new procurement opportunity can be released in time.