

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 3

RECOMMENDED ACTION:

Approve the March 7, 2022 Finance and Program Review Committee Meeting Minutes.

ACTION SUMMARY MINUTES

March 7, 2022 – 9:00 a.m.

Present: Hugo Morales, Susan Holt

Absent: Shantay Davies-Balch

Staff: Fabiola González, Alix Hillis, Hannah Norman, Karen Rangel, Luis Magallanes, Tina Vue, Zach Shaath

1. CALL TO ORDER

2. RESOLUTION TO AUTHORIZE COMMITTEE PARTICIPATION PURSUANT TO AB 361

Public Comment: None heard.

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

3. POTENTIAL CONFLICTS OF INTEREST

None heard.

4. MINUTES FOR JANUARY 13, 2022 COMMITTEE MEETING

Public Comment: None heard.

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

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FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County
FROM: Fabiola González, Executive Director
SUBJECT: 2022-2023 Proposed Budget and Long-Range Financial Plan

RECOMMENDED ACTION

Approve, for full Commission consideration, the First 5 Fresno County (F5FC) 2022-2023 Proposed Budget and Long-Range Financial Plan.

BACKGROUND

With the 2022-2023 Proposed Budget, the Commission will continue implementing its 2020-2025 Strategic Plan by setting aside funds to invest in programs and services designed to positively impact the lives of families with young children ages 0 to 5 in Fresno County. This budget is the funding framework for the Commission's Strategic Plan. Included in the 2022-2023 Proposed Budget is a comparison of the past year's projected expenditures, encumbrances, and revenues.

Key Points of 2022-2023 Proposed Budget:

A. Revenues

Anticipated revenues total approximately **\$10.5 million** including the following projections:

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

B. Fund Balance

The Fund Balance is essentially the balance that remains unspent when the annual Audit Report is completed. The Commission's practice is to begin a new budget year with a zero Fund Balance. In October 2022, the FY 2021-2022 Audit Report will be finalized showing any unspent funds which will be incorporated in the mid-year budget revision that will come before the Commission in January 2023.

C. Interest Revenue

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

D. Investment Income

The amount of Interest/Profit earnings on the Commission's investment portfolio designated for future program allocation.

E. *Operational*

Non-salary administrative costs are projected to be approximately 6% of the budget. The Proposed Budget includes a maximum of 12 FTE staff positions to support the Commission's work. Details are defined in the Cost Analysis section.

F. *Program Allocations*

The 2020-2025 Strategic Plan identifies the Commission's priorities and approaches to community investments. All known funding is informed by the Strategic Plan. Those priorities have been identified and detailed in the Cost Analysis section.

Long-Range Financial Plan:

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

Financial Planning Model Assumptions: The Financial Plan is based on a model that provides actuals and projections and estimated revenues and expenses from FY 2021-2022 through FY 2029-2030. The calculations are based on the following assumptions:

1. **Proposition 10 Revenues** – Based on trends from prior years, projections from First 5 CA, the State, and considering any future legislation that would affect incoming revenue, the average decrease of Proposition 10 Revenues, year over years, is projected at 5% annually. The exception to this is FY2024-25 which shows 25% decrease, from the prior year, in anticipation of a potential ban on flavor tobacco ban which is up for a vote in November 2022.
2. **Investment Income** – Interest/profit earnings on the Commission's investment portfolio are commensurate with market performance, thus a minimal and waning amount is included in forecasts of unrealized gains.
3. **External Revenue** – Revenue from external sources including contracts with First 5 California for IMPACT (Improve and Maximize Programs so All Children Thrive) efforts, focused on building capacity for childcare providers, funds from Blue Meridian Partners to enhance Fresno GROWS Best Babies Zone Initiative, a place-based initiative supporting African American families, and dollars from the Fresno County Department of Public Health to enhance the Glow! Group Prenatal Care program.
4. **Operating Expenses** – The financial planning model uses actuals from FY 2020-2021 as the baseline to project operating expenses for subsequent years.

First 5 Fresno County Begins FY 2022-2023 with a(n):

- Beginning Fund Balance of zero
- Anticipated annual Proposition 10 revenue of \$8.8 million
- Projected Administrative Rate of 7%
- Proposed Strategic Plan Investment allocation of approximately \$7 million

The Financial Plan allows First 5 Fresno County to use current year Proposition 10 funds and other income to support future Strategic Plan Investments. Over the 10 years of the Financial Plan, the Commission is expected to receive \$96.2 million in revenue and allocate approximately \$86.8 million in Program Investments (Program and Technical Assistance Support, Focus Areas, Community Partners, Systems, Strategic Plan Investment Areas, & Externally Funded Programs).

FISCAL IMPACT:

The Financial Plan serves as a 10-year guide for the management of resources and program investments as

allocated by the Commission in accordance with the 2020-2025 Strategic Plan. The 2022-2023 Proposed Budget provides a financial framework to allocate funds and cover operational costs for the Commission in the upcoming year.

CONCLUSION:

Upon approval, staff will present, for full Commission consideration, the 2022-2023 Proposed Budget and the Long-Range Financial Plan at the next Commission meeting.



2022-2023 PROPOSED BUDGET



2405 Tulare Street, Suite 200 | Fresno, CA 93721
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REVENUES

REVENUE BUDGET **\$10,554,369**

Proposition 10 Revenue **\$8,794,832**

The State collects the state tobacco tax revenue and distributes each proportionate share to the 58 California counties based on birth-rate, in accordance with the Children and Families Act of 1998.

External Revenue **\$1,538,788**

First 5 California IMPACT Revenue **\$572,624**

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 **\$610,601**

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.

Blue Meridian Partners - Early Childhood Human Capital Investment **\$199,563**

The Commission was awarded funds from the Blue Meridian Partners in collaboration with the Fresno Cradle to Career Partnership to enhance two active place-based preconception to age 5 initiatives (Glow! Group Prenatal Care and Fresno GROWS – Best Babies Zone) with the intent to invest in human capital in the Central Valley.

County DPH Babies First - Healthy Start Revenue **\$156,000**

The Fresno County Department of Public Health (DPH) received multi-year funding from the U.S. Department of Health & Human Services to provide group prenatal care services as part of an integrated prenatal care system including curriculum and wrap-around services, in partnership with medical provider offices, to enhance supports for pregnant women. Due to the direct alignment with this grant and Glow!, DPH entered into a partnership with the Commission to support the current Glow! Group Prenatal Care and Support program.

Other Revenue **\$120,750**

This includes rents collected from Lighthouse for Children (LFC) tenants (approximately \$9,800/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 **\$50,000**

Interest collected from the funds held on deposit in the County of Fresno's Treasury account.

Investment Income **\$50,000**

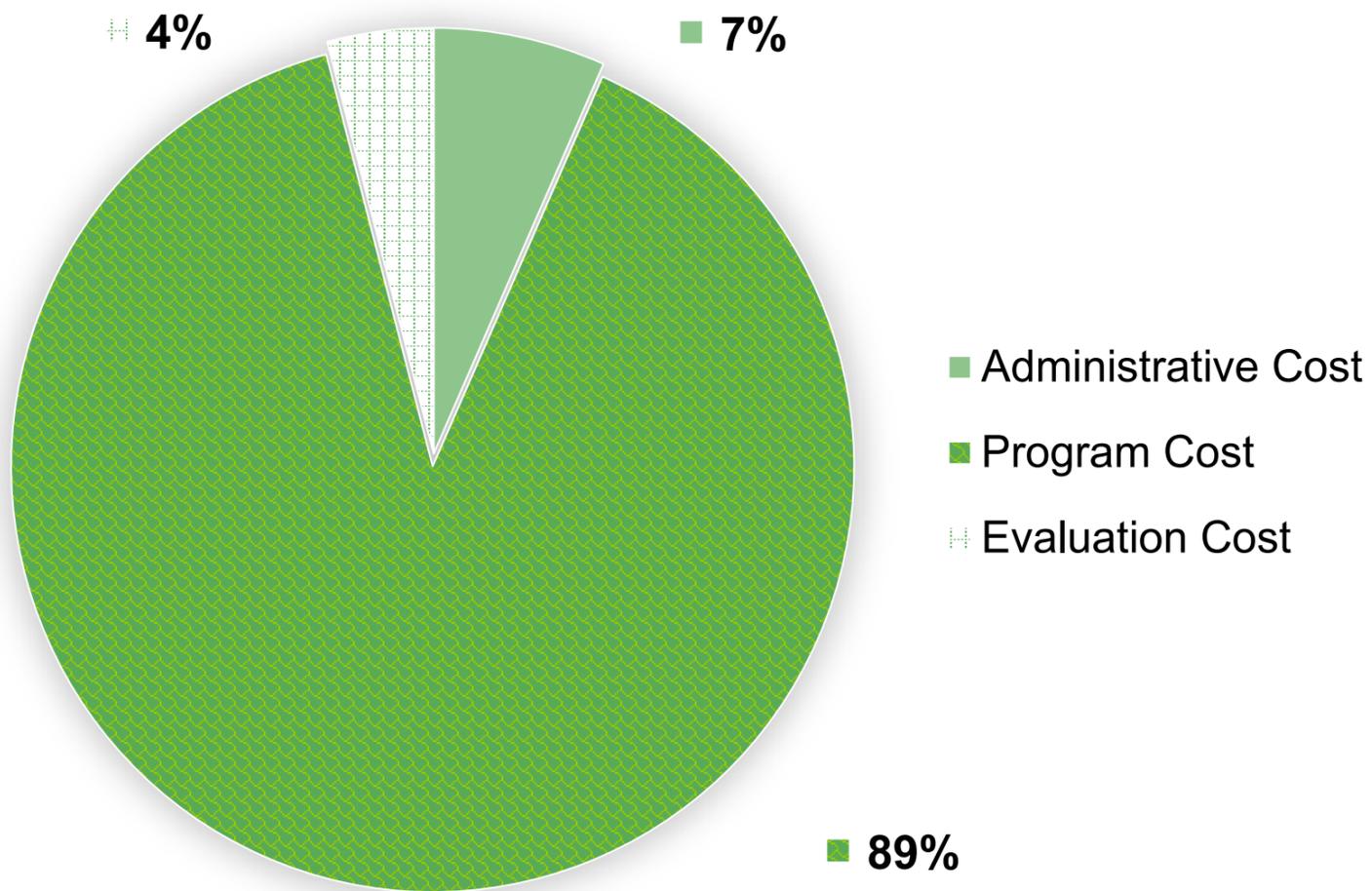
Anticipated net investment income (interest, dividends, gains, and losses) from F5FC investments managed by the Commission's Investment firm for future program allocation.

FIRST 5 FRESNO COUNTY

FY 2022-2023 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	7%	\$696,653
Program Cost	89%	\$9,428,371
Evaluation Cost	4%	\$429,345
	100%	\$10,554,369

**FIRST 5 FRESNO COUNTY
2022-2023 PROPOSED BUDGET SUMMARY**

	2021-2022 Projected Actuals	2022-2023 Proposed Budget	Variance
Fund Balance			
Unassigned Fund Balance	\$2,501,052	\$0	(\$2,501,052)
Assigned Fund Balance	\$3,879,860	\$0	(\$3,879,860)
	\$6,380,912	\$0	(\$6,380,912)
Revenue			
Proposition 10 Revenue	\$8,900,830	\$8,794,832	(\$105,999)
External Revenue			
First 5 CA - IMPACT Revenue	\$572,625	\$572,624	(\$1)
First 5 CA - IMPACT Hub Revenue	\$597,000	\$610,601	\$13,601
First 5 CA Home Visitation Coordination Grant	\$80,000	\$0	(\$80,000)
Blue Meridian Partners - Early Childhood Human Capital Investment	\$199,563	\$199,563	\$0
County DPH - Babies First Healthy Start Revenue	\$156,000	\$156,000	(\$0)
CalViva - Group Prenatal Care Project Support	\$25,000	\$0	(\$25,000)
Other Revenue	\$116,290	\$120,750	\$4,460
Interest Revenue - County Treasury	\$50,000	\$50,000	\$0
Investment Earnings (Unrealized)	\$50,000	\$50,000	\$0
Total Revenue	\$10,747,308	\$10,554,369	(\$192,940)
Fund Balance & Revenue			
Total Fund Balance & Revenue	\$17,128,220	\$10,554,369	(\$6,573,851)
Operating Expenses			
Salaries & Benefits			
Salary Expense	\$697,591	\$713,971	\$16,380
Payroll Tax Expense	\$75,808	\$72,071	(\$3,737)
Retirement Expense	\$60,997	\$62,401	\$1,404
Employee Benefits Expense	\$221,822	\$242,550	\$20,728
Worker's Compensation Expense	\$5,754	\$5,748	(\$6)
Total Salaries & Benefits Expenses	\$1,061,972	\$1,096,740	\$34,768
Services & Supplies			
Audit Expense	\$25,000	\$26,000	\$1,000
Capital Equipment Expense	\$20,500	\$20,500	\$0
Commissioner/Advisory Expense	\$3,200	\$3,200	\$0
Dues & Subscriptions Expense	\$31,632	\$31,671	\$39
Equipment Rental/Maintenance Expense	\$52,140	\$47,974	(\$4,166)
General & Administrative Expense	\$23,074	\$25,381	\$2,307
Insurance Expense	\$119,757	\$124,666	\$4,909
Local Travel Expense - Local Mileage	\$2,500	\$2,500	\$0
Materials & Supplies Expense	\$15,000	\$11,000	(\$4,000)
Overhead Expense	\$130,000	\$90,000	(\$40,000)
Professional Services Expense	\$110,507	\$99,180	(\$11,327)
Program Development/Strategic Planning Expense	\$5,000	\$5,000	\$0
Staff Training & Conference Expense	\$15,000	\$18,000	\$3,000
Telephone Expense	\$23,689	\$24,224	\$535
Total Services & Supplies Expenses	\$576,998	\$529,296	(\$47,703)
Total Operating Expenses	\$1,638,970	\$1,626,036	(\$12,934)

**FIRST 5 FRESNO COUNTY
2022-2023 PROPOSED BUDGET SUMMARY**

	2021-2022 Projected Actuals	2022-2023 Proposed Budget	Variance
Strategic Plan Investment Areas			
Strategic Plan Investments			
Help Me Grow Fresno County	\$475,000	\$300,000	(\$175,000)
Thriving Families Service Programs	\$5,264,759	\$2,500,235	(\$2,764,524)
Community Learning Center	\$777,879	\$334,845	(\$443,034)
Patient-Centered Prenatal Care	\$936,722	\$235,000	(\$701,722)
African American Infant Mortality Prevention	\$2,450,000	\$1,405,128	(\$1,044,872)
QRIS - Local High Quality Training & Technical Assistance	\$1,684,265	\$1,635,338	(\$48,927)
Innovation & Learning Partnerships and Communications	\$1,620,437	\$579,000	(\$1,041,437)
Strategic Plan Investments Total	\$13,209,062	\$6,989,546	(\$6,219,516)
Accountability and Evaluation			
Accountability Contract Management System	\$150,000	\$100,000	(\$50,000)
Evaluation Services	\$300,000	\$300,000	\$0
Accountability and Evaluation Total	\$450,000	\$400,000	\$50,000
Externally Funded Programs			
First 5 CA - QRIS-IMPACT Program	\$572,625	\$572,624	(\$1)
First 5 CA - QRIS-IMPACT Regional Hub Program	\$597,000	\$610,601	\$13,601
First 5 CA Home Visitation Coordination Grant	\$180,000	\$0	\$0
Blue Meridian - Early Childhood Human Capital Investment	\$199,563	\$199,563	\$0
CalViva Health - Glow! Group Prenatal Care Project Support	\$125,000	\$0	(\$125,000)
County DPH - Babies First Healthy Start Glow! Enhancement	\$156,000	\$156,000	\$0
Total Externally Funded Programs	\$1,830,188	\$1,538,788	(\$111,400)
Total Strategic Plan Investment Areas	\$15,489,250	\$8,928,333	(\$6,560,917)
Budget Total			
Total First 5 Fresno County Budget	\$17,128,220	\$10,554,369	(\$6,573,851)
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

Salary Expense **2022-2023 Proposed Budget**

Original Justification: \$713,971

Salaries for a total of 9.3 FTE operating positions for the administration of Commission business. Salary expense for 2.7 additional program staff FTE (shown below in grey) are presented under the Community Learning Center (0.5 FTE) and the Externally Funded Programs (2.2 FTE) accounted for in the Strategic Plan Investments portion of the budget for a total of 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>Program FTE</u>	<u>Position</u>	<u>Operating Budget</u>	<u>Program Budget</u>
1		Executive Director	\$125,000	\$0
0.9	0.1	Director	\$78,694	\$8,744
1		Director	\$82,380	\$0
1		Manager	\$62,582	\$0
1		Manager	\$67,553	\$0
1		Manager	\$58,240	\$0
1		Specialist	\$43,130	\$0
0.2	0.8	Manager	\$11,648	\$50,066
0.2	0.8	Manager	\$12,516	\$46,592
1		Manager	\$58,240	\$0
0	1	Specialist	-	\$41,500
1		Specialist/Manager- Vacant	\$66,000	\$0
9.3	2.7		\$665,984	\$146,901 **
		Salaries Total	\$665,984	
		Overtime	\$6,917	
		Compensated Absences & Salary Increase	\$41,070	
		Total Operating	\$713,971	

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 need within 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*

**Represents the total amount of salaries for program staff, funded by external revenue or program dollars only.

Total Evaluation Expense	713,971	x	2%	14,279
Total Program Expense	713,971	x	61%	435,522
Total Administration Expense	713,971	x	37%	264,169

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Payroll Tax Expense						2022-2023 Proposed Budget
Original Justification:						\$72,071
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						
A. 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.						
	\$713,971	x	1.45%			= \$10,353
C. Social Security Employer Tax. The employer's share is set by the federal government at 6.2% of each gross salary.						
	\$713,971	x	6.2%			= \$44,266
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 \$9,510
						Total \$72,071
Total Evaluation Expense			72,071	x	2%	1,441
Total Program Expense			72,071	x	61%	43,963
Total Administration Expense			72,071	x	37%	26,666

Retirement Expense						2022-2023 Proposed Budget
Original Justification:						\$62,401
The cost of retirement benefits for full-time, permanent employees is calculated at 8.74% of each gross salary.						
	\$713,971	x	8.74%			= \$62,401
<u>Salaries Amount</u>			<u>Percentage</u>		<u>Total Amount</u>	
Total Evaluation Expense			62,401	x	2%	1,248
Total Program Expense			62,401	x	61%	38,065
Total Administration Expense			62,401	x	37%	23,088

Employee Benefits Expense						2022-2023 Proposed Budget
Original Justification:						\$242,550
The Commission's contracted insurance benefits broker recommended a conservative increase to the prior budget amount of 7% assuming no plan changes are made. The calculation shows the cost breakdown and includes the deduction of the benefits expense for Externally Funded program 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.						
	\$221,822	x	7%	+	\$5,200	= \$242,550
<u>FY 2021-22 Projected Amount</u>			<u>Rate Increase</u>		<u>Auto Allowance</u>	
<u>Budget Amount</u>						
Total Evaluation Expense			242,550	x	2%	4,851
Total Program Expense			242,550	x	61%	147,955
Total Administration Expense			242,550	x	37%	89,743

COST ANALYSIS

BUDGET LINE ITEM DETAIL

					2022-2023 Proposed Budget
Worker's Compensation Expense					\$5,748
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.					
	\$5,225	x	10%	=	\$5,748
	<u>FY21-22 Premium</u>		<u>Estimated Rate Increase</u>		<u>Budgeted Amount</u>
Total Evaluation Expense			5,748	x	2% 115
Total Program Expense			5,748	x	61% 3,506
Total Administration Expense			5,748	x	37% 2,127
Audit Expense					\$26,000
Original Justification:					
Expenses for mandatory independent audit services for the Commission are projected to be \$24,100 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 \$1,900 is included.					
Total Evaluation Expense			26,000	x	0% 0
Total Program Expense			26,000	x	0% 0
Total Administration Expense			26,000	x	100% 26,000
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.					
Total Evaluation Expense			20,500	x	2% 410
Total Program Expense			20,500	x	61% 12,505
Total Administration Expense			20,500	x	37% 7,585
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>
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

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2022-2023 Proposed Budget
Dues and Subscriptions Expense				
Original Justification:				\$31,671
The cost associated with dues and subscriptions for the twelve-month period comprises required dues to the First 5 Association and the First 5 Association Policy Fund (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.).				
	FY 22-23 F5 Assoc. Dues		\$26,671	
	Miscellaneous Subscriptions		\$5,000	
	Total		\$31,671	
Total Evaluation Expense	31,671	x	2%	633
Total Program Expense	31,671	x	61%	19,319
Total Administration Expense	31,671	x	37%	11,718
Equipment Rental/Maintenance Expense				2022-2023 Proposed Budget
Original Justification:				\$47,974
Equipment Maintenance: The Commission's equipment maintenance for their copier/scanner. The estimated cost breakdown is:				
<u>Monthly</u>			<u>Annual Total</u>	
\$390	x	12	=	\$4,680
				Copier/Scanner Maintenance
				\$4,680
				Equipment Maintenance Sub-total
				\$4,680
Computer & Information Technology Maintenance: The Commission contracts out Information Technology (IT) support for workstation/desktop management, server management, anti-virus software, support for Adobe products and supports and deploys hosted email and storage via Office 365.				
<u>Monthly</u>			<u>Annual Total</u>	
\$1,817	x	12	=	\$21,804
\$90	x	12	=	\$1,080
				IT Support
				\$21,804
				Hosted Email & Storage
				\$1,080
				Adobe
				\$360
				Computer Maintenance Sub-total
				\$23,244
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 \$14,750. Lastly, staff recommends allocating \$5,000 for unforeseen costs associated with this line.				
<u>Monthly</u>			<u>Annual Total</u>	
\$25	x	12	=	\$300
				Accounting System Maintenance
				\$14,750
				Fax Service
				\$300
				Software Sub-total
				\$15,050
				Unforeseen Expense
				\$5,000
				Equipment Rental/ Maintenance Expense Total
				\$47,974
Total Evaluation Expense	47,974	x	2%	959
Total Program Expense	47,974	x	61%	29,264
Total Administration Expense	47,974	x	37%	17,750

COST ANALYSIS

BUDGET LINE ITEM DETAIL

General and Administrative Expense						2022-2023 Proposed Budget														
Original Justification:						\$25,381														
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 \$1,090 per month. This expense line item is based on prior year expenses.																				
<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;">Original - FY 21-22 Budget Amount</td> <td style="padding: 0 10px;">\$23,074</td> <td style="padding: 0 10px;">+</td> <td style="padding: 0 10px;">10%</td> <td style="padding: 0 10px;">=</td> <td style="padding: 0 10px;">FY 2022-23 Amount</td> <td style="padding: 0 10px;">\$25,381</td> </tr> </table>						Original - FY 21-22 Budget Amount	\$23,074	+	10%	=	FY 2022-23 Amount	\$25,381								
Original - FY 21-22 Budget Amount	\$23,074	+	10%	=	FY 2022-23 Amount	\$25,381														
Total Evaluation Expense	25,381	x	0%			0														
Total Program Expense	25,381	x	0%			0														
Total Administration Expense	25,381	x	100%			25,381														
Insurance Expense						2022-2023 Proposed Budget														
Original Justification:						\$124,666														
The Commission is required to carry liability insurance. Insurance types 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.																				
<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">FY 22-23 Budget</td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">Special Property Insurance Policy</td> <td style="text-align: right; padding: 0 10px;">\$113,533</td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">Special Liability Insurance Policy</td> <td style="text-align: right; padding: 0 10px;">\$8,434</td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">Cyber Crime Insurance</td> <td style="text-align: right; padding: 0 10px;">\$2,700</td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">Total</td> <td style="text-align: right; padding: 0 10px;">\$124,666</td> <td style="padding: 0 10px;"></td> </tr> </table>							FY 22-23 Budget		Special Property Insurance Policy	\$113,533		Special Liability Insurance Policy	\$8,434		Cyber Crime Insurance	\$2,700		Total	\$124,666	
	FY 22-23 Budget																			
Special Property Insurance Policy	\$113,533																			
Special Liability Insurance Policy	\$8,434																			
Cyber Crime Insurance	\$2,700																			
Total	\$124,666																			
Total Evaluation Expense	124,666	x	2%			2,493														
Total Program Expense	124,666	x	61%			76,046														
Total Administration Expense	124,666	x	37%			46,126														
Local Travel Expense - Local Mileage						2022-2023 Proposed Budget														
Original Justification:						\$2,500														
Annually, Commission Staff or contract managers are required to administer Annual Contract Reviews to all funded Service Providers which may require traveling locally on behalf of the Commission 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. Currently, the IRS mileage rate is 58.5¢ per mile.																				
Total Evaluation Expense	2,500	x	2%			50														
Total Program Expense	2,500	x	61%			1,525														
Total Administration Expense	2,500	x	37%			925														

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2022-2023 Proposed Budget
Materials and Supplies Expense				\$11,000
Original Justification:				
This line item includes costs associated with general office supplies, postage costs, in-house and outside printing, and other expenses required for operating the Commission's business. Cost break down includes \$500 per month x 12 months for an approximate total of \$6,000 per year. Staff recommends setting aside an additional \$5,000 for any unexpected materials costs, such as mandatory document printing, signage, business cards, etc.				
Total Evaluation Expense	11,000	x	2%	220
Total Program Expense	11,000	x	61%	6,710
Total Administration Expense	11,000	x	37%	4,070

				2022-2023 Proposed Budget
Overhead Expense				\$90,000
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.				
Total Evaluation Expense	90,000	x	2%	1,800
Total Program Expense	90,000	x	61%	54,900
Total Administration Expense	90,000	x	37%	33,300

				2022-2023 Proposed Budget																																																																								
Professional Services Expense				\$99,180																																																																								
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 Commission 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 consultants, translators (services when needed), administrative cost for health savings accounts (average cost per month = \$125), human resources coaching and other short-term consultants.																																																																												
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Monthly</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;">Add'l Services</td> <td style="width: 10%;"></td> </tr> <tr> <td>\$2,500</td> <td>x 12 =</td> <td>\$30,000</td> <td>+ \$15,000</td> <td>=</td> <td>\$45,000</td> <td>Legal Services</td> <td>\$45,000</td> <td></td> </tr> <tr> <td>\$400</td> <td>x 12 =</td> <td>\$4,800</td> <td>+ \$7,000</td> <td>=</td> <td>\$11,800</td> <td>H.R. Services</td> <td>\$11,800</td> <td></td> </tr> <tr> <td>\$990</td> <td>x 12 =</td> <td>\$11,880</td> <td></td> <td>=</td> <td>\$11,880</td> <td>Investment Services</td> <td>\$11,880</td> <td></td> </tr> <tr> <td>\$292</td> <td>x 12 =</td> <td>\$3,500</td> <td></td> <td>=</td> <td>\$3,500</td> <td>Custodial Services</td> <td>\$3,500</td> <td></td> </tr> <tr> <td>\$167</td> <td>x 12 =</td> <td>\$2,000</td> <td>+ \$5,000</td> <td>=</td> <td>\$7,000</td> <td>Payroll Services</td> <td>\$7,000</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Misc. Professional Services</td> <td>\$20,000</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Professional Services Total</td> <td>\$99,180</td> <td></td> </tr> </table>					Monthly			Add'l Services						\$2,500	x 12 =	\$30,000	+ \$15,000	=	\$45,000	Legal Services	\$45,000		\$400	x 12 =	\$4,800	+ \$7,000	=	\$11,800	H.R. Services	\$11,800		\$990	x 12 =	\$11,880		=	\$11,880	Investment Services	\$11,880		\$292	x 12 =	\$3,500		=	\$3,500	Custodial Services	\$3,500		\$167	x 12 =	\$2,000	+ \$5,000	=	\$7,000	Payroll Services	\$7,000								Misc. Professional Services	\$20,000								Professional Services Total	\$99,180	
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				2022-2023 Proposed 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.				
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

Staff Training, Travel & Conference Expense					2022-2023 Proposed Budget
Original Justification:					\$18,000
Estimated cost for Commission 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 relaxation of pandemic protocols and travel restrictions, travel is expected to increase.					
Total Evaluation Expense	18,000	x	2%	360	
Total Program Expense	18,000	x	61%	10,980	
Total Administration Expense	18,000	x	37%	6,660	
Telephone Expense					2022-2023 Proposed Budget
Original Justification:					\$24,224
Telephone expenses include the Commission's phone landlines and data lines (internet) for accessibility all to aid in the operations of the agency. 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	\$1,852	x	12	=	\$22,224
Unforeseen Phone Expenses					\$2,000
			Telephone Expense Total		\$24,224
Total Evaluation Expense	24,224	x	2%	484	
Total Program Expense	24,224	x	61%	14,777	
Total Administration Expense	24,224	x	37%	8,963	

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COST ANALYSIS
BUDGET LINE ITEM DETAIL

STRATEGIC PLAN INVESTMENT AREAS

Strategic Plan Investments	2022-2023 Proposed Budget
<p>Help Me Grow Fresno County</p> <p>Help Me Grow Fresno County is a nationally utilized model of doing collaborative work for young children that promotes collaboration across sectors to build a more efficient and effective system for young children and their families. Locally, we call it Help Me Grow Fresno County (HMGFC). This is the over-arching investment that binds all our work together and this investment area can also be referred to as the early childhood system of care. Acting as convener and connector, the Commission brings the community and stakeholders together in support of changing the way our systems work all for better outcomes for our children. A successful approach to addressing the key challenges facing Fresno County families requires systemic change.</p> <p>The amount allocated is for the future of this investment to continue to build on the work of the early childhood system of care that is already taking place. As HMGFC continues to connect young-child facing service providers through the last year of its HMGFC Strategic Plan, the Commission will set aside funds to invest in the future of this model.</p>	
Help Me Grow Fresno County	\$300,000

Strategic Plan Investments Cont'd	2022-2023 Proposed Budget
<p>Thriving Families Service Programs</p> <p>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 funding 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 with contracts that resulted from a joint procurement with the County of Fresno Department of Public Health to fund a community health team approach to home visiting. Funds under Thriving Families Service Programs are set aside for future procurements for these initiatives as the last year of the previously procured contracts were awarded in the prior fiscal year.</p> <p>This portion of the budget also includes dollars set aside for things like funded partner collaborative meeting expenses and translation services (\$5,300), a small amount to allow for community storytelling from families, what we call Community Scientists,(\$10,689), dollars for the Commission to explore how to support families experiencing homelessness and families who are victims of domestic violence (\$600,000), and funds to explore an updated iteration of the Birth to Third Grade Initiative to potentially engage elected officials, rural school districts, and other institutions to convey the shared importance of the early years on all sectors (\$700,000).</p>	
Thriving Families Service Programs	\$2,500,235

Strategic Plan Investments Cont'd	2022-2023 Proposed Budget										
<p>Community Learning Center</p> <p>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 all while increasing early literacy, language, and school readiness skills. Along with family services, the CLC supports professionals working with young children. In June 2022, via a Request for Proposals, Fresno Economic Opportunities Commission became the CLC Operator. They are tasked with coordinating use of space and the local agencies who provide services to families with young children. This section of the budget contains the 0.5 FTE for the Early Childhood Initiatives Specialist who will be the liaison for the CLC Operator contract along with the overhead and operating costs (phones, internet, utilities, program supplies, etc.) of the CLC space and the other partner space at the Lighthouse for Children.</p>											
	<table> <tr> <td>CLC Salaries - Early Childhood Initiatives Specialist (0.5 FTE)</td> <td align="right">\$20,750</td> </tr> <tr> <td>Leave Accrual/ Contingency</td> <td align="right">\$3,400</td> </tr> <tr> <td>Staff Benefits, Payroll Taxes</td> <td align="right">\$14,539</td> </tr> <tr> <td>Overhead & Operating Expense</td> <td align="right">\$296,156</td> </tr> <tr> <td>Community Learning Center</td> <td align="right">\$334,845</td> </tr> </table>	CLC Salaries - Early Childhood Initiatives Specialist (0.5 FTE)	\$20,750	Leave Accrual/ Contingency	\$3,400	Staff Benefits, Payroll Taxes	\$14,539	Overhead & Operating Expense	\$296,156	Community Learning Center	\$334,845
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Staff Benefits, Payroll Taxes	\$14,539										
Overhead & Operating Expense	\$296,156										
Community Learning Center	\$334,845										

COST ANALYSIS

BUDGET LINE ITEM DETAIL

	2022-2023 Proposed Budget
Strategic Plan Investments Cont'd 2	
Patient-Centered Prenatal Care	
<p>Resources are allocated for the group prenatal care project which is leveraging a four-year \$5.6 million grant awarded to University of California, San Francisco's 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 (group prenatal care named Glow!) compared to traditional prenatal 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), the Glow! group prenatal 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 current form, Glow! includes partnerships with three Community-Based Organizations (Reading & Beyond, West Fresno Family Resource Center & Fresno EOC) to act as Glow! satellite sites (known as the Glow! Contracted Network) for the EMBRACE Study. The Commission sees this Study as a win for Fresno County and the region as it enrolls 2,600 women, half enrolled in Glow! group prenatal care and half enrolled in traditional care. The Commission has committed to contracts with the Contracted Network via prior budgets. These funds are to maintain the Network with its proper trainings and expansion efforts as outlined below.</p>	
Glow! Coordination Expense	
Off-Site Sub-Contracts	
Glow! Contracted Network Contracts	\$175,000
Glow! Programmatic Materials (Curriculum Materials, Site Licenses, etc.)	\$40,000
Trainings: CenteringPregnancy Curriculum, Equity Trainings, Materials	\$20,000
Patient-Centered Prenatal Care	\$235,000
African American Infant Mortality Prevention	
<p>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's 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.</p>	
African American Infant Mortality Prevention	\$1,405,128

COST ANALYSIS

BUDGET LINE ITEM DETAIL

Strategic Plan Investments Cont'd 3				2022-2023 Proposed Budget
QRIS - Local High Quality Training & Technical Assistance				
<p>The Commission's investments like the Quality Rating and 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 funds for the reimagined procurement for future iterations of the QRIS initiative as the final year wraps up in FY2022-2023. As the final year ends, staff will work with partners and evaluate how the Commission's funds (\$1.45 million in this budget) can continue to complement First 5 California's investment in improving quality of care in the county. This portion of the budget also includes the overhead expense (\$197,509) for the LFC Child Development Center, a high-quality demonstration childcare site that stands as a model for center-based childcare in Fresno County and beyond. The Office of the Fresno County Superintendent of Schools Early Care and Education Department operates the space that the Commission provides.</p>				
QRIS - Local High Quality Training & Technical Assistance				\$1,635,338
Innovation & Learning Partnerships and Communications				
<p>Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, businesses, policy makers, families and the Commission 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.</p>				
Innovation & Learning Partnerships Subtotal				\$350,000
<p>The Commission engages in communication and community relations efforts to connect with community leaders, stakeholders, businesses, elected officials, and the broader Fresno County audience. By engaging with Fresno County residents and leaders alike, the Commission has the opportunity to promote and enhance our message of the importance of the first 5 years of life. To this the Commission will invest in the following:</p>				
	Community Relations Expense			\$37,500
	Outreach & Communications Efforts/ Materials			\$10,000
	18th Annual Child-Friendly Business Awards			\$75,000
	Communicating Families Stories			\$10,000
	Other Communication Efforts (Photos, website, Community outreach materials, etc.)			\$96,500
Communications Subtotal				\$229,000
Innovation & Learning Partnerships and Communications				\$579,000
Strategic Plan Investment Areas Total				\$6,989,546
Total Evaluation Expense	6,989,546	x	0%	0
Total Program Expense	6,989,546	x	100%	6,989,546
Total Administration Expense	6,989,546	x	0%	0

Accountability and Evaluation				2022-2023 Proposed Budget
				\$400,000
Accountability Contract Management System				
<p>Organizations that receive Commission funds report financial, programmatic, and evaluation data to ensure compliance with the agency's contractual obligations. The fiscal reporting structure of the Commission is modeled after the First 5 Financial Management Guide. The Commission is in contract with Social Solutions, Inc., a contract for data management system & services, for use of their system Apricot 360. This system collects programmatic data and allows for fiscal reporting to ultimately be able to report to the state each year as per our requirements.</p>				
Contract Management System				\$100,000
Evaluation Services				
<p>The effectiveness of the Commission's investments is monitored regularly by staff along with a contracted evaluation firm. With evaluation being mandatory, 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 in line with the strategic plan. The Commission uses accountability and evaluation data to inform its decision-making; ensuring that funds are used as efficiently and effectively as possible. The Commission is in contract with Harder+Company for evaluation services.</p>				
Evaluation Services				\$300,000
Accountability and Evaluation Total				\$400,000
Total Evaluation Expense	400,000	x	100%	400,000
Total Program Expense	400,000	x	0%	0
Total Administration Expense	400,000	x	0%	0

COST ANALYSIS

BUDGET LINE ITEM DETAIL

				2022-2023 Proposed Budget
Externally Funded Initiatives				\$1,538,788
<i>These externally funded initiatives create strong partnerships while furthering the Commission's impact in the community. Funding for these projects, as detailed below, comes from revenue streams separate from the Proposition 10 Revenue received monthly.</i>				
First 5 California - IMPACT Program				
First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) is an innovative approach that forges partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning settings, including supporting and engaging families in the early learning process. IMPACT is centered around the state's childcare Quality Rating and Improvement System (QRIS). First 5 Fresno County currently serves as the Lead Agency for the IMPACT project and the Commission partners with Fresno County Superintendent of Schools as the implementation lead. These funds are received and monitored by Commission staff. This is a 3-year agreement, 2022-23, being the third year.				
First 5 CA - IMPACT Sub-total				\$572,624
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 California. 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 2022-23 being the second year.				
First 5 CA - IMPACT Regional Hub Sub-total				\$610,601
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 Commission's 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				\$199,563
County Department of Public Health - Babies First Healthy Start Grant				
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 partially offset the Commission's investment in Glow! and its contracted network of Community-Based Organizations. The expenses outlined in this section include 1.3 staff FTE (0.8 FTE Early Childhood Initiatives Manager and 0.5 FTE Early Childhood Initiatives Specialist) to coordinate the service delivery of the Glow! Contracted Network as it pertains to the EMBRACE Study along with other expenses necessary to carryout Glow!				
DPH Healthy Start Grant Sub-total				\$156,000
Externally Funded Initiatives Total				\$1,538,788
Total Evaluation Expense	1,538,788	x	0%	0
Total Program Expense	1,538,788	x	100%	1,538,788
Total Administration Expense	1,538,788	x	0%	0

COST ANALYSIS
BUDGET LINE ITEM DETAIL

RESERVE

				2022-2023 Proposed Budget
Operations Contingency Fund				\$1,000,000
<p>The Operations Contingency Fund was established to guard against possible losses and meet unforeseen and unavoidable requirements that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$1,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>				
Total Evaluation Expense	1,000,000	x	0%	0
Total Program Expense	1,000,000	x	0%	0
Total Administration Expense	1,000,000	x	100%	1,000,000

				2022-2023 Proposed Budget
Strategic Reserve Fund				\$2,000,000
<p>The Strategic Reserve Fund is a separate fund to guard against any future immediate and unanticipated Proposition 10 revenue deficits or shortfalls that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$2,000,000, being deobligated and then reobligated at the start of each fiscal year.</p>				
Total Evaluation Expense	2,000,000	x	0%	0
Total Program Expense	2,000,000	x	100%	2,000,000
Total Administration Expense	2,000,000	x	0%	0



First 5 Fresno County Long Range Financial Plan

Dollars in Thousands

	2020-2025 Strategic Plan										TOTAL
	2020/21 Actuals	2021/22 Projections	2022/23 Proposed Budget	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Beginning Fund Balance (Unobligated)	3,833.8	6,380.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Reserved Fund Balance (Obligated)	3,000.0	3,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Revenue											
Annual Prop 10. Projected Allocation	10,316.3	8,900.0	8,807.0	8,437.6	6,955.1	6,788.1	6,628.3	6,495.7	6,365.8	6,238.5	75,932.5
Revenue A - County Treasury Interest	125.8	50.0	50.0	50.0	45.0	40.0	35.0	30.0	30.0	30.0	485.8
Revenue B - Investment Earnings	45.4	50.0	50.0	40.0	30.0	30.0	25.0	25.0	25.0	25.0	345.4
Revenue C - Other Revenue	260.4	116.3	120.7	127.6	122.6	117.6	117.6	109.2	100.0	100.0	1,292.0
Revenue D - External Revenue	1,641.6	1,721.0	1,538.8	1,538.7	728.6	156.0	156.0	156.0	156.0	156.0	7,948.7
Total Revenue	16,223.3	17,217.3	10,566.5	10,193.9	7,881.3	7,131.7	6,961.9	6,815.9	6,676.8	6,549.5	96,218.2
Expenses											
Administrative Expenses	341.9	596.0	512.7	430.0	391.3	393.7	379.9	383.9	369.5	357.7	4,156.5
Program and Technical Assistance Support	740.9	1,187.1	1,046.3	862.4	856.3	854.9	850.4	896.8	860.8	830.2	8,986.1
Accountability and Evaluation	400.0	450.0	400.0	400.0	400.0	400.0	400.0	300.0	300.0	300.0	3,750.0
Strategic Plan Investment Areas	4,051.6	12,863.2	7,068.7	6,962.8	5,505.2	5,327.1	5,175.7	5,079.2	4,990.4	4,905.6	61,929.5
Externally Funded Programs	1,308.9	2,121.0	1,538.8	1,538.7	728.6	156.0	156.0	156.0	156.0	156.0	8,016.0
Total Expenses	6,843.3	17,217.3	10,566.5	10,193.9	7,881.3	7,131.7	6,961.9	6,815.9	6,676.8	6,549.5	86,838.2
Contingency Fund	1,000.0	1,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Strategic Reserve	2,000.0	2,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending Fund Balance (Unobligated)	6,380.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6,380.0

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement Renewals with IMPACT Hub Child Care Quality Improvement Subcontractors

RECOMMENDED ACTION:

Approve, for full Commission consideration, agreement renewals with three subcontractors in an amount not to exceed \$381,288 for one year, to promote high quality early learning opportunities across the Central Valley as part of the IMPACT Training and Technical Assistance Hub.

BACKGROUND:

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

In May 2021, the Commission approved the acceptance of an additional two years of Hub funding from F5CA and approved agreements with the three subcontractors in **Table #1**. Based on contract compliance and feedback from Region 5 partner counties, it is staff’s recommendation to renew agreements with these three partners for an additional year to continue primary Hub activities for the 2022-2023 fiscal year as described in the table below.

Table #1

Proposed IMPACT Hub 2022-2023 Subcontractors				
	Agency	Program	Description	One-Year Amount
#1	Early Quality Systems	iPinwheel Database System	A database system to support the required data collection for all regional counties	up to \$286,288
#2	Teachstone Training	CLASS Program	The Classroom Assessment Scoring System (CLASS) is a tool that	up to \$35,000

			measures and helps improve the quality of teacher-child interactions	
#3	Fresno County Superintendent of Schools	Region 5 Coordination, Data & Coaching Support	Provides coordination, coaching support, evaluation, and research/technical assistance to the Hub partners	up to \$60,000
Total Amount for One Year:				up to \$381,288

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

Short-term goal(s) and long-term outcomes: If approved, the three agreements will allow the Commission and Region 5 counties to continue to work on raising the quality of early care and education in their communities. The long-term intended outcome is to increase the number of high-quality early learning settings across all seven counties to ensure children enter school with the skills, knowledge, and disposition necessary to be ready for school and life.

Procurement: The three proposed subcontractors were originally procured using a sole source process in accordance with the Commission’s approved procurement policies.

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

CONCLUSION:

If approved, staff will forward this item for full Commission consideration at the June 2022 Commission Meeting. Based on Commission approval, First 5 Fresno County will continue leading and supporting its regional partners to promote increased collaboration among counties and effective service delivery and supports to child care providers and families to increase high quality early learning opportunities for young children throughout the Central Valley. Subsequently, if the Commission does not approve the renewal of the proposed agreements, First 5 Fresno County may not be able to meet the priority activity and/or timing needs of the regional Hub partners to carry out the requirements of First 5 California IMPACT and related California early learning quality improvement efforts.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement Renewal with Fresno County Economic Opportunities Commission (Fresno EOC) for the Fresno GROWS (Growing Real Opportunities in West Fresno) - Best Babies Zone Initiative

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement renewal with Fresno EOC to continue serving as the backbone agency for the Fresno GROWS - Best Babies Zone Initiative, in an amount not to exceed \$156,755 (\$100,000 from First 5 Fresno County and \$56,755 from Cradle to Career - Blue Meridian Funding) for one year with an option to renew for one additional year based on performance and availability of funds.

BACKGROUND:

On October 27, 2021, the Commission approved an agreement with Fresno EOC, for the duration of the fiscal year with an option to renew for one additional fiscal year, to serve as the new backbone organization (formally under the leadership of West Fresno Family Resource Center - WFFRC) addressing adverse birth outcomes in Southwest Fresno through a Best Babies Zone Initiative, known locally as Fresno GROWS BBZ. Launched in 2019, the Fresno GROWS BBZ Initiative is committed to drive place-based anti-racism work that will lead to the reduction of African American preterm birth and infant mortality in four census tracts (2, 7, 9.02 and 10) in the 93706-zip code, representing approximately 2,700 African American Southwest Fresno residents.

During the summer of 2021, the Fresno GROWS BBZ Steering Committee, including WFFRC, the County of Fresno's Public Health Department, University of California, San Francisco's Preterm Birth Initiative, First 5 Fresno County, BLACK Wellness and Prosperity Center, Fresno EOC, residents with lived experience, and the Fresno GROWS BBZ Local Champions conducted a series of meetings to develop the next phase of the initiative. During these meetings, it became clear the next phase required more attention to the systemic environmental and economic barriers facing Black families in the Zone through the leveraging of community-driven successes like the COVID-19 African American Coalition. As a result, the Fresno GROWS BBZ Steering Committee recommended the role of backbone agency transition from WFFRC to Fresno EOC to support the initiative's increased focus on policy and system level change.

As the backbone agency, Fresno EOC provides key administrative and organizational support to

Fresno GROWS BBZ including sustaining working groups, convening the steering committee and onboarding staff in order to 1) establish a hub that will monitor and evaluate project progress; 2) utilize a results-based accountability framework to craft a monitoring and evaluation plan that tracks programmatic achievements; 3) develop a community engagement implementation strategy; and 4) build social capacity and civic community involvement. Since their original award in October, Fresno EOC's has focused on increasing community engagement in the Fresno GROWS initiative including, but not limited to: rebranding the Fresno GROWS website and social media accounts to further clarify the initiative's goal and reach residents of the Zone; creating the Fresno GROWS Community Action Group led by residents committed to advancing policy, structural and environmental changes; and engaging residents in related efforts such as the Black Maternal Wellness Innovation Lab, the Preterm Birth Initiative's Voices for Birth Justice Campaign, and the Environmental justice Fellowship. In addition, Fresno EOC is in the process of recruiting a Project Manager to continue advancing the initiative in the next fiscal year. Staff is satisfied with Fresno EOC's performance to date and recommends funding for an additional year with Fiscal Year 2022-2023 being year two.

Procurement: As the Commission represents one of various other funders in the larger Fresno GROWS BBZ Initiative, it is staff's recommendation to continue aligning funding with the recommendation of the Fresno GROWS BBZ Steering Committee and co-funders to continue support to this critical effort. The Commission's procurement policies and procedures allow the Commission to select a vendor via sole source if only one product is available to reasonably meet the Commission's needs. In this case Fresno EOC is the one backbone agency identified and funded to support this initiative.

Alignment with Strategic Plan: This agreement aligns directly with one of our core investments - African American Infant Mortality Prevention, as a community-driven initiative, in partnership with others, to tackle the high rates of infant mortality among our African American neighbors in Fresno County. The proposed agreement also aligns with the recommendations detailed in the Commission's *African American Infant Mortality Needs Assessment* and supports the implementation of innovative strategies to drive down the preterm birth and infant mortality rates in one of our county's most vulnerable neighborhoods.

Short-term goal(s) and long-term outcomes: In Fiscal Year 2022-2023, Fresno EOC will hire a Project Manager whose primary role will be to sustain working groups, convene the steering committee and onboard additional staff to continue moving the work of the initiative forward. The long-term outcomes include: 1) improve the health, education, social and emotional development of African American women and their families living in Southwest Fresno and 2) reduce preterm birth and infant mortality rates in the four census tracts within the 93706-zip code.

Fiscal Impact: The contract renewal amount for this initiative (\$156,755) includes \$100,000 from our Commission's African American Infant Mortality Prevention core investment funds and \$56,755 from external grand funds received, to support the initiative, from the Fresno Cradle to Career Partnership. Details of the use of funds will be outlined in the approved scope of work. Other contributing partners include the University of California, San Francisco's Preterm Birth Initiative California, the County of Fresno's Department of Public Health, The Blue Meridian Partners through the Cradle to Career Partnership and the Fresno Economic Opportunities Commission.

CONCLUSION:

If approved, this renewal agreement will be presented for full Commission consideration at the June Commission Meeting. Approving this agreement builds upon the Commission's African American Infant Mortality prevention investment area and offers the opportunity for the Commission to minimize duplication of work by aligning efforts and strengthening partnerships with key Fresno

County stakeholders to have a larger, more sustainable impact in our community. If not approved, Fresno EOC would have limited funds to hire the Project Manger needed to lead the work and would have to eliminate the Project Coordinator position which would limit the scope of the Fresno GROWS BBZ Initiative.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement with Centering Healthcare Institute for Group Prenatal Care Curriculum Training

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement with Centering Healthcare Institute in an amount not to exceed \$15,000 to provide the CenteringPregnancy® curriculum training for Glow! Group Prenatal Care Medical Providers and Staff Facilitators.

BACKGROUND:

On August 21, 2019, the Commission approved agreements with three community-based organizations (Fresno County Economic Opportunities Commission, Reading and Beyond and West Fresno Family Resource Center) to facilitate the Glow! Group Prenatal Care and Support Program in partnership with Medical Provider offices. Glow! is an innovative model that incorporates wrap around services with enhanced prenatal care. The Commission is partnering with the University of California San Francisco (UCSF) and Fresno State's Central Valley Health Policy Institute in a prenatal care research study comparing two types of enhanced prenatal care models (Glow! Group Prenatal Care with the Comprehensive Perinatal Services Program (CPSP) – Individual Prenatal Care) with hopes that results will help determine which type of care addresses high rates of prematurity, depression and anxiety and disrespectful care.

The Glow! Program utilizes the Centering Healthcare Institute's CenteringPregnancy® curriculum, which follows the prenatal care guidelines established by the American College of Obstetricians and Gynecologists (ACOG). Centering is patient-centered care, designed with flexibility in mind to allow time to explore health and wellness topics that fit each group's needs.

As part of the onboarding orientation, new Medical Providers are required to attend the CenteringPregnancy® curriculum training facilitated by the Centering Healthcare Institute. In addition, Glow! Staff Facilitators are also required to attend the curriculum training upon being hired and when content has been updated. There are approximately 15 providers and staff facilitators in need of training next fiscal year to comply with study requirements. The last Centering curriculum training was approved by the Commission in October 2019 and held in November 2019.

Procurement: Per the Administrative and Programmatic Procurement Policies and Procedures, staff recommends a sole source procurement with Centering Healthcare Institute as they own the CenteringPregnancy® curriculum, and therefore are the only institution equipped to facilitate CenteringPregnancy® curriculum training.

Alignment with Strategic Plan: The proposed agreement aligns with the Commission’s overall goal of ensuring the healthy development of young children and their families and investment in Direct Service Programs. The Glow! Group Prenatal Care and Support Program was originally launched in response to the Commission’s 2015 African American Infant Mortality Needs Assessment recommendations. This training would support the Commission’s commitment to fund the delivery of the Glow! Group Prenatal Care and Support Program as a partner in the four-year \$5.6 million EMBRACE study funded by the Patient-Centered Outcomes Research Institute (PCORI).

Short-term goal(s) and long-term outcomes: If approved, this item will be presented for full Commission consideration at the June Commission meeting and staff will work with Centering Healthcare Institute to execute a schedule the two-day CenteringPregnancy® Training thereafter. The long-term outcome of the Centering Healthcare Institute’s CenteringPregnancy® curriculum training is to equip approximately fifteen Medical Providers and Glow! Staff Facilitators with the necessary skills to effectively implement the Glow! Program in partnership with various clinic sites throughout the Central Valley.

Fiscal Impact: The total amount of \$15,000 will be allocated from external, non-Proposition 10 funding from the Cradle to Career Partnership – Blue Meridian Funding previously received to leverage expenses for the Glow! Program. This funding was included in the agency’s 2021-2022 Approved Revised Budget that was approved by the Commission in January 2022.

CONCLUSION:

This training is essential for the implementation of the Glow! Program and key component of the onboarding process for new Medical Providers. If the Commission chooses not to approve this item, new Medical Providers and Glow! facilitators would not be adequately equipped to implement the Glow! Program as outlined in the Glow! Program Protocol, jeopardizing the study.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 8

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Agreement with Fresno Economic Opportunities Commission for the Community Learning Center's Operation

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement with Fresno Economic Opportunities Commission (Fresno EOC) to operate the Lighthouse for Children's Community Learning Center in an amount not to exceed \$150,000 for one year, with the option to renew for two additional years based on performance and availability of funds.

BACKGROUND:

The Lighthouse for Children facility serves as an innovative community hub in the heart of downtown Fresno, where families and early childhood professionals can access services, resources, and opportunities to transform the first 5 years of a child's life.

Based on community input, the Community Learning Center (CLC) on the second floor was designed to bring together a network of community partners to offer free services for young children, their families, and early childhood professionals offering the unique opportunity for collaboration between community-benefit organizations, educational institutions, public and government agencies, and health providers. Since inception, the CLC has hosted an array of services and programming including, but not limited to vaccination clinics, group prenatal care sessions, parent-child developmental learning and socialization groups, parenting education, parent focus groups, speech therapy, and numerous trainings for early learning professionals.

At the onset of the COVID-19 pandemic, the CLC minimized operations only opening on a case-by-case basis, at community partners' requests for limited in-person services. In February 2022, staff released a Request for Proposals (RFP) to contract with an agency to provide, recruit, and coordinate prevention, intervention and treatment services and programming for families with young children out of the CLC.

Procurement: A Request for Proposals (RFP) was released in February 2022 seeking a 501 (c)(3) nonprofit public benefit organization with the capacity to provide management and oversight to the CLC. One (1) submission was received. A panel of community reviewers reviewed and scored the proposal and agreed the submission from Fresno EOC met all the requirements and should be

moved forward for funding recommendation based on their expertise, proven track record and existing community partnerships that will facilitate a variety of services within the CLC.

Fresno EOC is proposing to offer services to children and families within the first month of the proposed agreement which include: health screenings, case management and wrap around services for pregnant individuals, socialization groups for parents with infants and toddlers, and healthy food box distributions coupled with nutrition/cooking demonstrations, to name a few. At the same time, Fresno EOC will lead the solicitation of input from community stakeholders to further build the services that will be offered at the CLC with the opportunity for new partnerships to be established on an ongoing basis based on feedback and need. New partnerships are expected to begin providing services out of the CLC beginning in October 2022.

Alignment with Strategic Plan: The proposed recommendation directly aligns with the Lighthouse for Children core investment area of the Commission's current Strategic Plan. The CLC is foundational to the Lighthouse for Children's vision to be an innovative community hub for Fresno County families and early childhood professionals offering services, resources and opportunities to transform the first five years of a child's life.

Short-term goal(s) and long-term outcomes: The short-term goal of this proposed agreement is to reopen the CLC and based on community input identify partners who can provide needed services to children and families on an ongoing basis by Fall 2022. The long-term goal is to create a continuum of care for young children and families through a network of professionals leveraging existing resources and working collaboratively in one convenient location.

Fiscal Impact: Total funding for this agreement has been allocated from the Commission's Fiscal Year 2021-2022 Approved Revised Budget under the Community Learning Center - Strategic Plan Investments Area in an amount not to exceed \$150,000 for one year, with the option to renew for two additional years based on performance and availability of funds.

CONCLUSION:

Partnering with an outside agency is an opportunity for the Commission to leverage existing services and partnerships to ensure the CLC continues to be a resource for Fresno County families. If approved by the Committee and subsequently the full Commission, staff will work with Fresno EOC to execute a contract with an anticipated start date of July 1, 2022. Should the Commission not approve this agreement, Commission staff will continue to operate the CLC with limited staff capacity to maximize the space for the community.

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

FINANCE AND PROGRAM REVIEW COMMITTEE MEETING

June 14, 2022 - 11:30 a.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 9

TO: Children & Families Commission of Fresno County
FROM: Fabiola González, Executive Director
SUBJECT: Agreement with Archer & Hound Advertising for Website Redesign Services

RECOMMENDED ACTION:

Approve for full Commission consideration an agreement with Archer & Hound Advertising to redesign the Commission's website and the Lighthouse for Children website in the amount of \$25,000 for one year.

BACKGROUND:

The First 5 Fresno County (F5FC) website is the first point of contact for the public, stakeholders, and early childhood advocates to learn about F5FC and its initiatives. It serves as a source for communicating the importance of the early years of life and a space to keep a pulse on relevant early childhood efforts throughout Fresno County. The Lighthouse for Children (LFC) website serves as a resource for families with young children and is intended to keep the public informed about programs and services offered within the LFC facility in downtown Fresno. The website redesign aims to reorganize the websites and ensure they are user-friendly and align with the Commission's 2020-2025 Strategic Plan and accompanying Communications Plan.

Procurement: On April 5, 2022, staff released a request for proposals (RFP) for a qualified website developer or marketing and advertising firm to refresh and execute the re-launch of both the F5FC LFC websites. Seven (7) agencies submitted proposals and a panel of community reviewers assessed and rated each submission according to the intent of RFP. Archer & Hound Advertising was recommended to move forward to the Commission for funding consideration based on their alignment with the Commission's values, knowledge of the agency, and built relationships already established. The community reviewers expressed their appreciation of Archer and Hound's proposal rooted in community and the detailed work plan outline in their proposal. Overall, Archer & Hound was found technically capable of completing the task, and with a well-described strategic course of action to execute the websites redesigns.

Alignment with Strategic Plan: Website design services 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 website redesign services is to refresh both the Commission’s website and microsite to be in line with our current Strategic Plan and focus on systems approach to early childhood. The long-term goal is for Commission’s website to be the first stop for commissioners, elected officials, community-based organizations, stakeholders including community partners (funded and non-funded), government entities/agencies, trusted messengers, and private businesses for the latest and more relevant information concerning early childhood matters.

Fiscal Impact: Total funding from the Commission will be allocated from the Commission’s Fiscal Year 2021-2022 Approved Revised Budget, Innovation & Learning Partnerships and Communications line item, in an amount not to exceed \$25,000 for one year.

CONCLUSION:

The website refresh is an opportunity for the Commission to build a central access point for the community to engage with and be informed about the significant issues impacting early childhood. It is an opportunity to better educate the public on who we are as an agency and how we serve the community. The microsite would be a one-stop place for families to access information and resources for their children, including what services are held at the LFC facility. If the item is not approved, it will further delay a much-needed update to the website and a chance better to streamline the website for the best functionality for routine tasks for the Commission, including Commission meetings, procurement opportunities, and hiring.