



AGENDA ITEM: 10

DATE OF MEETING: October 24, 2013

ACTION: X

INFORMATION:

CONSENT CALENDAR

A. SUMMARY OF REQUEST:

Approve the following consent agenda items:

1. July 25, 2013, Commission Meeting Minutes
2. Agreement Ratifications
3. Agreement Approvals
4. Technical Correction

B. ATTACHMENTS:

Attachment 10a: Draft of July 25, 2013, Commission Meeting Minutes

Attachment 10b: Agreement Ratifications

Attachment 10c: Agreement Approvals

Attachment 10d: Technical Correction



CALIFORNIA CHILDREN AND FAMILIES COMMISSION MEETING

**July 25, 2013
10:00 a.m. to 3:00 p.m.**

**Hilton Garden Inn
2540 Venture Oaks Way
Pine Room, 1st Floor
Sacramento, CA 95833**

MINUTES

Agenda Item 1 – Call to Order and Chair’s Welcome

Chair George Halvorson called the meeting to order at 10:05 a.m.

Commissioners Present: George Halvorson, Chair
Joyce Iseri, Vice Chair
Magdalena Carrasco
Conway Collis
Muntu Davis
Kathryn Icenhower
Casey McKeever

Ex Officio Member Present: Jim Suennen

George Halvorson, new Commission Chair, welcomed members to the meeting and announced the appointment of new Commissioner Muntu Davis.

DISCUSSION: None.

PUBLIC COMMENT: Four nurses from Kaiser Permanente spoke in protest to the closure of the Kaiser Hayward inpatient pediatrics unit.

Agenda Item 2 – Special Presentations

Camille Maben, Executive Director, provided a special presentation honoring outgoing Chair Jennifer Kent and outgoing Vice Chair Patrick Duterte for their service on the Commission.

DISCUSSION: Commissioners spoke in appreciation of Jennifer and Patrick’s contributions, commitment, and guidance provided while serving on the Commission.

PUBLIC COMMENT: Moira Kenney, Executive Director, First 5 Association of California, and Christina Arrostituto, Executive Director, First 5 Solano, echoed Commissioners comments.

Agenda Item 3 – Executive Director’s Report

Camille Maben, Executive Director, provided the following updates:

Site Visits

Ms. Maben made site visits to six county commissions to learn about the important work being done in Napa, Nevada, Yolo, San Diego, Santa Barbara, and San Bernardino counties.

Common Core and Pre-K Quality Meeting

The Mimi and Peter Haas Fund hosted a meeting to discuss the K-12 Common Core State Standards and potential links with early education. Transitional kindergarten was seen as a major bridge between early education and K-12. One of the major points made was the need to have a convener to move this discussion forward. Ms. Maben thought First 5 California would be perfect for that role.

Healthy Kids Night Out

Ms. Maben, Commissioner Icenhower, First 5 California staff, and other health advocates attended the Healthy Kids Night Out with the LA Galaxy. The event was centered on promoting physical activities for kids.

Head Start Association Policy Summit

Ms. Maben addressed the Head Start Association Policy Summit on First 5 California’s work, Race to the Top – Early Learning Challenge Grant, and ways to partner together in the future.

15-Year Anniversary

In November of this year, First 5 will celebrate its 15-year anniversary of the voter approval of Proposition 10. The First 5 Association and First 5 California will be working on efforts to honor and highlight this milestone.

First 5 California Staff Updates

New Hires:

- Diane Levin, Chief Deputy Director
- Kathy Ellis, Associate Governmental Program Analyst, Administrative Services
- Jaime Hastings, Staff Services Manager Specialist, Executive Team
- Jennifer Clark, Chief of Administrative Services
- Maria Rodriguez, Office Technician, Receptionist

Leave/Departures:

- Lindsay VanLaningham, Communications Unit, is on maternity leave until January
- Allison Nguyen, Office Technician, accepted a job at another state agency
- Renee Webster-Hawkins, Legal Counsel, accepted a job at another state agency

DISCUSSION: None.

PUBLIC COMMENT: None.

Agenda Item 4 – Strategic Plan Process

The Glen Price Group facilitated an interactive discussion to provide Commissioners and the public an opportunity to engage in the development of First 5 California's Strategic Plan, and to provide feedback and recommendations.

DISCUSSION: None.

PUBLIC COMMENT: None.

Agenda Item 5 – Advisory Committee Reports

Chair Halvorson called upon Commissioners to provide an update on advisory committee meetings or activities that had taken place since the April 2013 meeting. There were no activities to report on.

DISCUSSION: None.

PUBLIC COMMENT: None.

Agenda Item 6 – Financial Update

Mike Fuller, Interim Chief of Administrative Services, provided the State Commission a financial update on revenue projections and adjustments, obligations and disbursements, and First 5 California's Financial Plan.

DISCUSSION: None.

PUBLIC COMMENT: None.

Agenda Item 7 – Department of Developmental Services for Early Start Services Funding

Camille Maben provided a brief update on the status of the standard agreement to the Department of Developmental Services (DDS) as a result of the Commission's action to allocate up to \$15 million to supplement services for children ages 0 to 2 under the Early Start Program. DDS returned the standard agreement to First 5 California with a request for substantial changes. In consultation with legal counsel, First 5 staff met with Fiscal Advisory Committee members who agreed to keep the original agreement with DDS largely intact.

DISCUSSION: None.

PUBLIC COMMENT: None.

Agenda Item 8 – Funding Authorization for California Health Interview Survey

David Dodds, Deputy Director of Results and Evaluation, and Moira Kenney,

Executive Director, First 5 Association of California requested the Commission authorize funding to continue fiscal support of the California Health Interview Survey (CHIS).

Dr. Ninez Ponce, Principal Investigator, and David Grant, Director for CHIS, provided information on how data are collected, the importance of that data to First 5 California, and how those results are disseminated.

MOTION/ACTION: Commissioner Collis moved that the Commission approve funding of up to \$1,500,000 over a two-year period to continue fiscal support of the 2013-14 CHIS. The two-year period will begin when the agreement is approved by the Department of General Services. The motion was seconded by Commissioner Icenhower.

DISCUSSION: Commissioner McKeever commented on the importance of the information provided by CHIS.

Vice Chair Iseri asked if cell phones were utilized as part of the phone survey. Dr. Ponce indicated 20 percent of the phone surveys are conducted with cell phones.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a majority vote of the Commission. Chair Halvorson and Commissioner Davis recused themselves from voting on this item due to possible conflicts of interest.

Agenda Item 9 – Election of Commission Vice Chair, and 2013 Advisory Committee Assignments

Diane Levin, Chief Deputy Director, requested the Commission elect a new Vice Chair to fill the current vacancy, and to approve appointments to the Commission's standing and ad hoc advisory committees.

MOTION/ACTION: Commissioner Collis moved that the Commission nominate Joyce Iseri to serve as Vice Chair for the First 5 California Children and Families Commission through July 2014. The motion was seconded by Commissioner Carrasco.

DISCUSSION: None.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a unanimous vote of the Commission.

MOTION/ACTION: Commissioner McKeever moved that the Commission approve the appointment of Commissioners to the current standing committees, along with the ad hoc advisory committee, as described in the July 2013 Commission Advisory Committee Descriptions as follows:

Standing Committees	
<i>Executive</i>	<ul style="list-style-type: none"> • George Halvorson, Chair • Joyce Iseri, Vice Chair
<i>Public Education and Outreach</i>	<ul style="list-style-type: none"> • Magdalena Carrasco • George Halvorson
<i>Legislation</i>	<ul style="list-style-type: none"> • Conway Collis • Casey McKeever
<i>Research and Evaluation</i>	<ul style="list-style-type: none"> • Joyce Iseri • Muntu Davis
<i>Program</i>	<ul style="list-style-type: none"> • Kathryn Icenhower • Magdalena Carrasco
<i>Fiscal</i>	<ul style="list-style-type: none"> • Joyce Iseri • Casey McKeever
Ad Hoc Committee	
<i>Strategic Planning</i>	<ul style="list-style-type: none"> • Kathryn Icenhower • George Halvorson

The motion was seconded by Commissioner Davis.

DISCUSSION: None.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a unanimous vote of the Commission.

Agenda Item 10 – Approval of Commission Meeting Calendar for 2014

Diane Levin, Chief Deputy Director requested the Commission approve the following proposed meeting dates and locations for the 2014 calendar year:

<u>DATE</u>	<u>LOCATION</u>
January 23, 2014	Sacramento
April 24, 2014	Sacramento
July 24, 2014	Sacramento
October 23, 2014	Burbank

MOTION/ACTION: Commissioner McKeever moved that the Commission approve the proposed Commission meeting dates for the 2014 calendar year. The motion was seconded by Commissioner Carrasco.

DISCUSSION: None.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a unanimous vote of the Commission.

Agenda Item 11 – Consent Calendar

The Commission considered approval of the consent calendar as detailed on the agenda, including items 11a and 11b.

MOTION/ACTION: Commissioner Icenhower moved that the Commission approve the consent calendar. The motion was seconded by Commissioner Collis.

DISCUSSION: None.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a unanimous vote of the Commission.

Agenda Item 12 – Adjournment

MOTION/ACTION: Commissioner McKeever moved that the Commission adjourn the Commission Meeting. The motion was seconded by Commissioner Collis.

DISCUSSION: None.

PUBLIC COMMENT: None.

VOTE: The motion was approved by a unanimous vote of the Commission.

The next scheduled Commission meeting is October 24, 2013, at the Los Angeles Marriott Burbank Hotel.

**FIRST 5 CALIFORNIA COMMISSION MEETING
AGREEMENT RATIFICATIONS**

Contract No.	Vendor	Description	Amount	Account	Authorization/Authority
CFF 7316	Yosemite Community College District (YCCD)	CARES Plus My Teaching Partner coordination services from YCCD's Child Development Training Consortium for three years.	\$12,000,000.00	Child Care 0636	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 7306	Teachstone, LLC	CARES Plus proprietary My Teaching Partner Training for participant early childhood education teachers for three years.	\$3,873,440.00	Child Care 0636	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 4903	Infiniti Consulting Group, Inc.	CARES Plus data collection and IT support for two years. (Replaces PRO0F.)	\$500,000.00	Results & Evaluation 0637	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 7319	Department of General Services	Ongoing, as-needed human resource services for three years.	\$375,144.00	Administration 0638	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.

Contract No.	Vendor	Description	Amount	Account	Authorization/Authority
CFF 4906	Infiniti Consulting Group, Inc.	CARES Plus and Child Signature Program business analyst support services for two years.	\$249,999.00	Results & Evaluation 0637	<u>4/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013. <u>10/19/11 Item 6:</u> Authorization to enter into contracts in support of CSP up to \$45 million per year for three consecutive years through June 30, 2015.
CFF 4904	Teachstone, LLC	Purchase of proprietary training materials for CARES Plus	\$53,192.13	Child Care 0636	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 7327	Teachstone, LLC	Initial proprietary training for CARES Plus My Teaching Partner before main contract was executed.	\$24,800.00	Child Care 0636	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 7325	Parents Anonymous, Inc.	Registration for seven parents of children age zero to five to attend a parent certification training.	\$21,000.00	Education 0634	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.

Contract No.	Vendor	Description	Amount	Account	Authorization/Authority
CFF 7317	California State University, Sacramento	Co-sponsorship of the Biennial Childhood Obesity Conference.	\$15,000.00	Education 0634	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.
CFF 4894	Extraview Corporation	Software licensing.	\$11,934.38	Administration 0638	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.
CFF 4913	Ablegov, Inc.	2,000 8GB SDHC Flash Memory Cards for CARES Plus My Teaching Partner participants.	\$11,718.00	Child Care 0636	<u>04/21/2010 Item 11:</u> Authorization to enter into contracts in support of CARES Plus up to \$12 million per year for three consecutive years through June 30, 2013.
CFF 4910	Ablegov, Inc.	Two conference room phones, USB sticks, and Microsoft licenses.	\$5,718.61	Administration 0638	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.
CFF 7254	Yosemite Community College District (YCCD)	Amendment for time only for CARES Plus until new contract was executed.	\$0.00	Child Care 0636	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.

Contract No.	Vendor	Description	Amount	Account	Authorization/Authority
CFF 7228	ALOM	Amendment for time only for Kit for New Parents until new contract is executed.	\$0.00	Media 0631	<u>Bylaws Article XI Section II:</u> Delegation to enter contracts for \$150,000 or less, and to enter into contracts deemed necessary for conduct of business.



AGENDA ITEM: 10c
DATE OF MEETING: Oct. 24, 2013
ACTION: X
INFORMATION: _____

AGREEMENT APPROVALS

SUMMARY OF REQUEST

Staff is requesting the Commission's authorization for and/or approval of two contracts and one contract amendment, as described below.

BACKGROUND

Item 10c1 – The Glen Price Group

Staff is requesting an amendment to contract CFF 4886 (Glen Price Group [GPG]) for additional funding not to exceed \$44,964, along with an extension of time through June 30, 2014. The award amount in the original contract was spent down more quickly than anticipated due to:

- The compressed timeline for developing the new Strategic Plan, which has required additional hours from the entire GPG team to assist the main GPG project leads.
- The need to establish credibility with, develop buy-in from, and strengthen relationships with diverse stakeholders by implementing a more intensive, hands-on strategy of engagement for the strategic planning process.

An amended contract will provide resources necessary to support the remaining work and potential assistance with implementation and monitoring of the Strategic Plan.

Item 10c2 – Kit for New Parents

Staff is requesting the Commission approve the solicitation and award of a contract to obtain a vendor to print and procure materials, and assemble, store, and ship the *Kit for New Parents (Kit)*. The current \$15 million contract expires July 31, 2014, but it is estimated that the balance of the funding will last only until March, 2014. Based on current and projected demand for the *Kit*, staff requests \$15 million for a period of three years.

The *Kit* has been produced and distributed, at no cost, to new parents since 2001. Parents can order the *Kit* individually, but most *Kits* are ordered by county First 5 commissions and distributed to their constituents who, in turn, distribute them to new parents. By providing information on prenatal, postnatal, and maternal nutrition; newborn

and infant car; nurturing for optimal early childhood development; and parenting, the *Kit* often functions as a critical first step in educating California parents, grandparents, and caregivers about the care, health, and education of children ages 0 to 5.

Over 300,000 Kits have been distributed per year for the last three years. However, the demand may increase due to First 5 Los Angeles' recent increased participation in the program. The cost of the *Kit* also may increase due two factors: More items will be added to the *Kit* and the more expensive Office of the State Publisher (OSP) has reserved an option to print portions of the *Kit* starting August 1, 2014. However, First 5 California has obtained the required exemption from OSP until that time.

Item 10c3 – Department of General Services (DGS)

Staff is requesting approval of a contract with DGS to extend human resource services through June 30, 2016, with an increase of \$205,248.00. First 5 California is not a large enough agency to have human resource delegation from the California Department of Human Resources. Contracts with DGS provide First 5 California with comprehensive personnel services.

STAFF RECOMMENDATION

Staff recommends approval of an amendment to The Glen Price Group contract to add \$44,964.00 and extend the end term three months; the release of a *New Parent Kit* solicitation and award of a contract for \$15 million for a three-year period; and an approval of a human resource contract with DGS for and additional \$205,248.00 which extends through June 30, 2016.



AGENDA ITEM: 10d
 DATE OF MEETING: October 24, 2013
 ACTION: X
 INFORMATION:

TECHNICAL FUNDING CORRECTION

SUMMARY OF REQUEST

Staff is requesting the Commission to formally approve the final fund allocation percentages for the Child Signature Program from the five accounts as reported at the October 2011 Commission meeting that authorized funding of up to \$45 million per year for the program.

DISCUSSION

The following funding display was presented as part of Agenda Item 6 on October 19, 2011. The allocation, by percentages in each First 5 account, was based on how projected expenditures would affect all fund balances when they are disbursed. This allocation was based on an estimate of the balance in each of the five accounts and on implementation plans at that point in time.

CHILD SIGNATURE PROGRAM						
Authority: \$45 Million Per Year for Three Years through June 30, 2015						
Account	FY 12/13	% of FY Total	FY 13/14	% of FY Total	FY 14/15	% of FY Total
Media	\$4,950,000	11%	\$9,900,000	22%	\$9,900,000	22%
Education	\$10,800,000	24%	\$22,950,000	51%	\$22,950,000	51%
Child Care	\$12,150,000	27%		0%		0%
Research & Dev.	\$9,900,000	22%	\$7,200,000	16%	\$7,200,000	16%
Unallocated	\$7,200,000	16%	\$4,950,000	11%	\$4,950,000	11%
	\$45,000,000	100%	\$45,000,000	100%	\$45,000,000	100%

Source: First 5 Commission Meeting, Agenda Item 6, October 19, 2011.

Since October 2011, the First 5 Commission's financial plans, fund balances, and implementation activities have changed based on current information. It is staff's responsibility to make sure all accounts are maintained in a positive position.

The final fund allocation percentages below have been represented in the January 2013 and April 2013 Financial Plans presented to the Commission. The first expenditure occurred in May 2013.

In order to document this change for audit purposes, we are seeking formal approval to use the following fund allocation percentages to disburse funds from the Child Signature Program funding authority.

Account Name	Fund Code	Annual Amount	Allocation percentage
Media	0631	\$9,999,000	22.22%
Education	0634	\$19,998,000	44.44%
Child Care	0636	\$4,999,500	11.11%
Research and Development	0637	\$5,004,000	11.12%
Unallocated	0639	\$4,999,500	11.11%
Total		\$45,000,000	100.00%