

FIRST 5 SACRAMENTO COMMISSION ADVISORY COMMITTEE

2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95814

MINUTES

FRIDAY

January 8, 2010

2:30 PM

Members: Steven Berniker, Maisha Dottery (**Absent**), Beth Hassett (**Absent**), Bobbie Hooker, Terry Jones, Ashley Rosales (**Absent**), Amy Lin Tan, Gloria Torres (**Absent**), Betsy Uda, Julie Vails, Kathleen West

Staff: Kim Dahl, Acting Executive Director (**Absent**), Toni Moore, Nancy Benton Cheryl Rookwood, Clerk of the Commission

1. Call to Order
Welcome & Introductions
Action: Meeting was called to order at 2:35 pm. No quorum established until 2:45. Toni Moore, the Commission's new Executive Director was present and introduced herself.
2. Chair's Report
Action: None; no Chair confirmed yet.
3. Approve December 11, 2009 Draft Action Summary
Action: Hooker/Lin-Tan – Approved as presented by unanimous vote.
4. Approve 2010 Meeting Schedule
Action: Jones/Uda – Approved as presented by unanimous vote.
Committee discussed potential meeting cancellation dates later in the year and will discuss modifications later.
5. Approve Nomination of 2010 Chair
Action: Jones/Lin-Tan – Approved Betsy Uda by unanimous vote.
6. Approve Nomination of 2010 Vice-Chair
Action: Hooker/Uda – Approved Julie Vails by unanimous vote.
7. Approve Bylaws Revisions
Action: Hooker/Jones – Approved as presented by unanimous vote.
8. Advisory Committee Staffing Update
 - Toni Moore shared that the staffing capacity for this Committee is under review and that she is looking at options to provide support with existing staff rather than by hiring. She is postponing moving forward with the ASOII interviews and assured the Committee that regardless, there will soon be dedicated staff for this Committee.

9. Executive Director: Commission Report

- Toni Moore advised the Committee that her appointment as the Commission's new Executive Director will be heard by the Board of Supervisors (BOS) on January 12th with an effective date of January 17th.
- Toni announced that Linda Fong-Somera, who is responsible for the Community Based Initiatives along with Julie Beyers, has just returned from family leave. Julie will begin a medical leave at the end of January for approximately three months and Myel Jenkins will be filling in while Julie is out.
- Toni reported on the Competitive Bid processes – we have five awards pending: Breastfeeding, Nutrition, Crisis Intervention/Safe Emergency Child Care, Parent Education/Home Visitation, and Community Based Initiatives (CBI). These are all pending recommendations until our Strategic Plan has been finalized and submitted to First 5 California.
- Toni further advised that we have recently released two Requests for Proposals (RFP): Evaluation Services was released on December 30th. The due date is January 29th. The Museums RFP was released on January 5th, with responses due February 16th.
- Toni continued her reporting by addressing the following:
 - The County Budget shortfall is estimated at \$120 million which is approximately double from last year. The Departments of Human Assistance (DHA) and Health and Human Services (DHHS) have been given three target scenarios to formulate budget reductions. The County has preliminary Budget hearings set for February 23rd – 25th.
 - The Governor is expected to release the State Preliminary Budget Report on January 11th. We will be looking for potential impacts to First 5.
 - The Board of Supervisors is meeting on January 13th when they will consider comments on First 5 Sacramento's Strategic Plan.
 - Highlights of upcoming Commission meetings:
January 19th: We will be looking at the Advance to Contractor's Policy; making minor changes to the Supplantation Policy; reviewing the CPS proposal regarding Clearance Exams; and deciding how to respond to the BOS comments on the Strategic Plan.
February 8th: Present the Draft 2009-2010 First 5 Sacramento Evaluation Report; an overview presentation on Community Based Initiatives (CBI) to promote better understanding; and CBI funding recommendations. There will be more items on the Agenda; this is what we know at this time.

Several Committee members had questions and comments regarding the Strategic Plan hearing at the BOS. Terry Jones requested feedback on the Supplantation issues from the Executive Director.

10. Commission Staff Reports:

a. Children's Health Initiatives and Fluoridation Work Group

- Myel Jenkins spoke about Breastfeeding Support Services and Nutrition and Physical Activity RFP's. Our goal is to post Letters of Intent to Award the week of January 19th and take funding recommendations to the February Commission meeting.

Breastfeeding Support: RFP for \$5.5 million released in September 2009. Three Proposals received. Three reviewers participated from Advisory Committee in a 3-step

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review process. 1st step: Internal review to ensure proper documentation submitted; a pass/fail step. 2nd step: Internal review with Commission Staff. 3rd step: External review by three person panel. 150 points out of 185 needed to be recommended to the Commission for funding.

Nutrition and Physical Activity: RFP for \$2.5 million released in October 2009. Received three proposals that went through the same review and scoring process as reflected above.

Our web site is continually updated with the latest information.

b. Community Building Initiative (CBI)

- Julie Beyers spoke about the CBI and Social Capital presentation to the Commission at the February meeting. The presentation will highlight the benefits of building social capital and how CBI helps that effort. We are hoping several of our Grantees will speak.
- We will then bring the last rounds of funding recommendations to the Commission. There are 13 applications still in review.
- Two more grant deadlines in March: Regular CBI Grants and Phase 2 Grants. That will complete the current application cycle. We launch into a new funding cycle in July.

c. School Readiness Initiative

- Doreen Diehl shared that the RFP for Museums for Interactive Exhibits was released on January 5th.
- We began our 4 year funding cycle in 2008, which was two years into the last Strategic Plan funding cycle. Our new funding cycle begins July 1, 2010 and we will be funding for two years as we don't anticipate a State match for this program after 2012.
- School Readiness Coordinators are eager to identify the most effective elements of the program.
- We are anxious to attend the State First 5 meeting which will be held in Sacramento in January. The State has been conducting their Project Legacy Study and focus groups around the state, evaluating results and will prioritize funding for the resulting Legacy Programs.

d. Effective Parenting Initiative

- Verronda Moore shared that a Request for Applications (RFA) for Effective Parenting and a Request for Proposals (RFP) for Parent Education and/or Home Visitation Services were released in October and November, respectively.

Request for Applications (RFA) Crisis Intervention Services and/or Safe/Emergency Childcare: Released October 2009. Four applications were submitted by the 5 PM December 7, 2009 deadline. The applications were reviewed and scored by both an Internal and External Review Panel (5-Member Panel). The posting of the Intent to Award is anticipated by Monday, January 25, 2010 and funding recommendations presented to the Commission at the February 8, 2010 meeting.

Parent Education and/or Home Visitation Services: Released November 2009. Thirteen (13) Letters of Intent submitted by the 5 PM December 16, deadline. The RFP submission deadline is 5 PM on Monday, January 11, 2010.

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- Verronda also reported on the need for External Panel Members for the following dates: Wednesday, January 27th from 1:00-4:30 PM in our offices and will reconvene for the Reviewer Scoring Meeting on Wednesday February 17th from 9:30 AM to 4:30 PM at our office. Reviewers will need to score the 13 applications between January 27th and the Scoring Meeting on February 17th. (Note: First 5 Sacramento offers stipends of \$150/full day and \$75/half day to defray any cost incurred while participating in the Reviewer Scoring Meeting on February 17th.)
- Retroactive contracts (“bridge” funding from 8/3/09 – 6/30/10) for the Birth & Beyond Home Visitation Program (DHHS) and Nurse Family Partnership were recently approved and final signatures are being acquired.

11. Work Group Updates:

a. Evaluation Committee:

- Julie Field reported that no Evaluation Committee meeting has taken place since this Committee last met. The next Evaluation Committee Meeting will be on January 25th.
- Julie also reported that an RFA for Evaluation Services was released and Letters of Intent are due today. Has received seven and expects two more which will then be in the Review process for 1-1/2 months. Expect to have decisions to present to the Evaluation Committee at the February 22 meeting.
- The Committee will be discussing the Draft 2009 First 5 Sacramento Evaluation Report on January 25th. We hope to take to the Commission in February for approval and will provide a final copy to the Advisory Committee in March.

b. Financial Planning Committee: No report.

12. Membership Report: None.

13. Future Agenda topics

- Committee Member Bobbie Hooker recommended this Committee develop a Sponsorship Policy for alcohol and drug.

14. Announcements/Comments

- Toni Moore inquired about the vacancies on this Committee. She will be approaching the Human Services Coordinating Council for nomination recommendations.

15. Public Comments

None.

16. Adjourn: Adjourned at 3:40pm.

Action: Jones: motion to adjourn.

Respectfully submitted,

Cheryl Rookwood, Clerk
First 5 Sacramento Commission
Advisory Committee

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