

**SYSTEMS AND POLICY COMMITTEE MEETING**  
**March 15, 2018, 3:30 PM to 5:00 PM**  
**601 Texas Street, Suite 210, Fairfield, CA 94533**

**CALL TO ORDER**

**I. Introductions, Public Comment, Commissioner Comment**

**II. Consent Calendar**

**Action**

- A. Approve the March 15, 2018 SPC Meeting Agenda
- B. Approve the February 6, 2018 SPC Meeting Minutes
- C. Receive the Commissioner Meeting Attendance Status Report

**III. Co-Sponsorship of Training and Conferences Fund Application**

**Action**

**Motion A:** Consider approval of a request from Solano County Office of Education for an allocation of up to \$3,000 to provide a training on the Desired Results Developmental Profile: Kindergarten (DRDP-K) to transitional kindergarten teachers

*Megan Richards, First 5 Solano*

**IV. Vallejo Early Childhood Center Project Plan**

**Discussion**

Receive an update on the project plan for the Vallejo Early Childhood Center

*Michele Harris, Executive Director, Lorraine Fernandez, Program Manager*

**V. Annual Grants Fund Implementation**

**Information**

Receive an update on the implementation of the Annual Grant Fund

*Michele Harris, Executive Director*

**VI. Systems Change Update**

**Information**

Receive an update on the Systems Change activities

*Lorraine Fernandez, Program Manager*

**VII. First 5 Solano Staffing and Finance Update**

**Information**

Receive a report on First 5 Solano staffing and financials

*Megan Richards, Deputy Director*

**VII. Future Agenda Items, Meeting Time/Date/Location**

**Information**

The Systems and Policy Committee is scheduled to meet next on Thursday, May 17, 2018, 3:30 PM to 5:00 PM, at 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Systems Change Update, and Staffing and Finance Update

**ADJOURN**

**Vision:** All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities.

**Mission:** First 5 Solano Children and Families Commission creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities.

The First 5 Solano Children and Families Commission does not discriminate against persons with disabilities. If you require a disability-related modification or accommodation in order to participate in the meeting, please call (707) 784.1332 at least 24 hours in advance of the meeting to make arrangements. Non-confidential materials related to an item on this Agenda submitted to the Commission are available for public inspection at the First 5 Solano business office, 601 Texas Street, Suite 210, Fairfield, CA during normal business hours.



**First 5 Solano Children and Families Commission  
Systems & Policy Committee Meeting**  
February 6, 2018, 3:00 PM – 4:30 PM  
601 Texas Street, Suite 210, Fairfield, CA

**Minutes**

Commissioners present: Jerry Huber, Erin Hannigan, Marisela Barbosa

First 5 Solano Staff present: Michele Harris, Megan Richards, Lorraine Fernandez, Juanita Morales, Gene Ibe, and Andrew Boatright

Members of the public present: Tyffany Wanberg (Foster Kinship Care), Dottie Nicholson (Foster Kinship Care)

Chair Huber called the meeting to order at 3:02 PM

**I. Public Comment**

There were no public comments.

**II. Consent Calendar**

A. Approve the February 6, 2018 SPC Meeting Agenda

***Motion: Approve the SPC Meeting Agenda for February 6, 2018***

**Moved by Commissioner Hannigan; Seconded by Commissioner Barbosa  
Approved 3-0-0**

**Yea: Commissioners Huber, Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

B. Approve the November 9, 2017 SPC Meeting minutes

***Motion: Approve the SPC Meeting Minutes for November 9, 2017***

**Moved by Commissioner Hannigan; Seconded by Commissioner Barbosa  
Approved 3-0-0**

**Yea: Commissioners Huber, Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

C. Receive the Commissioner Meeting Attendance Status Report

**III. Co-Sponsorship of Training and Conferences Fund Applications**

Commissioner Huber recused himself for Motions A and B.

***Motion A: Approve a request from Solano County Health and Social Services, Public Health Division, Black Infant Health, for an allocation of up to \$3,000 to provide a Certified Lactation Education course***

**Moved by Commissioner Barbosa; Seconded by Commissioner Hannigan  
Approved 2-0-0**

**Yea: Commissioners Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

***Motion B: Approve a request from Solano County Health and Social Services, Public Health Division, Black Infant Health, for an allocation of up to \$1,000 for Sakari Lyons, Community Services Coordinator, to attend Leadership Vallejo***

**Moved by Commissioner Barbosa; Seconded by Commissioner Hannigan  
Approved 2-0-0**

**Yea: Commissioners Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

Commissioner Huber returned.

Megan Richards described 23rd Annual Foster Kinship Care Education Conference's funding and partners beyond First 5 Solano. Tyffany Wanberg described the target population for the conference.

***Motion C: Approve a request from Solano Community College, Foster Kinship Care Education Program for an allocation of to \$3,000 to hold the Annual Foster Kinship Care Education Conference***

**Moved by Commissioner Hannigan; Seconded by Commissioner Huber  
Approved 3-0-0**

**Yea: Commissioners Huber, Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

#### **IV. Planning for 2018 and Beyond**

A. Agency Conducting Annual Audit – Michele Harris described the process for First 5 Solano's current Annual Audit

**Motion:** Consider recommending approval to modify Section 7.3-05(g) of the Solano County Code regarding agency conducting annual audit and alternatives to complete the audit by bringing a motion to the full commission to edit the county code and go out to bid for audit services.

***Motion: Recommend approval to modify Section 7.3-05(g) of the Solano County Code regarding agency conducting annual audit***

**Moved by Commissioner Hannigan; Seconded by Commissioner Barbosa  
Approved 3-0-0**

**Yea: Commissioners Huber, Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

## **B. Commission Meeting Schedule**

Ms. Harris described First 5 Solano Children and Families Commission's current schedule and proposed to commissioners that a schedule change could be influential in increasing who is available to attend meetings given that historically the public has not been in high attendance.

Committee discussed implications of schedule changes and agreed the discussion could be brought to the full commission. The Committee approved staff's recommendation to survey the full Commission regarding availability for blocks of time during the week (e.g. Monday mornings, Monday afternoons, Monday evenings, Tuesday mornings, etc.)

## **C. Committee Structure**

Ms. Harris briefly described the function of each committee currently held by First 5 Solano Children and Families Commission (Program & Community Engagement and Systems & Policy) and noted the juxtaposition of commission members from past and present commissions as being practitioners previously and policy makers currently. In addition, Ms. Harris noted that with the evolution of the work of the Commission, along with an increased effort around systems change and the Commission moving its budget to its sustainable level of spending, that is was a good opportunity to take a look at all current administrative practices to ensure that they are still relevant and the best use of limited resources. Lastly, Ms. Harris noted the importance of utilizing the Commissioner's time in the most effective way to achieve agency goals. For example, Ms. Harris suggested that a single "policy oversight" committee might be a better fit, in lieu of two standing committees.

Commissioners discussed committee structures of other boards and commissions they had seen or experienced. Staff discussed other First 5s committee structure. Commissioners agreed a proposal can be brought forward for a change to committee structure.

## **V. Annual Grants Program**

Ms. Richards gave an overview of the Annual Grants Policy aim and funding available based on the commission's decisions during the Annual Retreat. Ms. Richards described the \$20,000 grants, allocated from pool of \$200,000 available for gap funding and innovation. Staff recommendation is that Co-Sponsorship and Community Engagement funds could be offered at a higher amount during the application period designated for Annual Grants, leaving the normally allocated funds available throughout the year.

Ms. Richards noted the process for solicitation is in development.

***Motion: Recommend approval of the Annual Grants Program Policy***

**Moved by Commissioner Huber; Seconded by Commissioner Hannigan  
Approved 3-0-0**

**Yea: Commissioners Huber, Hannigan, Barbosa**

**Nay: None**

**Abstain: None**

**VI. Systems Change Update**

Ms. Harris reviewed the plan to implement iPads into county clinics with the Get Well program to conduct developmental screenings during well child checks and noted that after 6 months of planning, H&SS has determined that they currently don't have the capacity to implement the project. Budget implications include the \$300,000 unspent in FY2017/18 and a service gap of 6 months not supporting developmental screening.

Discussion included timelines for spending a portion of the \$300,000 to ensure developmental screenings are available during the transition period.

Committee agreed that supporting the cost of continuing developmental screenings in the interim is needed.

Lorraine Fernandez noted several events occurring for systems change including a meeting of funders in Vallejo at the end of March, the screening of the film "Resilience" in Vallejo on January 31<sup>st</sup> having just occurred, and a legislative visit conducted by Megan Richards and Margot Grant-Gould (First 5 Association Policy Director) regarding infant-toddler care Assemblymember Maria Aguiar-Curry to be scheduled.

**VII. First 5 Solano Staffing and Finance Update**

Ms. Richards reviewed the RFP process underway by staff and First 5 Solano's involvement in assisting Health & Social Services with two RFPs. Ms. Richards also noted that contracts support was also requested by H&SS for their staff. Should First 5 Solano provide these additional supports, H&SS would pay for staff time and resources, resulting in additional revenues for the Commission.

**VIII. Future Agenda Items, Meeting Time/Date/Location**

The next Systems and Policy Committee is scheduled to meet next on Thursday, March 15, 2017, 3:30PM, at 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items include: Systems Change Update and Staffing and Finance Update.

### **Adjourn**

Commissioner Huber adjourned the meeting at 4:32 PM.

Andrew Boatright, Office Assistant III

Approved:





**DATE:** March 9, 2018

**TO:** Gerald Huber, Systems and Policy Committee (SPC) Chair  
Erin Hannigan and Marisela Barbosa, SPC Members

**FROM:** Megan Richards, SPC Staff

**SUBJECT:** Systems and Policy Committee Meeting Staff Report

**Agenda Item III: Co-Sponsorship of Training and Conferences Fund Application**

**Motion:** Consider approval of a request from Solano County Office of Education for an allocation of up to \$3,000 to provide a training on the Desired Results Developmental Profile: Kindergarten (DRDP-K) to transitional kindergarten teachers

**Staff Recommendation:** Approve

**Staff Report:** Solano County Office of Education (SCOE) is requesting \$3,000 to provide a training on the *Desired Results Developmental Profile: Kindergarten* to transitional kindergarten teachers in Solano. More commonly known as the DRDP, this comprehensive observation and assessment tool is used in many high quality pre-schools, such as Head Start, to assess children on a variety of areas of learning and development and inform both individual child needs, as well as overall classroom curriculum. Transitional kindergarten teachers in Solano have requested training on the tool specific for TK which would increase alignment with both the California Department of Education's Preschool Foundations and Frameworks, as well as the California Content Standards for Kindergarten.

The requested \$3,000 from First 5 Solano will pay for the fees to have WestEd conduct the course which will be open to all transitional kindergarten teachers in Solano. SCOE will co-sponsor the course by providing space, registration, and refreshments.

**Summary:** The application for Agenda Item III is included as Attachment B. For FY2017/18, the Commission funded the Co-Sponsorship of Training and Conferences fund at \$25,000 and it currently has a balance of \$6,525. If this award of funding is approved in the recommended amount, the balance of the fund will be \$3,525.

**Agenda Item IV: Vallejo Early Childhood Center Project Plan**

At the Commission October 2017 retreat, the Commission gave direction on several funding decisions for incorporation into its Program Investment Plan. One of those decisions was to provide up to \$300,000 to focus support in Vallejo. The Commission supported staff seeking additional funding partners for a First 5 Center to be located in the high-risk zip code of Vallejo;

this center would support services that crossed the Commission's strategic plan priorities. Staff committed to bring back a plan in 6-months for the Commission's consideration.

Since that time, staff have been working on multiple aspects of a First 5 Early Childhood Center, and have developed the Vallejo Early Childhood Center Project Plan (Attachment C) in order to track the progress on this project. This report is a preview of the 6-month plan, which will be provided to the Commission in April, and is submitted for Committee feedback.

The activities that have been addressed to date are as follows:

1. Program Design – Staff have visited several similar programs in neighboring counties and drafted a program design for the Vallejo Early Childhood Center (VECC). See “Activities and Outcomes” sheet (Attachment D) for a summary of program design to-date.
2. Funding – Staff have drafted a grant proposal for the VECC, so that when a funding opportunity comes available that aligns with the activities and outcomes for the VECC, First 5 Solano will be positioned to quickly apply for funding. Additionally, First 5 Solano has been invited to apply to Kaiser Permanente for a grant that would support multiple strategies for the VECC. Staff submitted an \$80,000 grant request late February; should the grant be awarded, the funding would be available for this first year of the VECC.
3. Space – Staff has explored multiple space options for the Early Childhood Center in Vallejo. First, staff worked with Applied Survey Research (ASR) to get more granular information regarding the pockets of poverty in the Vallejo zip codes with the highest risk factors. See Attachment E, for a map of the Vallejo zip codes and their associated levels of poverty. Supported by Commissioner Hannigan (and her team), staff were able to meet with Fred Sessler, a well-known realtor in Vallejo to discuss options for space in Vallejo.

Additionally, supported by both Commissioners Hannigan & Estrella-Henderson, staff was also able to meet with Dr. Clark, the Vallejo City Unified School District Superintendent regarding the potential to utilize school space for the VECC. Given the poverty map, space at the old Vallejo Middle School on Amador has been identified for possible use, along with several other potential sites. Staff has submitted the attached (Attachment F) letter of interest to VCUSD to explore the possibility of locating the VECC on a school campus.

4. Partners – Staff have been talking to multiple partners about the Vallejo Early Childhood Center. Some notable partnerships developing include:
  - **Child Start, Inc.** – Child Start, the Head Start operator in the county, is also looking for space to place 3 of their Head Start classrooms. First 5 Solano and Child Start have been looking for space where our agencies could co-locate,

thereby sharing resources, referring clients and/or their siblings to each other's programs, and overall leveraging each agency's strengths.

- **Solano County Health & Social Services** – H&SS has also agreed that co-location of some of their staff could be beneficial, and is willing to allow staff to serve clients from the VECC throughout the week. Staff are envisioning that the clients would have access to staff from Employment & Eligibility to be able to enroll in services and/or inquire about their current services, WIC for regular distribution of resources, as well as specialty services on an as needed basis, such as a “dental screening/sealants” day.

Over the coming months and after a site is selected, staff intend to engage in similar conversations about onsite services with the Workforce Development Board, the Food Bank, and Child Support Services.

#### **Agenda Item V: Annual Grants Fund Policy**

At the February Committee meeting, this Committee reviewed and recommended approval of the Annual Grants Fund Policy. At that time, staff reported that opportunities for increased funding via the Co-Sponsorship of Conferences/Training Fund and the Community Engagement Fund would be made available through this process. See below for excerpt from committee staff report, and in particular, the highlighted section:

---

Excerpt: In addition to Applications for the Annual Grants Fund, the Annual Grants Program would allow applications for the Co-sponsorship of Conference and Training Fund and the Community Engagement Fund that were larger than currently allowable during the annual Application period.

(Continued on next page)

<b>First 5 Solano Annual Grants Program</b>			
	<b>Annual Grants Fund</b>	<b>Co-Sponsorship of Training and Conferences Fund</b>	<b>Community Engagement Fund</b>
<b>Annual Amount Available</b>	\$200,000	\$25,000	\$10,000
<b>Application timing and amounts</b>	<u>One-time annually</u> for applications up to \$20,000 (Approximate timeline: Applications accepted April; awards of funding June)	<u>One-time annually</u> for applications over \$3,000 (coinciding with Annual Grant Fund)	<u>One-time annually</u> for applications over \$300 (coinciding with Annual Grant Fund)
		<u>Ongoing</u> for applications \$3,000 and below	<u>Ongoing</u> for applications \$300 and below
<b>Consideration process</b>	Formal review panel; Full Commission allocates funding	Applications over \$3,000: Formal review panel; Full Commission allocates funding (coinciding with Annual Grants Fund)	Applications over \$300: Formal review panel; Full Commission allocates funding (coinciding with Annual Grants Fund)
		Applications \$3,000 and below: Staff review and recommendation to Committee for delegated approval	Applications \$300 and below: Staff review and recommendation to Committee chair for delegated approval

End excerpt

Since the last committee meeting, staff have been working to blend these 3 funds into 1 application process that would be understandable to the applicant and would meet the commission's needs. It has become clear to staff that the recommendation to combine these funds was strong in concept, but problematic to implement.

The Annual Grant Fund Policy motion that was made at the February meeting is still relevant and can be brought forward to the full Commission in April. However, for implementation, staff are recommending that these 3 funds remain separate. Staff will implement the Annual Grants Fund Policy on behalf of the Commission. On a separate track, staff will review the policies associated with the other 2 funds (Co-Sponsorship of Conferences & Training, and Community Engagement Fund) and will make recommendations to modify these policies as appropriate.

## **Agenda Item VI: Systems Change Update**

The following are brief descriptions of recent notable systems change activities:

### **Systems are Strengthened:**

- *Poverty Simulation:* In partnership with the Department of Child Support Services and Solano County Public Health, First 5 Solano hosted two community poverty simulation workshops in February 2018. Each simulation was a unique training for policy makers and service providers interested in learning about challenges and situations experienced by families living in poverty. The role-play simulated a one-month time frame in which participants were randomly assigned to “families” and given a different life scenario. The simulation required participants to work, access benefits, buy food, and maintain housing given the scenario assigned. Additional volunteers in the simulation played vital roles representing “community resources,” such as the bank, an employer, or the doctor, with whom the families interacted during role-play.

Feedback on the poverty simulation has been positive, with multiple other agencies expressing interest in bringing the simulation back to Solano for their staff.

- *Solano Nonprofit Capacity Assessment:* The Solano Nonprofit Capacity Assessment survey has been completed and Learning for Action (LFA) is compiling the results and their recommendations for future action. This report will come forward to the Commission at a future meeting. In addition, staff is planning on convening a group of stakeholders (nonprofits, funders, H&SS staff, and First 5 Solano staff) to discuss the results of the report and talk about potential next steps for the county.

### **Systems are Expanded**

- *Upcoming Northern California Grantmakers (NCG) Funder Convening:* First 5 Solano & Health & Social Services have been meeting with a group of funders since 2016 to talk about the funding disparity in Solano, as compared to the rest of the Bay Area. The next meeting of this funder group will be held in the end of March in Vallejo, and will include discussions on the nonprofit capacity assessment as well as a discussion on Vallejo and opportunities to partner to change outcomes for families in that city. Additional participants have been invited to this meeting, including several nonprofit leaders that work in Vallejo, as well as Vallejo policymakers.
- *Kaiser Grant Opportunity:* First 5 Solano has submitted a grant application to Kaiser for \$80,355 grant to fund the Vallejo Nutrition Education/Obesity Prevention program. The program will be implemented at the Vallejo Early Childhood Center, beginning in October 2018, to provide children 0-5 and their families with nutrition and physical activity classes, healthy food distribution, and linkages to health and social services. In addition, a Wellness Leadership Committee made up of center parents will be developed with the goal of encouraging healthy lifestyles to reduce obesity.

- *Systems Change Optional Grant Opportunity:* On February 15<sup>th</sup> an optional grant opportunity was released to the seven First 5 Solano grantees that successfully completed the UC Berkeley Fundraising and Volunteer Management Program. Funding of up to \$5,000 will support the implementation of the grantee's final project; and/or other activities and outcomes in the areas of fundraising and volunteer management. Applications were due on February 28<sup>th</sup>. Six of the seven First 5 Grantees that participated have submitted applications to garner support to implement their project.
- *Tipping Point Fire Relief Proposal:* In November 2017, First 5 Solano staff met with Tipping Point Foundation regarding the over \$30 million Tipping Point has raised for North Bay fire relief. Through discussions with Tipping Point and understanding of what Tipping Point was seeking to fund with their fire relief resources, First 5 Solano reached out to Workforce Development Board who submitted a proposal to Tipping Point for \$500,000 over two years to retrain and place workers in Solano who lost their jobs due to the North Bay fires. The job training will focus on employment opportunities that will become available as the North Bay rebuilds, such as hazardous waste removal, large equipment operation, construction, and manufacturing. Tipping Point staff is forwarding the request to their Board who is considering fire relief proposals.

#### Systems are Integrated

- *Board of Supervisors Presentation on Community Health Improvement Plan:* First 5 Solano staff participated in a presentation to update the Board of Supervisors on the 2017 Community Health Improvement Plan (CHIP) for Solano County. Strategic health issues addressed in the plan included: Homelessness and Lack of Affordable Housing, Poverty, Unemployment, and Inequitable K-12 Education & Barriers to Educational Attainment. First 5 Solano provided an overview of Solano Kids Thrive's strategies to increase awareness of Adverse Childhood Experiences (ACEs) in the community by hosting community screenings of the film, "Resilience: The Biology of Stress & the Science of Hope", launching a "Resilient Solano" website, and developing a county-wide "Resilience plan".
- *Resiliency Plan:* On behalf of Solano Kids Thrive (SKT), First 5 Solano is guiding efforts to develop a county-wide 'Resilience Plan.' With \$50,000 from Solano County Public Health as part of their CHIP implementation, First 5 Solano has partnered with ACEs Connection Network to promote understanding of Adverse Childhood Experiences (ACEs) in the community. During the plan development phase, ACEs Connection Network will solicit input from multiple sectors, including education, healthcare, law enforcement, faith-based organizations, and non-profits, to develop a local Resiliency Plan. SKT will then discuss implementation of the strategies outlined in the Resilience Plan.



**Agenda Item VI: First 5 Solano Staffing and Finance Update**

**Staffing Update:** First 5 Solano remains fully staffed and no vacancies are anticipated.

**Finance Update:** With 66% of the year complete (through February 28, 2018), \$1,677,625 (42%) of the revenue (monthly disbursements, state match, interest, and other revenue) has been received. Additionally, \$512,137 (62%) of the salaries & benefits budget has been expended, \$61,712 (49%) of the services & supplies budget has been expended, and \$1,575,705 (42%) of the grants budget has been expended. Overall, \$1,677,625 (42%) of revenues have been received, and \$2,164,420 (46%) of expenses were incurred.

Attachment A: Commission Meeting Attendance Log

Attachment B: Co-Sponsorship of Training Application

Attachment C: Vallejo Early Childhood Center Project Plan

Attachment D: Activities and Outcomes Matrix

Attachment E: Childhood Poverty Map

Attachment F: VCUSD Space Utilization Letter of Interest





# 2018 COMMISSIONER MEETING ATTENDANCE LOG

COMMISSION MEETINGS													
1/9/18		FEB	3/6/18	4/3/18	MAY	6/5/18	JUL	8/14/18	SEP	10/2/18	10/20/18	NOV	12/4/18
HANNIGAN	Present	NO MEETING	Absent		NO MEETING		NO MEETING		NO MEETING			NO MEETING	
HUBER	Present		Present										
AYALA	Present		Present										
BARBOSA	Present		Present										
BARTON	Present		Present										
CRUTISON	Present		Present										
ESTRELLA-HENDERSON	Present		Absent										
NEFF	Present		Absent										
PROGRAM AND COMMUNITY ENGAGEMENT COMMITTEE MEETINGS													
JAN		2/15/18	3/15/18	APR	5/3/18	JUN	7/19/18	AUG	9/6/18	OCT		11/15/18	12/6/18
AYALA	NO MEETING	CANCELLED		NO MEETING		NO MEETING		NO MEETING		NO MEETING			
ESTRELLA-HENDERSON													
CRUTISON													
SYSTEM AND POLICY COMMITTEE MEETINGS													
JAN		2/6/18	3/15/18	APR	5/17/18	JUN	7/19/18	AUG	9/20/18	OCT		11/15/18	12/20/18
HUBER	NO MEETING	Present		NO MEETING		NO MEETING		NO MEETING		NO MEETING			
HANNIGAN		Present											
BARBOSA		Present											

## FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION MEETING ATTENDANCE POLICY

The Solano County Code (Chapter 7.3) and First 5 Commission Policy set forth the requirements of Commissioner meeting attendance. Per these documents, Commissioners cannot miss three Meetings in a row or more than 50% of Meetings in a calendar year, whereas "Meetings" are defined as meetings of the full Commission per the approved annual Commission Meeting Schedule. In addition, Commissioners serving on a standing Committee cannot miss more than 50% of Committee Meeting.





## Co-Sponsorship of Training and Conferences Fund Application

First 5 Solano Children and Families Commission can provide up to \$3,000 to support conferences and/or training that benefits providers of services to children aged 0-5 and their families.

Application Date: February 1, 2018

Applicant Name: Lisa Eckhoff

Organization(s) Name (if applicable): Solano County Office of Education

Address (Street, Apt., City, Zip): 5100 Business Center Drive, Fairfield, CA 94534

Phone Number: 707-399-4407

Email: LEckhoff@SolanoCOE.net

Date of Training/Conference: TBD (prior to 6/30/18) Time of Training/Conference 8:30 am-4:00 pm

Location of Training/Conference: Solano County Office of Education

Describe the proposed training/conference/activity and how it will directly contribute to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children 0-5 and their families include any informational material as a separate supplemental attachment.

Solano County TK teachers are being encouraged to use a common assessment/observation tool, and Vallejo City USD teachers have requested training on the DRDP-K. The DRDP-K is a free assessment tool for transitional kindergarten and kindergarten students. The tool is designed to provide useful information to teachers and administrators in order to better address students' learning and developmental needs. The DRDP-K is developmentally appropriate and is aligned with the California Preschool Learning Foundations and Frameworks. This training will be opened to all Solano County TK teachers and administrators.

What is the goal/purpose of your activity/event? Provide training to TK teachers throughout Solano County to implement the DRDP-K with their students, use the results to guide instruction, and raise the overall quality of TK early learning programs.

Who is the "audience" for the activity/event? Solano County TK Teachers & Administrators

What is the total number of people expected to attend? Up to 30 Participants

Are you charging a registration fee to attendees? Yes Amount: \$15.00

What is the total estimated cost of the Activity/Event? \$ 4,000.00

What is the total dollar amount you are requesting from First 5? \$3,000.00

Are you receiving funds from any other sources for this event? Yes If so include in budget.

Please provide a detailed budget breakdown for your training/conference/activity.

Type	Cost	Amount Requested	Amount from other source or in-kind	Description
Instructor Cost	\$3,000.00	\$3,000.00	\$	WestEd's fees for 20-30 participants
Facility Rentals	\$300.00	\$	\$300.00	SCOE will provide the training venue
Training Materials	\$	\$	\$	Costs of materials are included in WestEd's fees
Promotion/Advertising	\$200.00	\$	\$200.00	SCOE will provide promotion and registration services
Refreshments	\$500.00	\$	\$500.00	SCOE will provide additional costs of refreshments for the full day training
Supplies/Postage	\$	\$	\$	
Other	\$	\$	\$	
Other	\$	\$	\$	

  
 Applicant Signature

2/1/18  
 Date

**NOTE:** In addition to this Application, if the funding is approved, Applicant must read and sign the "Agreement for Co-Sponsorship of Education, Conferences & Training Fund Grant".

For more information or help completing this application, contact First 5 Solano at 784-1332, email [cfcsolano@solanocounty.com](mailto:cfcsolano@solanocounty.com) or visit [www.first5solano.org](http://www.first5solano.org)

*First 5 use only*

Received: \_\_\_\_\_ S & P Meeting Date: \_\_\_\_\_

Approved by Committee Yes / No      Amount approved: \_\_\_\_\_

Notes:

Attach: S & P Agenda, Staff Report

VALLEJO EARLY CHILDHOOD CENTER – PROJECT PLAN March 8, 2018	
Activity	Tasks
<b>SPACE</b>	
Site Selection & Space Planning	<ul style="list-style-type: none"> <li>• Meet with broker to discuss site needs</li> <li>• Meet with City of Vallejo School District to discuss potential site</li> <li>• Continue site selection with broker for potential site</li> <li>• Space planning</li> </ul>
Finalize Site Lease and Tenant Improvements	<ul style="list-style-type: none"> <li>• Review and approve lease terms</li> <li>• Submit for approval as needed</li> <li>• Implement tenant improvement plan</li> <li>• Determine move-in date</li> </ul>
<b>FUNDING</b>	
Fund Development	<ul style="list-style-type: none"> <li>• Research funders</li> <li>• Submit letters of intent/grant applications</li> <li>• Follow up and network with funders</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Develop and finalize budget</li> </ul>
<b>PROGRAM DESIGN</b>	
Program Design	<ul style="list-style-type: none"> <li>• Develop planned activities and outcomes, with responsible parties (contractors, non-profits, county departments)</li> <li>• Develop sample calendar</li> <li>• Curriculum selection</li> </ul>
<b>PARTNERS</b>	
Release “Request for Proposals” for contracted activities	<ul style="list-style-type: none"> <li>• Develop and release RFP</li> <li>• Bidder’s Conference</li> <li>• Evaluation and Selection</li> </ul>
Contracts	<ul style="list-style-type: none"> <li>• Negotiate contracts and submit for approval as needed</li> <li>• Finalize contracts and tasks/timelines for contractor(s)</li> </ul>
Develop MOU’s with partners for services on-site	<ul style="list-style-type: none"> <li>• Meet with partners who plan to have staff on-site to discuss MOU</li> <li>• Develop and finalize MOUs</li> </ul>
Develop calendar with partners	<ul style="list-style-type: none"> <li>• Meet with Contractor staff, county staff and non-profits to develop a calendar for on-site services</li> </ul>
<b>COMMUNITY ENGAGEMENT</b>	
Develop/Implement Community Engagement plan	<ul style="list-style-type: none"> <li>• Community meetings with stakeholders (Individuals/Groups)</li> <li>• Event Plan for 2018-19</li> <li>• Community Outreach and Marketing/Social Media Campaign</li> <li>• Pandora &amp; PSA’s</li> </ul>
Center Opens	<ul style="list-style-type: none"> <li>• Target Date for Opening: 10/15/18</li> <li>• Grand Opening Event</li> </ul>
Planning for FY19/20 and Beyond	<ul style="list-style-type: none"> <li>• Fund Development Plan</li> <li>• Sustainability Plan</li> </ul>



**Vallejo Early Childhood Center**  
**Activities and Outcomes**

Activity	Outcomes	Responsible Party
<b>STRATEGY: HEALTH AND WELL-BEING</b>		
ASQ Developmental screenings	100% of children identified with developmental delays will be connected to treatment services	ECC
Post-partum depression screenings	100% of mothers identified with post-partum depression will be connected to treatment services	ECC
Parent education on early childhood development and milestones	90% of parents/caregivers will demonstrate increased knowledge as demonstrated by pre-post survey	ECC
Health Education - Healthy eating and preventing childhood obesity	Increased knowledge in important areas to promote a healthy lifestyle	ECC
Health Education - Prenatal Health	TBD	TBD
Health Education - Infant Care	TBD	TBD
<b>STRATEGY: EARLY CHILDHOOD LEARNING AND DEVELOPMENT</b>		
Enrichment activities: - music - literacy/story time - art - science - other school readiness topics	Parents gain confidence as their child's first teacher Children exploration of the world around them	ECC
School Readiness supports (e.g. Bridges to Kindergarten, Pre-K Academies)	75% of children will demonstrate improvement in academic and social-emotional domains, demonstrated by pre-post assessment	ECC
<b>STRATEGY: FAMILY SUPPORT AND PARENT EDUCATION</b>		
Parenting classes with child care available (e.g. Triple P, Nurturing Parents, Abriendo Puertas)	90% of parents/caregivers will demonstrate increased knowledge as demonstrated by pre-post survey. Parents gain confidence in parenting skills and knowledge.	Various Contractors
Parent/child structured play	Increased positive parent-child relationships	ECC
Parent Learning and Support Groups: - Fathers - Mothers - Parents of Special Needs Children - Foster Parents	90% of parents who participate report increased social support	Various Contractors
One-on-one support for families with multiple challenges and/or "in crisis"	50% of families report increased resources and the ability to meet family's basic needs	ECC
<b>STRATEGY: BUILDING COMMUNITY AND COLLABORATION</b>		

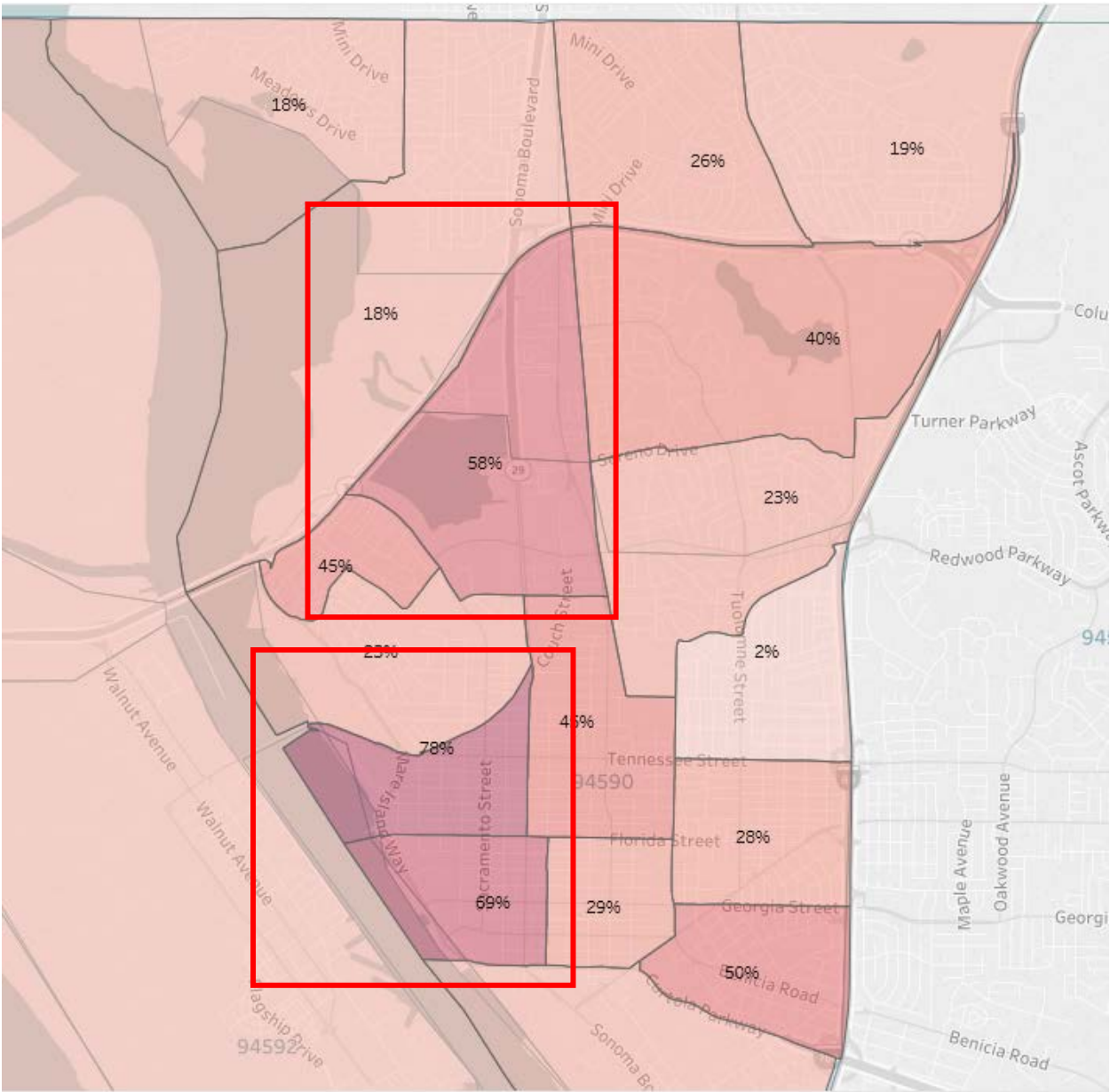
**Vallejo Early Childhood Center**  
**Activities and Outcomes**

Activity	Outcomes	Responsible Party
"Community Advisory Council" made up of center clients	Continuous improvement of relevant programming and activities for children, parents, and families Parents help with outreach and building neighborhood support	ECC
Wellness Leadership Committee	Community members actively engage in increasing the wellness of their community	ECC
Connect parents and families to services in the community	Children and parents will be connected to needed services	ECC
<b>STRATEGY: CO-LOCATED SERVICES</b>		
Basic Needs Resources		ECC
Food Resources		Food Bank
CalWORKS		County H&SS - E&E
WIC		County H&SS - Public Health
Health Insurance Enrollment		County H&SS - E&E
Dental Screenings/Sealants		County H&SS - Public Health
Employment Services		Workforce Development Board
Child Support Services		Child Support Services
Legal & Immigration Services		TBD
Domestic Violence Services		TBD



# Vallejo Hot Spots by Census Tract

% of Children Ages 0-18 in Poverty







IT'S ALL ABOUT THE KIDS

## COMMISSIONERS

Erin Hannigan

*Chair*

Dan Ayala

Marisela Barbosa

Jennifer Barton

Aaron Crutison

Lisette Estrella-Henderson

Gerald Huber

Nicole Neff

February 15, 2018

Dr. Adam Clark

Superintendent, Vallejo City Unified School District

*Sent via email*

Re: Utilization of Vallejo City Unified School District Space

Dear Dr. Clark:

I am writing to express First 5 Solano's strong interest in utilization of VCUSD space to operate an Early Childhood Center, which would provide a variety of services and supports for families with young children, and include multiple preschool classrooms.

## STAFF

Michele Harris

*Executive Director*

Megan Richards

*Deputy Director*

Juanita Morales

*Program Manager*

Gene Ibe

*Program Manager*

Lorraine Fernandez

*Program Manager*

Andrew Boatright

*Office Assistant III*

Andrea Azurdia

*College Intern*

As you know, the First 5 Solano Children and Families Commission (Commission) is funded by a tobacco tax, governed by a 9-member board, and funds programs in the community for children ages 0-5 and their families. Recently, upon review of multiple community indicators of well-being, the Commission funded family strengthening services focusing on Vallejo; specifically targeting areas of high poverty.

On a parallel track, Child Start, Inc., the local Head Start provider, is also seeking space to operate Head Start classrooms in this same area of Vallejo.

First 5 Solano and Child Start, Inc., are interested in co-locating on a VCUSD site in the area of Vallejo with the highest need. During our discussions, the VCUSD site on Amador Street, the old Vallejo Middle School, would be an ideal location to serve our target population.

Together, First 5 Solano and Child Start Inc., are seeking 7 to 9 classrooms. Specific needs are detailed below:

- First 5 Solano's family strengthening programmatic space needs - 4 classrooms.
- Child Start's programmatic space needs - 3 classrooms plus outdoor space for a playground.
- First 5 Solano would also like to utilize office space. This could be accommodated via use of the office facility, or via 2 classrooms, whichever could be accommodated. If this space was unavailable, alternate arrangements could be made.

Both First 5 Solano and Child Start Inc. have the resources to make tenant improvements, including ensuring Child Start facilities are meeting federal requirements for Head Start classrooms, as well as support an ongoing lease payment to VCUSD for the use of the space.

Thank you again for making early childhood a priority for Vallejo students. By supporting the little ones, we hope to contribute to improved student outcomes for our Vallejo students over their school career.

Sincerely,

A handwritten signature in blue ink that reads "Michele Harris".

Michele Harris