

**COMMISSION MEETING**  
**April 7, 2020 – 5:30-7:30pm**  
**3375 Sonoma Blvd, Suite 30, Vallejo, CA 94590**

In furtherance of the direction from Governor Newsom (Executive Order N-25-20) and Solano County Public Health (Solano County's "Stay at Home" Order) and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), **the First 5 Solano Commission Meeting will not be open to the public.**

Commissioners and public may attend via remote meeting using the following options:

**Join livestream via Zoom:**  
<https://zoom.us/j/374855803>

**Join via Phone:**  
1-669-900-6833  
Meeting ID: 374 855 803

**Public Comments:**

Public Comment may be provided by: During the meeting via the phone/computer audio when the Chair calls for Public Comment on an item; or submitting written public comments to First 5 Solano via email at [cfcsolano@solanocounty.com](mailto:cfcsolano@solanocounty.com) by 4:00pm on the day of the meeting.

**CALL TO ORDER / SALUTE TO THE FLAG**

- |   |                    |
|---|--------------------|
| <b>I. Public Comment</b>  | <b>Information</b> |
| <i>This is the opportunity for members of the public to address the Commission on matters not listed on the Agenda that are otherwise within the subject matter jurisdiction of the Commission. Please submit a Speaker Card and limit your comments to 3 minutes.</i>  |                    |
| <b>II. Consent Calendar (5 min)</b>   | <b>Action</b>      |
| A. Approve the April 7, 2020 Commission Meeting Agenda<br>B. Approve the March 3, 2020 Commission Meeting Minutes   |                    |
| <b>III. April Children's Month (10 min)</b>   | <b>Action</b>      |
| Adopt resolutions recognizing April 2020 as Children's Month and Child Abuse Prevention Month<br><i>Juanita Morales, Program Manager</i>  |                    |
| <b>IV. First 5 Solano Allocations of Funding (30 min)</b>   | <b>Action</b>      |
| <b>Motion A:</b> Consider approval of awards of funding up to \$447,370 for year 3 (FY2020/21) to Triple P Parent Education providers as follows:<br>a. Up to \$190,900 to Parents By Choice<br>b. Up to \$125,650 to Child Haven<br>c. Up to \$55,280 to Child Start<br>d. Up to \$26,640 to Fairfield-Suisun Adult School<br>e. Up to \$13,750 to Solano Family and Children's Services<br>f. Up to \$20,080 to Fairfield-Suisun Unified School District<br>g. Up to \$8,820 to Solano County Office of Education<br>h. Up to \$6,250 to Rio Vista CARE<br><i>(Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act)</i> |                    |

**Motion B:** Consider approval of an award of funding up to \$725,204 for 3 years (\$241,735 per year for FY2020/21-FY2022/23) to Solano County Office of Education for the IMPACT program (*Source of funds: 2018-2023 Program Investment Plan through FY2022/23*)

**Motion C:** Consider approval of an award of funding up to \$150,000 for 3 years (\$50,000 per year for FY2020/21-FY2022/23) to SupplyBank.org for the Diaper Kit program (*Source of funds: 2018-2023 Program Investment Plan*)

**Motion D:** Consider approval of an award of funding of up to \$20,000 for 6 months (July 1-December 31, 2020) to Solano County Health & Social Services to close out the dental program (*Source of funds: 2018-2023 Program Investment Plan*)  
*Gene Ibe and Juanita Morales, Program Managers*

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|---|--------------------|
| <b>V. Policy and Oversight Committee Report</b> (Commissioner Barton) (30 min)  | <b>Action</b>      |
| Consider approval of a recommendation to approve an Emergency Response Fund, including: recommending approval of an Emergency Response Fund Policy; and an allocation of \$44,519 in FY2019/20 and \$50,000 in FY2020/21 to support the fund<br><i>Michele Harris, Executive Director</i> |                    |
| <b>VI. Executive Director's Report</b> (10 min)   | <b>Information</b> |
| <i>Michele Harris, Executive Director</i>   |                    |
| <b>VII. Commissioner Remarks</b> (5 min)  | <b>Information</b> |
| <b>VIII. Future Agenda Items, Meeting Time/Date/Location</b>  | <b>Information</b> |
| The next Commission meeting will be held on June 2, 2020 at 5:30PM at 3375 Sonoma Boulevard, Suite 30, Vallejo. Future agenda items include: ECE Follow-up Report, Committee Report, First 5 Center Reconciliation  |                    |

## ADJOURN

**Vision:** All Solano County children are loved, healthy, confident, eager to learn, and nurtured by their families, caregivers and communities. **Mission:** First 5 Solano Children and Families Commission is a leader that fosters and sustains effective programs and partnerships with the community 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  
Commission Meeting**

March 3, 2020, 5:30 PM – 7:30 PM  
3375 Sonoma Blvd, Suite 30, Vallejo, CA

**Minutes**

Commissioners present: Lisette Estrella-Henderson (left 5:59 PM), Jennifer Barton, Aaron Crutison, Mina Diaz (arrived 5:34 PM), Erin Hannigan, Nicole Neff

Chair Estrella-Henderson called the meeting to order at 5:31 PM

**I. Public Comment**

No public comment

**II. Consent Calendar**

***Motion:***

- A. Approve the March 3, 2020 Commission Meeting Agenda
- B. Approve January 14, 2020 Commission Meeting Minutes

**Moved by Commissioner Hannigan; Seconded by Commissioner Barton  
Approved 5-0-0**

**Yea: Commissioners Barton, Crutison, Estrella-Henderson, Hannigan, Neff**

**Nay: None**

**Abstain: None**

Commissioner Diaz arrived

**III. First 5 Solano FY2020/21 Proposed Budget**

Deputy Director Megan Richards presented the proposed budget for FY2020-21. The proposed budget also requests authority be delegated to the Executive Director to incorporate additional grant funds, should they be secured during the fiscal year. Projected expenditures are down 12% due to completion of many one-time First 5 Center tenant improvements allocated in the prior year's budget. Staff will particularly analyze and make efforts to make more utilization of Community Engagement funds.

***Motion:***

- A. Consider approval of the First 5 Solano FY2020/21 Proposed Budget***
- B. Delegate authority to the Executive Director to incorporate additional grant funds in the FY2020/21 budget***

**Moved by Commissioner Hannigan; Seconded by Commissioner Crutison  
Approved 6-0-0**

**Yea: Commissioners Barton, Crutison, Diaz, Estrella-Henderson, Hannigan, Neff**

**Nay: None**  
**Abstain: None**

Ms. Richards shared some background on the Beck Ave Head Start site and the MOU between the County and Child Start for operation. The current lease expires June 2020 and notice will need to be given this month to extend another 5 years.

***Motion:***

***C. Consider an allocation of \$259,978 (\$48,968 per year with a 3% annual increase for 5 years) to extend the lease at 275 Beck Ave. in Fairfield for the Head Start site***

**Moved by Commissioner Hannigan; Seconded by Commissioner Diaz**  
**Approved 6-0-0**

**Yea: Commissioners Barton, Crutison, Diaz, Estrella-Henderson, Hannigan, Neff**

**Nay: None**

**Abstain: None**

Motions D and E, regarding developmental screenings, were considered together. Ms. Richards explained the Bay Area Community Resources allocation would increase their contract from \$500,000 to \$600,000. Healthcare providers are currently performing screenings and referring at-risk cases to Help Me Grow, who lack the capacity at present for this caseload.

***Motion:***

***D. Consider an additional allocation of \$100,000 to Bay Area Community Resources for developmental screenings at the First 5 Center in Vallejo for FY2020/21***

***E. Consider a sole source allocation of \$900,000 (\$300,000 per year FY2020/21-FY2022/23) to Solano Family and Children's Services to extend the Help Me Grow Solano program***

**Moved by Commissioner Diaz; Seconded by Commissioner Neff**  
**Approved 6-0-0**

**Yea: Commissioners Barton, Crutison, Diaz, Estrella-Henderson, Hannigan, Neff**

**Nay: None**

**Abstain: None**

Commissioner Estrella-Henderson recused herself and left the meeting.

Ms. Richards explained that Child Start has been able to fill only one of the two Pre-Kindergarten academies allocated in each of the last two years. Solano County Office of Education has proposed providing one class at the Vallejo First 5 Center.

**Motion:**

**F. Consider a sole source allocation of up to \$10,000 to the Solano County Office of Education for one Pre-Kindergarten Academy session in Vallejo**

**Moved by Commissioner Neff; Seconded by Commissioner Crutison**

**Approved 5-0-0**

**Yea: Commissioners Barton, Crutison, Diaz, Hannigan, Neff**

**Nay: None**

**Abstain: None**

**Recused: Estrella-Henderson**

**IV. Executive Director's Report**

Executive Director Michele Harris invited Commissioners to sign up for reading stories at the First 5 Center.

**V. Commissioner Remarks**

No Commissioner Remarks

**VI. Future Agenda Items**

The next Commission meeting will be held on April 7, 2020 at 5:30PM at Sonoma Boulevard, Suite 30, Vallejo. Future agenda items include: Allocations of Funding, ECE Follow-up Report, Committee Reports, First 5 Center Reconciliation

**Adjourn**

Vice-Chair Barton adjourned the meeting at 6:01 PM.

Luke Winders, Office Assistant III

Approved:





IT'S ALL ABOUT THE KIDS

**DATE:** April 7, 2020

**TO:** First 5 Solano Children and Families Commission

**FROM:** Juanita Morales, Community Engagement Program Manager

**SUBJ: 2020 April Children's Month and Child Abuse Prevention Month**

**Motion:** Consider approval of Resolution #2020-01 recognizing April 2020 as Children's Month and Resolution #2020-02 recognizing April 2020 as Child Abuse Prevention Month in Solano County

It is recommended that the First 5 Solano Children and Families Commission adopt and present a resolution proclaiming April 2020 as "Children's Month" to commemorate observances for children during the month of April. In addition, it is recommended that the Commission adopt a resolution proclaiming April as Child Abuse Prevention Month to recognize the importance of families and communities working together to prevent child abuse and neglect. Both Resolutions acknowledge the importance of all County residents in supporting the health, safety and well-being of Solano's children by ensuring that children have a safe and nurturing environment to reach their full potential.

Over the years, various community partners have joined to expand awareness of young children's issues by promoting "April Children's Month" through public education and community events. These events focus on the need to give children in our community, and around the country, a better chance for a safe and positive future and a supportive environment in which to thrive. Due to the current situation, many "live" community events have been canceled, but observances will go on as planned. In April 2020, the community will be holding the following virtual events and observances:

- Month of the Military Child- "Purple Up" and wear purple on April 17<sup>th</sup>
- Autism Awareness Day (April 2)-Light up blue or wear blue
- National Library Week (April 19-25) and El Dia de los Libros (April 30)- Social media posts and virtual story time
- Week of the Young Child (April 13-18)- Social Media posts throughout the week.

In addition, this year we are asking the Commission to adopt a resolution proclaiming April 2020 as Child Abuse Prevention Month recognizing the following observances:

- Child Abuse Prevention Month-The Blue-Ribbon Campaign will take place via Social Media
- Pinwheels for Prevention (April 1)-Pinwheels will be displayed at Child Haven
- Children's Light of Hope Day (April 9)-Light a candle or a lighter and post on Social Media
- Children's Memorial Flag Day (April 24)- Will raise the Memorial flag at 275 Beck Ave.

Attachment A: 2020 April Children's Month Resolution

Attachment B: 2020 Child Abuse Prevention Month Resolution







IT'S ALL ABOUT THE KIDS

# *Resolution No. 2020-01*

## **RESOLUTION OF THE FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION PROCLAIMING APRIL 2020 AS “CHILDREN’S MONTH” IN SOLANO COUNTY**

**WHEREAS**, First 5 Solano Children and Families Commission is committed to the improvement of health and wellness of all those who live and work in our community and acknowledges the health, safety and well-being of children in Solano County as critical components of the First 5 Solano Children and families Commission strategic plan; and

**WHEREAS**, each year since 2006 Solano County has celebrated and observed the multiple children’s events in April as “Children’s Month”; and

**WHEREAS**, many community partners have joined to expand awareness of young children’s issues by promoting “April Children’s Month” through public education and community events; and

**WHEREAS**, First 5 Solano Children and Families Commission recognize April as World Autism Month and April 2 as Autism Awareness day in recognition of people with autism and those who love and support them; and

**WHEREAS**, National Association for the Education of Young Children and local partners including Solano County Office of Education recognize April 11-17, 2020 as Week of the Young Child celebrating early learning, young children, their caregivers and teachers, families, and communities; and

**WHEREAS**, Solano County Library, in conjunction with the American Library Association and public libraries across the country, celebrates April 19-25, 2020 as National Library Week and April 30, 2020 as “El Dia de los Niños/El Dia de los Libros” (Children’s Day/Children’s Book Day); and

**WHEREAS**, Month of the Military Child allows us to pay tribute to military children across the country for their ability to take on unique challenges and adapt to present and future changes that other youth their age never experience; and

**WHEREAS**, these observances focus on the need to give children in our community and around the country a better chance for safe and positive futures and supportive environments in which to thrive; and

**WHEREAS**, many local organizations have dedicated their efforts to ensuring that all Solano children receive the care, support and services crucial to their growth and development, to build better futures for everyone in Solano County and should be recognized for the work that occurs year-round.

**NOW, THEREFORE, BE IT RESOLVED**, that the First 5 Solano Children and Families Commission hereby proclaims the month of April 2020 as “Children’s Month” in Solano County, and encourages all residents to work to support the health, safety and well-being of children and youth in Solano County.

Dated this 7th day of April 2020

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LISETTE ESTRELLA-HENDERSON, Chair  
First 5 Solano Children and Families Commission

ATTEST:

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Luke Winders, Office Assistant III



## *Resolution No. 2020-02*

### **RESOLUTION OF THE FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION PROCLAIMING APRIL 2020 AS “CHILD ABUSE PREVENTION MONTH” IN SOLANO COUNTY**

**WHEREAS**, First 5 Solano Children and Families Commission is committed to the improvement of health and wellness of all those who live and work in our community and acknowledges the health, safety and well-being of children in Solano County as critical components of the First 5 Solano Children and Families Commission strategic plan; and

**WHEREAS**, Solano Children’s Alliance is sponsoring the Blue-Ribbon Campaign in recognition of National Child Abuse Prevention Month to promote public awareness of the abuse and neglect of children, and the resources available to strengthen and support families; and

**WHEREAS**, across America, National Court Appointed Special Advocates (CASA) Association and its local member organizations set aside a day in April as Children’s Light of Hope Day to recognize and acknowledge the CASA volunteers, foster and adoptive parents who have opened up their hearts and homes to abused and neglected children in our community; and

**WHEREAS**, Children’s Memorial Flag Day is recognized in the United States by the Child Welfare League of America on the fourth Friday of April as a way of memorializing the thousands of children and teenagers who die each year and as a day to raise awareness about the continuing problem of violence against children; and

**WHEREAS**, child abuse and neglect can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse and every segment of our community, and finding solutions requires input and action from everyone; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

**NOW, THEREFORE, BE IT RESOLVED**, that the First 5 Solano Children and Families Commission hereby proclaims the month of April 2020 as “Child Abuse Prevention Month” in Solano County, and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families in Solano County.

Dated this 7th day of April 2020

\_\_\_\_\_  
LISETTE ESTRELLA-HENDERSON, Chair  
First 5 Solano Children and Families Commission

ATTEST:

\_\_\_\_\_  
Luke Winders, Office Assistant III



**DATE:** April 2, 2020  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Gene Ibe and Juanita Morales, Program Managers  
**SUBJ:** **FY2020/21 Allocations of Funding**

**Motion A: Consider approval of awards of funding of up to \$447,370 for Triple P Parent Education Services for FY2020/21 as follows:**

- a. Up to \$190,900 to Parents By Choice
- b. Up to \$125,650 to Child Haven
- c. Up to \$55,280 to Child Start
- d. Up to \$26,640 to Fairfield-Suisun Adult School
- e. Up to \$13,750 to Solano Family and Children's Services
- f. Up to \$20,080 to Fairfield-Suisun Unified School District
- g. Up to \$8,820 to Solano County Office of Education
- h. Up to \$6,250 to Rio Vista CARE

*(Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act)*

**Motion B: Consider approval of an award of funding up to \$725,204 for 3 years (\$241,735 per year for FY2020/21-FY2022/23) to Solano County Office of Education for the IMPACT program** *(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

**Motion C: Consider approval of an award of funding of up to \$150,000 for 3 years (\$50,000 per year for FY2020/21-FY2022/23), to SupplyBank.org for the Diaper Kit program** *(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

**Motion D: Consider approval of an award of funding of up to \$20,000 for 6 months (July 1-December 31, 2020) to Solano County Health & Social Services to close out the Dental program**

*(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

**Introduction**

In December 2017, the Commission adopted its 2018-2023 Program Investment Plan which outlines the Commission's investments for the upcoming five-year funding cycle. This item brings forward allocations of funding to grantee agencies to further support the implementation of the 2018-2023 Program Investment Plan and allocate funds that were not yet allocated for FY2020/21 and beyond.

**Motion A: Consider approval of awards of funding of up to \$447,370 for Triple P Parent Education Services for FY2020/21 as follows:**

- a. Up to \$190,900 to Parents By Choice
- b. Up to \$125,650 to Child Haven
- c. Up to \$55,280 to Child Start

- d. Up to \$26,640 to Fairfield-Suisun Adult School
- e. Up to \$13,750 to Solano Family and Children's Services
- f. Up to \$20,080 to Fairfield-Suisun Unified School District
- g. Up to \$8,820 to Solano County Office of Education
- h. Up to \$6,250 to Rio Vista CARE

(Source of funds: 2018-2023 Program Investment Plan and Mental Health Services Act)

Request for Proposals (RFP) #2018-01 for Triple P Positive Parenting Program parent education services was released in 2018 and eight community agencies were awarded one-year contracts to provide Triple P services. In FY2019/20, the contracts were extended to the same eight agencies to continue providing services. Over the last two years, because agencies received positive responses from parents participating in the program, some expanded their offerings in the various interventions, and thirty new practitioners were trained in Level 2 Seminars and Level 3 Primary interventions to support the additional work.

First 5 Solano staff have discussed with each agency their targets and funding amounts adjusted for FY2020/21. Staff is recommending funding the agencies in the following amounts:

**Table 2  
Triple P Positive Parenting Program FY2020/21**

	<b>Agency</b>	<b>Triple P Levels</b>	<b>Geographic Location</b>	<b>FY2019/20 Amount</b>	<b>FY2020/21 Recommended Amount</b>
2	Parents By Choice	2,3,4G, 4S	Countywide	269,400	190,900
2	Child Haven	3, 4G, 4S	Countywide	94,500	125,650
3	Child Start	2, 3	Vallejo/Fairfield/ Vacaville	37,400	55,280
4	Fairfield-Suisun Adult School	2, 4G	Fairfield/Suisun	25,700	26,640
5	Solano Family and Children's Services	3	Countywide	15,000	13,750
6	Fairfield-Suisun Unified School District-Family Resource Center	2, 3	Fairfield/Suisun	14,200	20,080
7	Solano County Office of Education	2	Countywide	10,500	8,820
8	Rio Vista CARE	3	Rio Vista	9,000	6,250
			<b>Total</b>	<b>\$475,700</b>	<b>\$447,370</b>

Total available funding for Triple P from the 2018-2023 Program Investment Plan and Mental Health Services Act is \$700,000. In addition to the recommendation for direct services, staff has worked with each agency to identify additional training needs and materials and First 5 Solano will continue to act as the coordinator for Triple P and provide support to the overall effort, including coordinating the collaborative, peer support, and outreach.

As the model has been well-received and parents are experiencing positive changes in relationships with their children, First 5 Solano also intends to release another Request for

Proposals in May 2020 for up to \$65,000, providing an opportunity for additional agencies to offer Triple P services throughout the county.

**Motion B: Consider approval of an award of funding up to \$725,204 for 3 years (\$241,735 per year for FY2020/21-FY2022/23) to Solano County Office of Education for the IMPACT program**

*(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

IMPACT (Improve and Maximize Programs so All Kids Thrive) is a First 5 California (F5CA) funded program that supports quality in early care programs through the Quality Rating and Improvement System in all counties throughout the state. Solano County's Quality Counts Program, managed by Solano County Office of Education (SCOE), provides coaching, professional development and site incentives to improve the quality in Child Development Centers, Family Child Care Homes and Alternative settings including Family, Friends and Neighbors. SCOE receives other funding toward the Solano County QRIS and can braid the funding to create an overall system, known as Quality Counts Solano.

The current funding by F5CA is set to expire on June 30, 2020. At the January 14, 2020 Commission meeting the Commission approved First 5 Solano to apply as the lead agency for the next cycle of IMPACT funding of \$664,207 with the addition to the 3:1 local match of \$221,402 for fiscal years 2020-2023. In the 2018-2023 Program Investment Plan, the First 5 Solano Commission allocated \$40,000 annually toward quality early learning to use at match funding. In addition, the Commission can use other quality early learning funds, such as the funds toward Raising a Reader and professional development for providers serving children with special needs to meet the full match requirement of approximately \$73,800 annually. The annual recommended allocation to SCOE to implement the work, includes \$191,735 of the funding from F5CA (the remaining F5CA funds are used for Commission staffing), \$40,000 First 5 Solano match funding, and \$10,000 First 5 Solano funding for training for providers in working with children with special needs.

**Motion C: Consider approval of an award of funding of up to \$150,000 for 3 years (\$50,000 per year for FY2020/21-FY2022/23), to SupplyBank.org for the Diaper Kit program**

*(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

SupplyBank.Org is a system change agency operating like a food bank, but for supplies. Established in 2009, SupplyBank.org began by distributing backpacks to low-income children. Since then SupplyBank.org has expanded to include a Diaper Kit program which provides diapers and baby wipes through partnering with Women, Infant & Children (WIC) offices and Family Resource Centers (FRCs.)

In 2018, First 5 Solano partnered with SupplyBank.org to provide diapers and wipes at the Vacaville FRC through funding from First 5 California (F5CA). The program was successful in the delivery of diapers to 70 families each month. Vacaville FRC has shared the success with the program, not only in providing 70 families with these basic needs, but also that these families tend to engage in FRC services more frequently and are able to stabilize their home budget over time.

The funding through F5CA is set to expire June 30, 2020. First 5 Solano staff is asking the Commission to consider allocating funding toward continuing the program at Vacaville FRC and expanding to two other sites in Solano County: one in Vallejo at the First 5 Center and another in

Fairfield to be determined. \$50,000 annually will provide 210 families with a monthly supply of diapers and wipes.

**Motion D: Consider approval of an award of funding of up to \$20,000 for 6 months (July 1-December 31, 2020) to Solano County Health & Social Services to close out the Dental program**

*(Source of funds: 2018-2023 Program Investment Plan through FY2022/23)*

In 2018/19 the Commission provided \$40,000 to Solano County Health & Social Services, Public Health Division to implement a dental health program for children in Preschool, TK and Kindergarten programs throughout Solano County to supplement Proposition 56 dollars that are not allowable for direct services such as dental screenings and fluoride varnish application. In the first year of funding, Public Health provided dental health education, dental screenings and fluoride varnish application to over 500 children in early care settings. The Commission allocated an addition \$40,000 for FY2019/20 and Public Health was on track to meet the deliverables but have been met with challenges under the current COVID-19 restrictions.

As the goal of this funding was intended to be gap funding until the Proposition 56 plan would identify and implement other funding, staff is recommending allocation of \$20,000 for the first 6 months of FY2020/21 to allow for the program to transition to a sustainable delivery system.

**Conclusion/Next Steps**

This staff report outlines allocations of funding to organizations to implement the majority of the Commission's 2018-2023 Program Investment Plan. In addition to the recommendations in this staff report, recommendations for additional Triple P services and annual grants will be coming forward to at a future Commission meeting.

Should the Commission approve the proposed awards of funding, the next steps include:

- Negotiate contracts, including final budgets and scopes of works, with grantees
- Submission of all required documentation by grantees, such as proof of insurance
- Approval of contracts by County Counsel
- Approval of contracts by Board of Supervisors (or their delegated authority) by June 2020
- Services begin July 1, 2020

***Note: All awardees will be notified that the award of funds by the Commission does not constitute approval to move forward with services. Contracts for services must be successfully negotiated and executed before work can begin. Furthermore, no funds may be expended prior to the execution of contracts approved by County Counsel and the Executive Director/County Administrator/Board of Supervisors, as appropriate.***





IT'S ALL ABOUT THE KIDS

**DATE:** April 2, 2020  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Michele Harris, Executive Director  
**SUBJ: Emergency Response Fund**

**Motion:** Consider approval of a recommendation to approve an Emergency Response Fund, including: recommending approval of an Emergency Response Fund Policy; and an allocation of \$44,519 in FY2019/20 and \$50,000 in FY2020/21 to support the fund

First 5 Solano is in a unique position to be able to assist our community partners by providing resources which may lift barriers to providing services to families in our community during emergency events. Partners who are following local, state, and federal guidelines related to emergency events may be facing challenges meeting with families which could be assisted through technology solutions. In addition, families may be facing additional challenges due to following the guidelines or other challenges based on economic ramifications of the emergency response. This fund is particularly relevant given the recent pandemic with COVID-19.

Staff has identified \$44,519 in unspent funds for annual grants in FY2019/20 and \$50,000 in unallocated funds in FY2020/21 (2018-2023 Program Investment Plan--Health) to allocate to community agencies to alleviate barriers they face in serving families with children ages 0-5. Barriers include but are not limited to: technology needed to serve families remotely; challenges faced by families which have been brought on by the current situation; other barriers identified by community partners to ensure families with young children are getting what they need during this challenging time.

To facilitate providing this funding, the Commission is being asked to approve following:

1. An Emergency Response Fund policy
2. Allocations of funding:
  - a. \$44,519 in FY2019/20 (unallocated funds from Annual Grants)
  - b. \$50,000 in FY2020/21 (2018-2023 Program Investment Fund-Health)

Committee Discussion: The Policy and Oversight Committee agreed with the need for setting up an Emergency Response Fund Policy and setting aside funding toward meeting the community need and forwarded the recommendation to the full Commission.

Attachment A: Emergency Response Fund Policy--DRAFT



## **EMERGENCY RESPONSE FUND POLICY**

This Policy sets forth the purpose and criteria for the First 5 Solano Children and Families Commission (First 5 Solano) Emergency Response Fund (ERF). Monies authorized under this fund must be consistent with and further the priorities and goals of the First 5 Solano Children and Families Commission as set forth in its Strategic Plan.

### **Criteria**

Grant awards from this ERF are based on the following criteria:

1. The funds may be deployed to address needs generated by the by the local, state, and federal response to community emergencies. Such emergencies include, but are not limited to, fires, floods, pandemics, earthquakes, extreme heat waves or drought, lost children, terrorist attack.
2. The funds may also be deployed to support the overall safety and well-being of Solano County's children ages 0-5, their families, and providers of service during challenges of the emergency as stated above.
3. The proposed services align with the First 5 Solano Strategic Plan priorities, goals and results.

### **Purpose**

The purpose of the ERF is to address needs of community partners generated by the local, state, and federal response to community emergencies. This fund provides a vehicle by which the Commission can ensure its investments are able to serve children and families in Solano impacted by the emergency.

### **Funding – Amount and Term**

Funding for the ERF will be allocated by the Commission as funding is needed and available. Any unspent balance remaining at the end of a fiscal year will return to the Commission's Long-Term Financial Plan.

### **Types of Funding**

The ERF shall address needs of community partners generated by the local, state, and federal response to community emergencies, which may include, but are not limited to:

- Purchasing technology to continue services for children ages 0-5 and their families, such as Zoom videoconferencing, surveymonkey, etc.
- Provision of services which are identified by the community to ensure needed First 5 Solano funded services and other services to young children are able to continue.
- Provision of supplies which are identified by the community to ensure families basic needs are met.
- Other grants determined to be consistent with the purpose of the Fund as approved by the First 5 Solano Commission.

### **Guidelines for the Emergency Response Fund**

1. The limit per application is \$7,500.
2. Requests must be made using the approved application form.
3. First 5 Solano grantees that are funded for an activity may use these funds to support an expansion of an existing activity, but may not use ERF funds to accomplish that same activity at the same level.

4. Funding may not supplant other local, state, or federal funding.
5. Funding may be requested by a community agency or individual providing services to pregnant women, children prenatal to five years of age and their families.
6. Funding must be utilized for services and supports in Solano County.
7. Services must be designated tobacco-free.
8. The grant must acknowledge the support of First 5 Solano Children and Families Commission in its advertising.
9. The grant may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office.
10. Grants applications will be reviewed and recommended for funding by the Executive Director and approved by the Chair of the Policy and Oversight Committee. Approved grants will be reported out at the next Policy and Oversight Committee.
11. If the grant is approved, Grantee must read and sign the "Agreement for First 5 Solano Emergency Response Funds" prior to authorization for funds.
12. The requesting individual or agency must agree to complete and return the "Emergency Response Fund Report" about the outcome of the funding within 30 days after the conclusion of the funding. Any individual or organization that fails to provide this report may be considered ineligible for future funding.
13. Grant funds must be utilized in the fiscal year in which they are issued. Any funds not utilized in the fiscal year in which they were issued must be returned to First 5 Solano.

**POLICY AND OVERSIGHT COMMITTEE MEETING**  
**April 1, 2020: 3:00 pm to 4:30 pm**  
**3375 Sonoma Boulevard, Suite 30, Vallejo, CA 94590**

In furtherance of the direction from Governor Newsom (Executive Order N-25-20) and Solano County Public Health (Solano County's "Stay at Home" Order) and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20),  
**the Policy and Oversight Committee will not be open to the public.**

Committee Member and public may attend via remote meeting using the following options:

**Join livestream via Zoom:**

<https://zoom.us/j/571803040?pwd=N0RIZTc4TFZEUWY1SEhiMlVPZ2RpUT09>

**Join via Phone:**

1-669-900-6833

Meeting ID: 571803040

**Public Comments:**

Public Comment may be provided by: During the meeting via the phone/computer audio when the Chair calls for Public Comment on an item; or submitting written public comments to First 5 Solano via email at [cfcsolano@solanocounty.com](mailto:cfcsolano@solanocounty.com) by 2:00pm on the day of the meeting.

**CALL TO ORDER**

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

**II. Consent Calendar**

- A. Approve the December 11, 2019 Policy and Oversight Committee Meeting Minutes
- B. Receive the Commissioner Meeting Attendance Status Report

**Action**

**III. Emergency Response Fund**

**Motion:** Consider a recommendation to approve an Emergency Response Fund, including: recommending approval of an Emergency Response Fund Policy; and an allocation of \$44,519 in FY2019/20 and \$50,000 in FY2020/21 to support the fund

*Megan Richards, Deputy Director*

**Action**

**IV. FY2019/20 Mid-Year Report**

Receive the FY2019/20 Mid-Year Performance Report

*Lorraine Fernandez, Program Manager*

**Information/Discussion**

**V. Strategic Plan Implementation Updates**

Receive updates on the following:

- A. Program: First 5 Center Update
- B. Systems Change Implementation Plan Update
- C. Community Engagement Activities Update

*Megan Richards, Deputy Director; Juanita Morales, Program Manager, Lorraine Fernandez, Program Manager*

**Information/Discussion**

**VI. 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 Policy and Oversight Committee is scheduled to meet next on Wednesday, May 13, 3:30 pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update, Systems Change Implementation Update; Community Engagement 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, 3375 Sonoma Boulevard, Suite 30, Vallejo, CA, 94590 during normal business hours.

**First 5 Solano Children and Families Commission  
Policy & Oversight Committee (POC) Meeting**

April 1, 2020, 3:00 PM – 4:30 PM  
3375 Sonoma Blvd Ste 30, Vallejo, CA

**Minutes**

Commissioners present (remotely via Zoom video conference): Jennifer Barton, Lisette Estrella-Henderson, Erin Hannigan

Chair Barton called the meeting to order at 3:06 PM

**I. Introduction, Public Comment, Commissioner Comment**

There were no public or commissioner comments.

**II. Consent Calendar**

***Motion:***

- A. Approve the December 11, 2019 POC Meeting minutes
- B. Receive the Commissioner Meeting Attendance Status Report

**Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson  
Approved 3-0-0**

**Yea: Commissioners Barton, Estrella-Henderson, Hannigan**

**Nay: None**

**Abstain: None**

**III. Emergency Response Fund**

Executive Director Michele Harris shared that First 5 Solano staff developed an Emergency Response Fund (ERF) Policy to allow First 5 Solano to assist agencies serving children 0-5 and their families. The ERF policy was developed in response to the COVID-19 pandemic, but has been written broadly enough that it could apply to any future community emergency, allowing the Commission the flexibility to rapidly respond when community issues arise. The funding to be utilized for FY2019/20 is unspent annual grant funds and FY2020/21 funding would be from unspent Program Investment Funds related to well-child checks. Technology solutions for remotely serving families, along with safety and sanitation supplies are some identified needs. Should this committee recommend moving the policy forward to the commission for approval, staff will move forward with surveying grantees regarding their specific needs related to their COVID-19 response efforts.

***Motion: Consider a recommendation to approve an Emergency Response Fund, including: recommending approval of an Emergency Response Fund Policy; and an allocation of \$44,519 in FY2019/20 and \$50,000 in FY2020/21 to support the fund.***

**Moved by Commissioner Hannigan; Seconded by Commissioner Estrella-Henderson**

**Approved 3-0-0**

**Yea: Commissioners Barton, Estrella-Henderson, Hannigan**

**Nay: None**

**Abstain: None**

#### **IV. FY2019/20 Mid-Year Report**

Ms. Harris reminded the Committee that the Mid-Year report is based on Quarters 1 and 2, before the drastic changes brought by the COVID-19 pandemic. First 5 Staff is working closely with contractors as they adjust to remotely serving children and families. Staff will work with contractors to ensure as many performance measures can reasonably be met during this crisis, while still providing flexibility to the greatest extent possible.

Ms. Harris shared that Parents by Choice was identified as struggling to meet measures prior to the pandemic. Program Manager Dottie Nicholson reported the first 6 months of the program were very slow, being new to the County and training new staff. Quarter 3 numbers are much higher. Executive Director Tony Yadon said Ms. Nicholson and the Solano County team are now guiding the entire agency on Triple P services and thanked First 5 staff for being supportive. Ms. Nicholson added that parents have adjusted to the webinar model very quickly and are attending through the current pandemic.

#### **V. Strategic Plan Implementation Updates**

**A. Program: First 5 Center Update**

**B. Systems Change Implementation Plan Update**

**C. Community Engagement Activities Update**

There was no additional information outside the report and Commissioners had no questions.

#### **VI. First 5 Solano Staffing and Finance Update**

Ms. Harris shared that First 5 Solano has closed their lobby and staff are now mostly teleworking. Commissioner Hannigan asked about the First 5 Center staff and whether they were able to work and be paid through the Center closure. Ms. Harris commented that they continue to work remotely and are continuing to serve families, pursuing professional development, and creating future lesson plans.

Commissioner Estrella-Henderson asked if the pandemic has impacted First 5 revenues. Ms. Harris responded that early indications are that smoking is increasing. Ms. Harris also noted that revenues are actually connected to the stamps that are put onto tobacco products, not the actual sales. The revenue is secured when a retailer purchases the stamp to put onto tobacco products. Therefore, any increase could be interpreted as retailers restocking their stamp supply.

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



The next Policy and Oversight Committee is scheduled for Wednesday, May 13, 3:30pm to 5:00 pm, at 3375 Sonoma Boulevard, Suite 30, Vallejo, CA. Future agenda items include: Co-Sponsorships of Training and Conferences; Program Update; Systems Change Update; Community Engagement Update; and Staffing and Finance Update.

### **Adjourn**

Chair Barton adjourned the meeting at 3:41 PM.

Luke Winders, Office Assistant III

Approved:

DRAFT



**DATE:** April 2, 2020

**TO:** First 5 Solano Children and Families Commission

**FROM:** Michele Harris, Executive Director

**SUBJ:** **Executive Director's Report for April 2020**

**Emergency Pop-up Childcare for Healthcare Workers and First Responders:** First 5 Solano staff have been activated by the Solano County Office of Emergency Services to provide childcare options for families of healthcare workers and first responders in Vallejo. Vallejo was identified as having an unmet childcare need for these essential workers. As of April 2, staff have identified Cooper Elementary School operated by Vallejo City Unified School District as a site for one preschool classroom and one school-age classroom for up to 10 children each. Staff have also identified one family childcare home that can take up to 2 infants, 4 toddlers, and older siblings (up to 10 kids total). Staff have released an intake form for families to complete and be placed which can be accessed from the First 5 Solano website. Staff will continuously monitor the need and identify additional options for care if needed.

**California Department of Child Support Services (DCSS):** The February 2020 California DCSS newsletter featured the new partnership between the Solano County DCSS and the Vallejo First 5 Center. The article mentioned that Solano County DCSS will be able to reach out to the community to build relationships and trust with potential customers while they are available on site. A caseworker will be present one day each week to answer questions, open cases, and assist current customers. This will especially assist those who lack reliable transportation who will now be able to schedule appointments at the Vallejo First 5 Center.

**Census Outreach:** The Children's Network continues to lead the census outreach efforts to Solano's families, with an emphasis on Hard-to-Count census tracts. The collaborative of agencies is implementing the "Solano Kids Count" campaign and acting as a subcommittee of the Solano Complete Count Committee. The social media campaign has been very consistent, and several partners are re-posting targeted messages from the Children's Network and First 5 Solano Facebook pages. Up until late February, partners conducted outreach at many events. However, due to the recent public health challenges, the collaborative is addressing changes in plans for various events and projects. Due to the cancellation of events, conversations are underway to plan for alternative outreach activities and messaging such as targeted digital outreach (e.g. ads on Facebook, Pandora, Instagram) and/or mailings.

**Census Mini-Grant for Printing Outreach Materials:** In January 2020, the First 5 Association offered First 5 Solano the opportunity to apply for a \$4,000 mini-grant to support census outreach activities. The application was submitted for a mini-grant that would fund the printing of outreach materials targeted to families with young children, and the funds were received in February. The grants requirements included providing 20% of these funds to the local Head Start agencies. Staff are working with the Children's Network and Child Start to make sure that these materials are ordered, printed and distributed in a timely and effective manner.

**Kaiser Community Benefit 2020 Grant Application** – On March 3, 2020 First 5 Solano submitted a grant request to Kaiser through their 2020 Community Benefit program. The request is for funds to support a Family Navigation Program, based out of the Vallejo First 5 Center, to provide information/referrals and linkages to increase access to social non-medical services.

**Solano County Vision & Impact Cohort:** The final session of the “Solano County Vision and Impact Cohort” was postponed from March 18<sup>th</sup> to May 19<sup>th</sup> from 8:30 to 12 noon, due to the challenges of COVID-19. This final training session and graduation will be held either in-person or through virtual format. Participants will be sharing reflections on the completion of their Theory of Change, learning from other’s processes, and determining next steps. The session will end with a Graduation and Certificate Ceremony.

**Parent Café Training:** On March 9 & 10 and 11 & 12, 2020, with funding from Solano County Public Health, First 5 Solano hosted a Parent Café Training Institute consisting of two identical multi-day highly interactive trainings that prepared providers and their parent partners on how to conduct Be Strong Families Parent Cafés based upon the Strengthening Families Protective Factors. The training was very successful with a total 52 participants from nine agencies within Solano County completing the training. Be Strong Families will follow up with two-half day Technical Assistance trainings for all certified participants to give feedback once the Parent Cafes are implemented within their agency.

**Staffing Update:** First 5 Solano is currently fully staffed. Per the guidelines issued by the County of Solano and the state due to COVID-19, staff are primarily teleworking with limited work in the office to ensure that essential work, such as processing of invoices continues. All staff can be reached via email or phone.