



COMMISSION MEETING AGENDA

DATE: October 15, 2020

TIME: 1:00 PM

PLACE: ***BY VIRTUAL TELECONFERENCE ONLY***

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. Instructions for accessing the teleconference will be posted online at: <https://www.first5kids.org/commissionmeeting/>

REGULAR BUSINESS MEETING

1. **Call to Order**

Commission Chair Susan Ellenberg will call this meeting to order at 1:00 PM.

2. **Public Comment**

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the agenda. Speakers are limited to three minutes. The law does not permit Commission action or extended discussion on an item not on the agenda except under special circumstances. All statements that request a response may, at the Commission's discretion, be placed on the agenda for the next regular meeting of the Commission or referred to staff for response.

3. **Consent Calendar**

The consent calendar may be voted on in one motion. If you wish to discuss any of these items, please identify the specific item. Speakers are limited to three minutes.

- 3.1. Consider Approval of Commission Meeting Minutes of August 20, 2020
Recommended Action: Approve Commission Meeting Minutes of August 20, 2020

Attachments:

3.1A Commission Meeting Minutes of August 20, 2020

- 3.2. Consider receiving Report from Family Strengthening and Support Department Relating to Family Resource Center Emergency Response Efforts (Zulema Inai)

Recommended Action: Receive Report from Family Strengthening and Support Department Relating to Family Resource Center Emergency Response Efforts

Attachments:

- 3.2A** Family Resource Center Emergency Response Efforts PowerPoint
- 3.3. Consider receiving Report from Community of Learning Department Relating to on Beacons of Hope Initiative, Year of the Young Child Conference, and ACEs Aware Medi-Cal Provider Communications and Engagement Project (Kate Welty)

Recommended Action: Receive Report from Community of Learning Department Relating to on Beacons of Hope Initiative, Year of the Young Child Conference, and ACEs Aware Medi-Cal Provider Communications and Engagement Project

Attachments:

- 3.3A** Report from Community of Learning Department Relating to on Beacons of Hope Initiative, Year of the Young Child Conference, and ACEs Aware Medi-Cal Provider Communications and Engagement Project
- 3.4. Consider adopting Resolution 20-16, Approving Authorized Signatures for Checking and Payroll Accounts with Bank of the West (Tracey Hause)

Recommended Action: Adopt Resolution 20-16, Approving Authorized Signatures for Checking and Payroll Accounts with Bank of the West

Attachments:

- 3.4A** Resolution No. 20-16
- 3.5. Consider delegating authority to the Chief Executive Officer to negotiate, execute, and amend a contract with the Parents as Teachers National Center in an amount not to exceed \$150,225 and a contract term that begins no earlier than October 1, 2020 and ends no later than June 30, 2021 in furtherance efforts to support of Parents as Teachers evidence-based home visiting model as a foundational model and core home visiting practice. Delegation of authority shall expire on December 31, 2020 (Thanh Do)

Recommended Action: Delegate authority to the Chief Executive Officer to negotiate, execute, and amend a contract with the Parents as Teachers National Center in an amount not to exceed \$150,225 and a contract term that begins no earlier than October 1, 2020 and ends no later than June 30, 2021 in furtherance efforts to support of Parents as Teachers evidence-based home visiting model as a foundational model and core home visiting practice. Delegation of authority shall expire on December 31, 2020.

- 3.6. Consider Declaration of Continued Emergency, for Purposes of the FIRST 5 Purchasing Policy, in Connection with the COVID-19 Pandemic (Tyson Jue)
- Recommended Action:** Declare continued emergency, for purposes of the FIRST 5 Purchasing Policy, in connection with the COVID-19 pandemic.

- 3.7. Receive Report from Personnel and Finance Committee (Commissioner Kathy Wahl)

Attachments:

3.7A Personnel and Finance Committee Meeting Agenda – October 8, 2020

- 3.8. Receive Report from Program and Evaluation Committee (Commissioner Rachel Samoff)

Attachments:

- 3.8A** Program and Evaluation Committee Meeting Agenda – October 6, 2020
- 3.9. Receive Report from Issues: Review and Development Committee (Commissioner Antonia Charles)
Attachments:
 - 3.9A** Issues: Review and Development Committee Meeting Agenda – September 16, 2020
- 3.10. Receive First 5 Association Nicotine-Based Vaping Tax one-pager
- 3.11. Receive First 5 Association Coalition Nicotine-Based Vaping Tax Letter
- 3.12. Receive Legislative Women’s Caucus Vape Tax Letter
- 3.13. Receive Commercial Linkage Impact Fee Coalition Letter
- 3.14. Receive Medi Cal Prioritizing Children Letter
- 3.15. Receive California Children and Families Commission (First 5) Audit Report Certification

End of Consent Calendar

- 4. **Present High 5 Award to Learning and Loving Education Center** (Wendi Mahaney-Gurahoo)
- 5. **Convene a Public Hearing to Consider Approval of FIRST 5 Santa Clara County Fiscal Year 2019/2020 Audited Financial Statements** (Tracey Hause)
Recommended Action: Approve the June 30, 2020 Audited Financial Statements.
Attachments:
 - 5A** Audited Financial Statements Fiscal Year 2019/2020
 - 5B** Management Representative Letter
- 6. **Consider delegation of authority to the Chief Executive Officer to negotiate, execute, and amend a contract with CPS HR Consulting in a total amount not to exceed \$25,000 and a contract term that begins no earlier than October 15, 2020 and ends no later than June 30, 2021 in furtherance of efforts to conduct an executive search process for the Finance Department. Delegation of authority shall expire on December 31, 2020.** (Tyson Jue)
Recommended Action: Delegate authority to the Chief Executive Officer to negotiate, execute, and amend a contract with CPS HR Consulting in a total amount not to exceed \$25,000 and a contract term that begins no earlier than October 15, 2020 and ends no later than June 30, 2021 in furtherance of efforts to conduct an executive search process for the Finance Department. Delegation of authority shall expire on December 31, 2020.

7. **Consider delegation of authority to the Chief Executive Officer to negotiate, execute, and amend contracts with SupplyBank.org in an aggregate amount not to exceed \$777,305 and contract terms that begin no earlier than October 15, 2020 and end no later than December 31, 2020 in furtherance of efforts to distribute diapers and essential supplies. Delegation of authority shall expire on December 31, 2020.** (Tracey Hause)
Recommended Action: Delegate authority to the Chief Executive Officer to negotiate, execute, and amend contracts with SupplyBank.org in an aggregate amount not to exceed \$777,305 and contract terms that begin no earlier than October 15, 2020 and end no later than December 31, 2020 in furtherance of efforts to distribute diapers and essential supplies. Delegation of authority shall expire on December 31, 2020.
8. **Consider Approval of Budget Adjustment: 2020-21-004** (Tracey Hause)
Recommended Action: Approve the proposed Budget Adjustment: 2020-21-004.
Attachments:
8A Budget Adjustment No. 2021-21-004
9. **Consider delegation of authority to the Chief Executive Officer to negotiate, execute, and amend extensions of up to one year, through Fiscal Year 2021-22, of contracts under the Family Resource Center Initiative, in amounts that do not exceed the amounts of those contracts for Fiscal Year 2020-21. Delegation of authority shall expire on June 30, 2022.** (Tyson Jue)
Recommended Action: Delegate authority to the Chief Executive Officer to negotiate, execute, and amend extensions of up to one year, through Fiscal Year 2021-22, of contracts under the Family Resource Center Initiative, in amounts that do not exceed the amounts of those contracts for Fiscal Year 2020-21. Delegation of authority shall expire on June 30, 2022.
10. **Receive Verbal Report from Applied Survey Research on Online FIRST 5 Santa Clara County Impact Data (Tableau)** (Lisa Colvig-Niclai, Applied Survey Research)
11. **Receive Verbal Report from Early Learning Department on COVID-19 Response Efforts** (Wendi Mahaney-Gurahoo)
Attachments:
11A PowerPoint
12. **Receive Verbal Report from Family Strengthening and Support Department on Reentry Center Program** (Zulema Inai)
13. **Receive Verbal Report from Community Health and Wellness Department relating to the First 5 California Home Visiting Coordination Grant, Universal Developmental Screening Initiative Enhancement Opportunity, and Calming and Diaper Kit Distribution Project** (Thanh Do)
Attachments:
12A PowerPoint
14. **Receive Verbal Report from Human Resources Department** (Camille Wall)

15. **Consider Appointment of Commissioners to the Nominating Committee**
(Commissioner Susan Ellenberg)
Recommended Action: Commission Chairperson Ellenberg will make appointments to the Nominating Committee for the 2021 calendar year.

CLOSED SESSION

16. **Conference with Legal Counsel—Anticipated Litigation** (Government Code § 54956.9(d)(2))

Significant exposure to litigation: unknown number of cases
17. **Public Employee Performance Evaluation** (Government Code §54957(b)(1))

Title: Chief Executive Officer
18. **Conference with Negotiator Representatives Wahl and Souza Regarding CEO Salary** (Government Code § 54957.6(a))

REGULAR BUSINESS MEETING

19. **Report Out of Closed Session**

Under Government Code §54957.1, the Commission must report any action taken in closed session and the vote or abstention of every Commissioner.
20. **Consider Approval of the Compensation for the Chief Executive Officer Salary**
(Commissioner Susan Ellenberg)

Possible Action: Approve the compensation for the Chief Executive Officer.
21. **Adjourn**

Next Regular Commission Meeting: November 19, 2020

Notice to the Public Regarding Meeting Procedures

The Commission may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.

In compliance with the American with Disabilities Act (ADA) and the Ralph M. Brown Act, those requiring reasonable ADA accommodation for this meeting should notify FIRST 5 Santa Clara County 24 hours prior to the meeting at (408) 260-3700.