

# A G E N D A

## REGULAR MEETING FIRST 5 ORANGE COUNTY, CHILDREN & FAMILIES COMMISSION

*Wednesday, February 3, 2021*

Orange County Transportation Authority Conference Center  
550 South Main Street  
Orange, California

**RAMIN BASCHSHI, MD**  
Chair

**KENNETH MCFARLAND**  
Vice Chair

**SANDRA BARRY**  
Chair Pro Tem

**DEBRA BAETZ**  
Commissioner

**DOUG CHAFFEE**  
Commissioner

**CLAYTON CHAU, MD**  
Commissioner

**JACKIE FILBECK**  
Commissioner

**YVETTE LAVERY, MPA, MBE**  
Commissioner

**SUSAN MCCLINTIC**  
Commissioner

President/CEO  
Kimberly Goll

Commission Counsel  
James Donich

Clerk of the Commission  
Maria Lopez, Deputy

**GUIDANCE FOR PUBLIC ACCESS TO REDUCE RISK OF COVID-19:** On March 12, 2020 and March 18, 2020, Governor Gavin Newsom enacted Executive Orders N-25-20 and N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public to promote social distancing due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19). In accordance with Executive Order N-29-20, and in order to ensure the safety of the Commissioners and staff and for the purposes of limiting the risk of COVID-19, in-person public participation at this meeting of the Commission will not be permitted. This meeting will be held via Zoom. Members of the public can listen to the live meeting by accessing the following:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84135834673?pwd=ak9LVWZpNDBVOXI5MUxWaFFSY2haZz09>

Webinar ID: 841 3583 4673  
Passcode: 244711

Or Telephone Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 841 3583 4673  
Passcode: 244711

# A G E N D A

The Commission is accepting public comments to be submitted by emailing them to [First5OC@cfcoc.ocgov.com](mailto:First5OC@cfcoc.ocgov.com). The comments will be distributed to all of the Commissioners and read into the record. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Commissioners in a timely manner, please submit your comments by 12:00 p.m. on February 2, 2021.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact the Commission at least 48 hours prior to the meeting at [First5OC@cfcoc.ocgov.com](mailto:First5OC@cfcoc.ocgov.com) or (714) 834-2206.

*All supporting documentation is available for public review in the office of the Clerk of the Board of Supervisors located in the Hall of Administration Building, 333 W. Santa Ana Blvd., 10 Civic Center Plaza, Room 465, Santa Ana, California 92701 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday.*

**9:00 A.M.**

## **PLEDGE OF ALLEGIANCE**

### **PRESENTATION:** (Item 1)

1. Receive Presentation on the First 5 Orange County Legislative Platform

### **CONSENT CALENDAR:** (Items 2 - 5)

*All matters are approved by one motion unless pulled by a Commission Member for discussion or separate action. At this time, any member of the public may ask the Commission to be heard on any item on the Consent Calendar.*

2. Receive Financial Update
3. Receive Update on Phase II of Child Care Landscape Report
4. Receive Update on Strategic Plan
5. Update on COVID-19 Prevention Policy and Public Meetings

### **REGULAR ITEMS:** (Items 6 - 9)

*At this time, members of the public may ask the Commission to be heard on the following items as those items are called.*

6. Approve First 5 Orange County's 2021 Legislative Platform
7. Adopt Resolution Authorizing Agreements with Selected Vendors to Provide CalWORKs Home Visiting Program Support
8. Authorize funding for an Intergovernmental Transfer (IGT) transaction with CalOptima and Adopt Resolution Authorizing Agreement with the California Department of Health Care Services
9. Receive Update and Authorize Agreements for Technical Support Related to Advancing Equity

# A G E N D A

## **PRESIDENT/CEO REPORT:** (Item 10)

10. Receive the President/CEO Report
  - a. Commissioner Recruitment
  - b. Policy and Communications Update
  - c. Distribution of Supplies to Child Care Providers
  - d. Dental Transformation Initiative
  - e. Consultant Services Request for Qualifications

## **PUBLIC & COMMISSION COMMENTS & ADJOURNMENT:**

*At this time members of the public may address the Commission on any matter not on the agenda but within the jurisdiction of the Commission. The Commission or Chair may limit the length of time each individual may have to address the Commission.*

### **PUBLIC COMMENTS:**

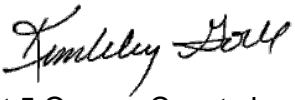
### **COMMISSION COMMENTS:**

### **ADJOURNED:**

### **NEXT MEETINGS:**

April 7, 2021 Regular Meeting, 9:00 A.M.  
June 2, 2021 Regular Meeting, 9:00 A.M.

**Agenda Item 1**  
**February 3, 2021**

**DATE:** January 15, 2020  
**TO:** First 5 Orange County, Children and Families Commission  
**FROM:** Kimberly Goll, President/CEO   
**ACTION:** Receive Presentation on the First 5 Orange County Legislative Platform

---

First 5 Orange County continues to engage in formal and informal advocacy. Over the last few months, we have developed the 2021 Legislative Platform and Advocacy and Lobbying Guidance materials for staff and consultants. The Legislative Platform defines First 5 Orange County's focus areas for the year and helps determine legislation or legislative activities on which to take a position. The Advocacy and Lobbying training provides staff and consultants an understanding of what First 5 Orange County can and cannot do when it comes to advocating and lobbying as an independent government agency and steward of public funds.

Tiffany Alva, First 5 Orange County's Director of Partnership and Government Affairs, will co-present with Jennifer Fitzgerald, Senior Vice President at Curt Pringle & Associates (CP&A). Jennifer has 25 years of government and public affairs experience. She heads CP&A's public outreach efforts for public agencies and specializes in leading productive engagement efforts that build consensus among various stakeholders.

**RECOMMENDED ACTION:**

Receive presentation on the First 5 Orange County Legislative Platform

**ATTACHMENTS:**

1. Presentation slides: 2021 Legislative Framework

**Contact:** Tiffany Alva

# 2021 Legislative Platform



February 3, 2021



# Topics for Today's Discussion

---

## Policy Work

Policy Framework

2021 Legislative Platform

Advocacy & Lobbying Guidance Training

## Next Steps

# Policy Framework

# Policy Framework

---

First 5 Orange County's overall policy framework has two components:

**1. Guidelines for Policy Positions and Engaging Leadership**

*Previously reviewed and approved by the Commission*

**2. Legislative Platform**

*For consideration today*



# Refresher: Guidelines for Policy Positions and Engaging Leadership

1. First 5 Orange County is non-partisan.
2. First 5 Orange County may take positions on federal, state, and local policy matters.
3. First 5 Orange County may proactively develop policy.

# Legislative Platform

# Legislative Platform Development Process

---

- Due Diligence:
  - CA First 5 Association Guidance
  - Other county First 5 Legislative Platforms
- Development of First 5 OC Legislative Platform by First 5 staff and consultants
- Review by Ad Hoc Committee
- Adoption by First 5 Commission

# 2021 Legislative Platform

---

1. Increase opportunities for families to meaningfully participate in decision making and provide policy input.
2. Prioritize early childhood in policy making, relying on research and local data whenever possible to encourage others to also prioritize early childhood.
3. Improve systems to increase early access to comprehensive physical and mental health, cognitive development and early care and education.
4. Integrate the whole child/whole family's needs.
5. Support continued and future funding to further early childhood development and education.

# Benefits of a Legislative Platform

---

- Defines First 5 Orange County's focus areas for the year
- Helps determine legislation or legislative activities on which to take a position
- Enables staff to advocate without future Commission action on focus areas within the Platform

# Examples of how we use the Legislative Platform

- **Local: Child Care and Development Block Grant (CCDBG) Funding opportunities**
  - Advocate for additional funding for local implementation of CCDBG funding.
- **State: Vape Tax**
  - Ensure First 5's equivalency of funding.
- **Federal: COVID- 19 Relief Package**
  - Support additional funding from the Federal Government for early childhood.

# Advocacy & Lobbying Guidance

# Advocacy & Lobbying Guidance

---

- Training materials developed to support staff and consultants' understanding of what is allowable and what is not
- Series of trainings for staff, consultants, and Commissioners if interested planned for February- June



# Summary of Training Materials

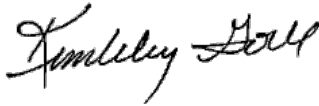
---

- Authorization and Accountability
- Key Terms
- What First 5 Orange County CAN and CANNOT Do
  - What's the difference?
  - Advocacy, Lobbying, Grassroots Lobbying, Closed Group Exception
- Examples for Greater Understanding
  - Lobbying
  - Grassroots Lobbying
  - Advocacy
- Staff Guidance and Policy Positions

# Next Steps

---

- Commission Approval of the 2021 Legislative Platform
- Advocacy & Lobbying Guidance Training – February 2021

**DATE:** January 19, 2021  
**TO:** First 5 Orange County, Children and Families Commission  
**FROM:** Kimberly Goll, President/CEO   
**ACTION:** Receive Financial Update

---

**SUMMARY:**

First 5 Orange County developed the Long-Term Financial Plan as a tool to monitor the decline of Proposition 10 tobacco tax funding in relation to program sustainability. This item provides a financial update on the year-end financial results and future-year revenue projections.

**DISCUSSION:**

**Fiscal Year 2019/2020 Results**

*Revenue*

Tobacco tax revenue for the Fiscal Year 2019/2020 ended the year above budget, \$24.99 million actual compared to \$22.23 million budgeted. The increased revenue is due to a much larger backfill distribution related to the \$2.00 per pack tax increase under Prop. 56. A year-over-year increase was expected following a 11.79% decline in the prior year from the increase in the legal smoking age from 18 to 21, the increase sales tax of an additional \$2.00 per pack approved by voters, and the expected annual decline in tobacco product sales. The definition of tobacco products was expanded to include electronic smoking devices which to a lesser extent offsets some of the factors causing the decline.

Tobacco tax revenue recognized on the Commission’s financial statements is \$28.5 million due to the delayed receipt of May and June 2019 disbursements. The delay in disbursements caused fourteen months of revenue to be recognized in one year for financial reporting purposes. The table below reports annual tobacco revenue as reported by First 5 California for consistency.

<b>Tobacco Tax Revenue (in millions)</b>								
<b>Fiscal Year</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Prop 10 Revenue	\$27.02	\$26.40	\$25.94	\$25.88	\$24.79	\$21.87	\$23.57	\$24.99
% Change from Prior Year	-6.77%	-2.33%	-1.71%	-0.25%	-4.20%	-11.79%	+7.77%	+6.02%

*Program Expenses*

Program expenses ended the year below budget mostly because of the timing of expenditures. Minor unspent amounts have already been approved and incorporated in the Amended

2020/2021 Budget as carryover. Other unspent amounts have been rolled forward into the fund balance to be used for future-year programs.

*Administrative Expenses*

Administrative expenses for Fiscal Year 2019/2020 were below budget due to a vacant staff positions as well as cumulative underspending in professional services, office expenses, travel, and meetings. Expenses that can be appropriately tracked and allocated to a specific program continue to be identified. All expenses are categorized as either program, administrative, or evaluation using the definitions provided in the First 5 California Financial Management Guide.

**Revenue Projections**

The Long-Term Financial Plan estimates revenues for 10 years; and at this time, no changes are recommended to the revenue projections. The following table of revenue projections has been updated to align with the most recent estimates provided by the California Department of Finance this past May. No further updates have been provided. Tobacco tax revenues have been volatile over the past several years, and now the latest projections present a different outlook over the next several years. Future revenue projections are trending higher than previously estimated in the financial plan.

	<b>Long-Term Financial Plan Projected Tobacco Tax Revenue (in millions)</b>								
<b>2020/21 Budget</b>	<b>2021/22 Estimate</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
\$22.34	\$23.22	\$22.68	\$21.69	\$21.02	\$20.28	\$19.57	\$18.89	\$18.23	\$17.59
	+4.00%	-2.31%	-4.40%	-3.07%	-3.50%	-3.50%	-3.50%	-3.50%	-3.50%

Following past practice, the next step is to refresh the Long-Term Financial Plan with the most recent financial results and revenue projections. The process of updating the Plan will result in higher fund balance projections than reported in the last version of the Plan. The April Commission meeting will include a report on the updated Plan and begin the conversation around different approaches regarding the potential of additional fund balance.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The fiscal reports and recommended actions presented in this staff report have been reviewed in relation to the Strategic Plan and are consistent with applicable goals and outcomes.

**PRIOR COMMISSION ACTIONS:**

- December 2020 – Received the Comprehensive Annual Financial Report for the Year Ended June 30, 2020
- December 2020 – Approved Amendments to Fiscal Year 2020/2021 Operating Budget
- June 2020 – Approved the Annual Operating Budget for Fiscal Year 2020/2021 and confirmed the 10 percent limitation on administrative expenditures for the operating budget

**RECOMMENDED ACTION:**

1. Receive Financial Update

**ATTACHMENTS:**

1. Financial Highlights as of December 31, 2020

**Contact:** Michael Garcell

# Financial Highlights as of December 31, 2020

## Comparison of Budget vs. Actual Fiscal Year 2020-21 Unaudited Period Ending 12/31/20

	<u>FY 2020-21 Amended Budget</u>	<u>FY 2020-21 Actuals</u>	
<b>Financing Sources</b>			
Tobacco Tax Revenue	\$21,554,480	\$10,283,722	47.7%
Interest Earnings	100,000	205,637	205.6%
Other Revenue	<u>10,733,500</u>	<u>-3,265,286</u>	
<b>Revenue Total</b>	<b>\$32,387,980</b>	<b>\$7,224,073</b>	
<b>Expenses*</b>			
Prenatal-to-Three	\$12,289,862	\$1,202,122	9.8%
School Readiness Initiative	9,110,192	626,660	6.9%
Homeless Prevention	1,865,000	131,346	7.0%
Children's Dental	7,000,000	1,530,993	21.9%
Systems Building	975,327	373,894	38.3%
Performance Evaluation	<u>1,252,746</u>	<u>393,043</u>	31.4%
<b>Program Services</b>	<b>\$32,493,127</b>	<b>\$4,258,059</b>	
Admin. Functions**	<u>1,484,320</u>	<u>368,998</u>	24.9%
<b>Total Operating Exp.</b>	<b>\$33,977,447</b>	<b>\$4,627,057</b>	

\*Including One-Time Systems Expenses (previously called Catalytic)

\*\*Administrative costs and functions are defined by State Commission guidelines (Fiscal Memo No. 05-01, dated April 14, 2006) pursuant to Chapter 284, Statutes of 2005 (AB 109). Actual Administrative expenses of \$368,998 and encumbrances of \$301,543 were 2% of the Fiscal Year 2020/2021 Amended Budget of \$34 million. Final administrative expenses are projected to be 6% at year-end.

### Total Encumbrances as of December 31, 2021 including multi-year contracts through Fiscal Year 2022/2023

Prenatal-to-Three	\$17,777,819
School Readiness Initiative	\$16,960,893
Homeless Prevention	\$1,849,437
Children's Dental	\$9,519,235
Systems Building	\$672,988
Performance Evaluation	\$1,040,348
Admin. Functions	\$301,543

## Revenue and Cash Balance Update

The Commission's total Tobacco Tax Revenue received through December 2020 is \$10.3 million. Current year revenue (July 2020 – June 2021) as reported by First 5 California is \$13.8 million including the annual backfill amount of \$5.9 and revenue through November.

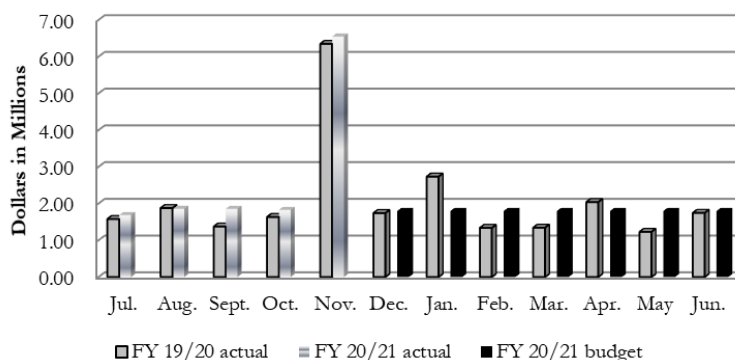
Interest earnings for July 2020 through December 2020 are \$205,637.

## Systems Funding Update

\$43,193,819 in One-Time Systems Funding was expensed from FY 2012-13 through FY 2019-2020.

As of December 31, 2020, \$4,685,856 was encumbered for one-time Systems Building programs. Nearly \$3.6 million is encumbered for Children's Dental and \$1 million for Developmental Services.

Fiscal Year 2019-20 & 2020-21 Tobacco Monthly Revenues

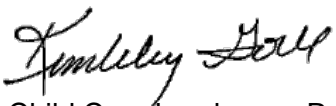


## Fiscal Year 2019-20 Ending Fund Balance From Commission Long Term Financial Plan

Beginning Fund Balance, July 1, 2019	\$37,293,188
Total Revenue	37,404,178
Total Program Expenses	(31,371,697)
Fund Balance for Systems Building Projects	<u>(17,161,352)</u>

**June 30, 2020 Fund Balance \$26,164,317\***

\*Based on Commission action through December 2019 and financial results through June 30, 2020. Final fund balance does not include One-time Systems Building Projects. For financial planning purposes, One-time Systems Building Projects have been designated by Commission action and removed from available fund balance.

**DATE:** January 8, 2021  
**TO:** First 5 Orange County, Children and Families Commission  
**FROM:** Kimberly Goll, President/CEO   
**ACTION:** Receive Update on Phase II of Child Care Landscape Report

---

**SUMMARY:**

First 5 Orange County took a first step toward educating ourselves and our partners about the state of child care in Orange County by dedicating resources to conduct a Child Care and Workforce Landscape Analysis. The analysis is divided into phases, with Phase I completed in early Fall 2020 focused on the supply of child care with an emphasis on infants and toddlers, as well as bright spots and challenges for the child care system as a whole. Phase II focuses on the impact of child care issues on the economy, employers and working parents. This item is an update on both phases.

**DISCUSSION:**

In October 2020, the board received a presentation on the Phase I Child Care Landscape Analysis. The first phase uncovered that 60% of children under the age of five have all of their parents working. At the same time, only 5% of infant and toddlers (ages 0-2) have a space available at a licensed day care. The Phase I report is available in both English and Spanish on First 5 Orange County's website and our communications team helped secure significant media exposure regarding the findings. In addition, with the help of Commissioners, staff was able to present the Phase I findings to more than 500 stakeholders and build awareness of systemic issues related to child care in Orange County. Through these webinars and presentations, we facilitated discussion with local, state and federal legislators, the Orange County Community Foundation, nonprofit and school district partners, child care providers and other key stakeholders in the child care system, and parents and community groups. From these discussions, it was clear there is significant interest in elevating the need for greater access to quality child care and working together to find solutions. Several participants were inspired to join our ongoing efforts to develop a common vision and strategies to address our county's child care needs.

Phase II of the Child Care Landscape and Workforce Analysis focuses on the impact of child care on Orange County's economy, employers and working parents. This phase is well underway. Interviews with Orange County employers were completed in January, including a cross section of small, medium and large sized firms. Employers were selected to be geographically diverse within the county and also represent a variety of industry sectors. The interviews were valuable in gauging employer practices and attitudes regarding child care, as well as the impact that COVID-19 has had on work arrangements during the pandemic.

Findings so far demonstrate that issues with child care have immediate, tangible economic impacts on both working parents and employers in the form of absenteeism, turnover, and recruitment. The impacts are substantial and both working parents and employers are struggling even more with child care related issues since the advent of COVID.

In addition to conducting the employer and economic research and analysis, the research team is in the process of gathering input from a diverse group of Orange County parents/guardians. The parent/guardian input will help us understand families' key pain points and positive experiences with child care, as well as examples of how child care challenges affect their careers and job prospects. To gather parent input, we are leveraging a combination of interviews and an online survey that has been launched in both English and Spanish on our website. The parent input is rich and reminds us that child care challenges are not just about supply/capacity numbers, but affect the daily lives of young children and their families.

Phase II is expected to be completed in May 2021 and we will bring the findings of the second phase to the Commission at the June board meeting. Phase III should launch in June 2021, and will entail developing a series of recommendations to help solve the county's child care crisis.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions have been reviewed in relation to the Strategic Plan and the align systems of care strategy. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**

- October 2020- Received a presentation on the Child Care and Workforce Landscape Analysis.
- August 2019- Received an update on Child Care and Workforce Landscape Analysis.
- June 2019- Approved the authorizing agreements with designated individuals and organizations to provide consultant services.
- April 2019- Approved Strategic Plan for 2019-2024

**RECOMMENDED ACTION:**

Receive update on Child Care Landscape Analysis.

**ATTACHMENTS:** None

**Contact:** Tiffany Alva

**DATE:** January 20, 2021

**TO:** First 5 Orange County, Children and Families Commission

**FROM:** Kimberly Goll, President/CEO



**ACTION:** Receive Update on Strategic Plan

---

**SUMMARY:**

The First 5 Orange County Commission reviews and adopts its Strategic Plan annually, traditionally in April. Consistent with the schedule staff laid out this summer, we have completed the vision component of the Strategic Plan. Work is now underway on streamlined 5-year goals, and 1-year goals and objectives to make progress toward our 5-year goals. This item includes a summary of the remaining work to update the Strategic Plan.

**DISCUSSION:**

Staff has completed a draft of the vision component of an updated Strategic Plan. This component includes our vision statement, a discussion of the conditions that we believe are needed for children and families to thrive, our strategies to achieve these conditions, and measures of progress toward achieving our vision. The Commission reviewed a summary of these elements at the August (vision and strategies) and October (conditions and performance measures) meetings.

Staff is now reviewing the 5-year goals of the Strategic Plan. Given the extensive nature of the current Strategic Plan (2019 to 2024), and with new program staff on board, the Strategic Plan will benefit from an examination and streamlining of our priority programs and initiatives. Staff will review and recommend updates to the 5-year goals, as well as updating the related 1-year goals and objectives. We acknowledge that the Strategic Plan is a dynamic document that will be updated regularly, and we believe that redefining 5- and 1-year goals will help staff to focus on achievable long-term goals, and be realistic with our capacity to reach those goals through shorter-term work plans. We anticipate reporting to the Commission regularly through a dashboard that will track our ongoing work and progress.

Previously, we proposed gathering input from stakeholders, including parents, to the Strategic Plan in December and January. After consideration, we would like to conduct stakeholder engagement throughout 2021. Both our funded partners and community partners provided input to the 2019 Strategic Plan, which was pivotal in its shift to collaborative work with partners to positively change the systems of care serving young children and families. We will continue to engage with partners to find areas of alignment and opportunities to join together in this work. While we did not seek extensive parent input into the 2019 (or previous) Strategic Plans, we are beginning to exercise this muscle and build our infrastructure to engage parents in our work –



but this will take time. Over the next year, we want to hear from families and better understand the most pressing issues facing them, and how we can best engage families in our work.

Between now and April, staff will share the content and text of the draft Strategic Plan with the Policy & Communications Ad Hoc Committee for their review and input and return to the full Commission for review and adoption of the updated Strategic Plan in April.

In addition to updating the Strategic Plan, staff is working on a refreshed website. We will work similarly with the Ad Hoc Committee on the updated website and anticipate a rollout of the new website in June.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas.

**PRIOR COMMISSION ACTIONS:**

- October 2020 – Provide Direction on Proposed Refinements to First 5 Orange County's on Strategies for Achieving its Vision
- August 2020 – Receive Update on Selected Strategic Plan Performance Measures

**RECOMMENDED ACTION:**

Receive Update on First 5 Orange County's Strategic Plan and Stakeholder Outreach

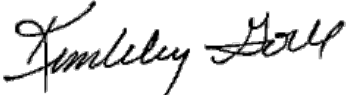
**ATTACHMENTS:**

None

**Contact:** Lisa Burke

**DATE:** January 15, 2021

**TO:** First 5 Orange County Children and Families Commission

**FROM:** Kimberly Goll, President/CEO 

**ACTION:** Update on COVID-19 Prevention Policy and Public Meetings

---

**SUMMARY:**

First 5 staff continue to be diligent in meeting the COVID-19 challenge related to the workplace. Staff are working remotely, and all Commission meetings will continue to be held virtually or by teleconference.

**DISCUSSION:**

In December, First 5 Orange County staff were notified of the release of Cal/OSHA's Emergency Regulations to Protect Workers from COVID-19. The temporary regulations require employers to protect workers from hazards related to COVID-19. The first requirement for protecting workers is to develop and maintain an effective written COVID-19 Prevention Program.

The COVID-19 Prevention Program (CPP) for First 5 Orange County, Attachment 1, has been prepared and will continue to be maintained by staff. The purpose of the plan is to identify COVID-19 health hazards and to document the policies and procedures to be followed for a safe workplace. Model guidance issued by Cal/OSHA was used as a starting point to develop the plan, and further refinement was made to be site-specific for the Commission office.

The regular Commission meeting site at the Orange County Transportation Authority (OCTA) continues to be closed for all public in-person meetings and is not allowing tentative reservations for future use. At this time there is no known date when in-person meetings at the OCTA conference center will resume. Staff plan to continue using OCTA as the public meeting site when it becomes available and will notify the Commission once OCTA provides a reopening date. An agreement for use of the conference center will be entered into under President/CEO authority only after State and local guidance allow for in-person meetings.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. Funding for Commission meetings is included in the Administrative budget under Office Expenses, Travel and Meetings.

**PRIOR COMMISSION ACTIONS:**

N/A

**RECOMMENDED ACTION:**

1. Receive Update on COVID-19 Prevention Policy and Public Meeting Arrangements

**ATTACHMENT:**

1. COVID-19 Prevention Program (CPP) for First 5 Orange County

**Contact:** Michael Garcell

# COVID-19 Prevention Program (CPP) for First 5 Orange County Children and Families Commission

## COVID-19 PREVENTION PROGRAM

First 5 OC is committed to protecting all staff and preventing the spread of COVID-19 at the workplace. This program was developed to reduce our workers' risk of catching and spreading this virus. The Prevention Program begins with ensuring all staff can work remotely minimizing the number of staff present in the office at any time. Staff are encouraged to share information about potential COVID-19 hazards at the workplace and assist in evaluating these hazards. Workplace illnesses will be investigated and identified hazards will be corrected. Any guidance and directions issued from the County of Orange CEO office will be followed. This program will be reviewed and updated as necessary. This plan was last reviewed on (01/19/21).

### 1. SYSTEM OF COMMUNICATING

All Commission staff are asked to report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Rhonda Esera or their immediate supervisor, if Rhonda Esera is not immediately available.

First 5 OC will accommodate employees at higher risk of severe COVID-19 illness. All staff should report a high-risk condition to Rhonda Esera or their immediate supervisor, if Rhonda Esera is not immediately available.

If staff is suspected of having a workplace exposure to COVID-19, access to COVID-19 testing at no cost is available through the following:

- County Employee Testing Site, online self-scheduling  
<https://oc.fulgentgenetics.com/appointment/>  
445 W. Civic Center Parking garage on the first floor  
Available weekly on Tuesday and Thursdays 9:00 – 3:00
- Drive Thru Testing Sites  
<https://360clinic.fulgentgenetics.com/appointment/screen/landing>

### 2. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

First 5 OC will evaluate the current workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include staff interactions with all persons who may be present at the Commission office: contractors, vendors, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-

workers, employees of other businesses, the public, customers or clients, and independent contractors.

- Existing COVID-19 prevention measures and whether different or additional control measures are needed.

**Employee Participation** – Staff are encouraged to participate in this evaluation. They can contact Rhonda Esera to share information on potential COVID-19 hazards at the Commission office or to assist in evaluating hazards.

The office environment at First 5 OC have been assessed as follows:

**Table 1 – Risk Assessment**

<b>Risk</b>	<b>Risk Mitigation</b>
General office environment	All Commission staff can work remotely. No staff are required to be physically in the office other than for very short periods.
Conference Rooms where employees may be in proximity	Chairs have been removed from conference rooms to enforce proper distancing.
Common areas	Regular cleanings by The Village Office Management along with disinfectant wipes and hand sanitizer located at all common areas in the Commission office. Frequently used doors in common areas will be propped open to limit the number of staff and guest touching each surface and provide additional airflow.

### **3. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

#### **Illness at the Commission office**

All COVID-19 cases in the workplace will be investigated. The investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

A log of all staff and visitors will be maintained including names, date, and contact information if not already available. The log will be used to identify the specific individuals to contact following notification of a COVID-19 case at the office.

#### **Notification**

Staff must alert Rhonda Esera if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. First 5 OC will not discriminate or retaliate against staff for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.

2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period for persons who develop symptoms is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period for persons who test positive but never develop symptoms is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, Rhonda Esera will notify in writing all staff potentially exposed and instruct individuals with close contact to quarantine at home. CDC defines close contact as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated. When providing notice under this section, the identity of the infected staff will not be disclosed.
4. Staff with potential COVID-19 exposure will be provided information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. First 5 OC will investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.
6. The Village Property Management will be notified of a confirmed case and request a "Level 2 deep cleaning."
7. Information about COVID-19 related leave benefits is provided by County CEO.
8. Confidentially will be maintained at all times.

First 5 OC will keep a record of and track all COVID-19 cases to include: employee's name, contact information, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

### **COVID-19 Infections and Outbreaks (3+ cases in 14-day period)**

If the Commission office has 3+ COVID-19 cases who were present at the worksite in a 14-day period ("outbreak"), the Commission will provide no-cost COVID-19 testing to all staff present at the worksite during the 14-day outbreak period. Testing shall occur: (1) immediately; (2) one week later; and (3) every week thereafter for employees continuing to work onsite until no new cases occur for a 14-day period. In addition to implementing the requirements of the COVID-19 Protection Program, the Commission will conduct a review of policies, procedures, and controls immediately following an ("outbreak"). The review will be documented, and records maintained for inspection. The Commission will notify the local health department within 48 hours of an ("outbreak").

### **Disinfection after Positive Test/Diagnosis**

First 5 OC will work with The Village Property Management to properly disinfect and air out the office suite.

#### 4. CORRECTION OF COVID-19 HAZARDS

First 5 OC will correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. Staff will inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies will be corrected right away, and the plan will be updated if needed.

#### 5. TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- “Coronavirus Disease 2019 (“COVID-19”) Guidance for County Employees, Frequently Asked Questions, Applicable Until Further Notice.” This document is frequently updated and distributed to all staff by County CEO.
- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- The County offers the Employee Assistance Program (EAP). EAP can be contacted at 1-800-221-0945 or online at [www.resourcesforliving.com](http://www.resourcesforliving.com), Username: Orange County ca, Password: eat.
- The Employee Health website at [www.ochealthinfo.com/ehs](http://www.ochealthinfo.com/ehs) includes resources, and the OC Healthy Steps website has a variety of resources at: [http://www.ocgov.com/gov/hr/eb/employee\\_wellness](http://www.ocgov.com/gov/hr/eb/employee_wellness).
- The County Wellness Center website has been updated to reflect many virtual wellness resources: <https://countywellnesscenter.weebly.com/>.

Additional Pay Codes have been created pertaining to COVID-19 absences to allow employees to use Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave and expanded Family Medical Leave in combination with Cal/OSHA Emergency Temporary Standards and existing Sick Leave/Healthcare Leave balances. The County Guidance for Employees details use of the available codes. On December 15, 2020, the Board of Supervisors

extended for eligible employees the availability of Emergency Paid Sick Leave for qualifying reasons through June 17, 2021.

## **6. PHYSICAL DISTANCING**

Everyone must keep a six-foot distance from others at all times except where it is not physically possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:

- a. Telework or other remote work arrangement
- b. Reducing the number of persons in an area at one time (including visitors)
- c. Visual cues such as signs and floor markings to show employee locations and paths of travel
- d. Staggered arrival, departure, work, and break times

## **7. FACE COVERINGS**

Staff and guests are encouraged to bring their personal face coverings. Face coverings will also be made available by the Commission to all employees and required to be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH.

Employees are not required to wear a face covering in the following situations:

- a. When staff is alone in a room.
- b. While eating or drinking at the workplace, provided staff are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- c. When staff wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- d. When staff cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Staff exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- e. When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked staff shall be at least six feet away from all other persons unless unmasked staff are tested at least twice weekly for COVID-19.

Staff not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are tested twice a week for COVID-19.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any guests entering the workplace. Face coverings are provided to members of the public if necessary and instruct employees to remain at least six feet away from members of the public who will not wear a face covering.



## 8. OTHER CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT

### Limiting Access

All staff are encouraged to work remotely to limit the number of staff in the office at any given time.

### Self-screening

All staff will self-screen according to CDPH guidelines. Signs are posted at entrances listing symptoms for self-screening. Sick employees are not required to physically come into the office. Sick staff will either work remotely or use paid sick leave.

COVID-19 systems listed by the CDC

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. The system is maintained by The Village Property Management. Filters are changed quarterly and sometimes more often if their HVAC vendor recommends it, they are onsite at least once a month.

### Cleaning and disinfecting

The Village Property Management janitorial team cleans each suite and common areas Sunday-Thursday using a disinfectant cleaner instead of the standard all-purpose cleaner. Restrooms and common areas are cleaned multiple times throughout the day using disinfectant cleaner. Upon notification of a confirmed case, the janitorial team will deep clean (Level 2) all common areas of the building and the tenant's suite. Standard daily cleaning is performed at Level 1.

### Shared tools, equipment and personal protective equipment (PPE)

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

### Hand sanitizing

In order to implement effective hand sanitizing procedures all staff are encouraged to wash their hands for at least 20 seconds each time. Hand sanitizers are provided throughout the office.

## 9. REPORTING, RECORDKEEPING, AND ACCESS

It is Commission policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use an Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

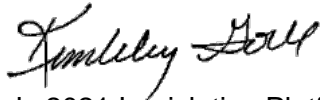
## **10. EXCLUSION OF COVID-19 CASES**

Exposed staff are excluded from the workplace for 14 days after the last known exposure, unless they can be temporarily reassigned to an isolated location. Regular pay, benefits, and seniority for staff excluded from the workplace due to workplace exposure will not be affected. Emergency sick leave is available in carrying out this requirement. Staff excluded from the workplace for non-work-related exposure will not be compensated under this requirement but will be allowed to use regular sick leave.

## **11. RETURN TO WORK CRITERIA**

COVID-19 cases with symptoms cannot return to work until they achieve the following: (1) 24 hours of a temperature below 100.4 without the use of fever-reducing medications; (2) COVID-19 symptoms improvement; and (3) 10+ days from the first onset of COVID-19 symptoms.

COVID-19 positive test with no symptoms cannot return until 10+ days from the day of the test. No negative test will be required for a return to work.

**DATE:** January 4, 2021  
**TO:** First 5 Orange County, Children and Families Commission  
**FROM:** Kimberly Goll, President/CEO   
**ACTION:** Approve First 5 Orange County's 2021 Legislative Platform

---

**SUMMARY:**

First 5 Orange County has developed the 2021 Legislative Platform to provide a framework for responding to legislative activities that could impact Orange County's children ages 0-5 and their families. This item requests consideration and adoption of the proposed Legislative Platform.

**DISCUSSION:**

First 5 Orange County's Strategic Plan calls for cultivating community leadership, knowledge, and action by developing a leadership voice among local, state, and federal policy makers to champion and improve outcomes for young children. In the course of our work, there are opportunities to provide leadership related to legislative activities that may impact young children and families. For example, First 5 Orange County may be asked to take a position on local, state, or federal legislation or regulations. Additionally, First 5 Orange County can proactively support legislation that promotes positive outcomes for young children, for example, the latest federal COVID-19 Relief Package for early childhood. Another example of a legislative related activity is roundtables with elected officials. Recently, First 5 Orange County participated in a legislative roundtable, providing information from our Child Care Landscape Analysis and seeking assistance with possible legislative solutions.

On August 5, 2020, the board approved First 5 Orange County's Guidelines for Policy Positions and Engaging Leadership. This document was the first step in establishing a criteria and process for acting on legislative matters. Since then, staff has developed a Legislative Platform that provides a framework for identifying and prioritizing legislative matters on which to advocate on behalf of Orange County's children ages 0-5 and their families. It is anticipated that this platform will be reviewed and updated annually.

The Platform was reviewed by the Policy and Communications Ad Hoc Committee. The Committee supports the formalization of a Legislative Platform and values the broad approach taken by the Platform which allows staff to be efficient and nimble in responding to legislation and related activities.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**

- August 2020- adopted First 5 Orange County Guidelines for Policy Positions and Engaging Leadership
- April 2019 – adopted First 5 Orange County 2019-2024 Strategic Plan

**RECOMMENDED ACTION:**

The recommendation is to adopt the proposed 2021 Legislative Platform (Attachment 1) that establishes the criteria on policy matters, and grants authority to the President/CEO to engage in a variety of policy and leadership activities in accordance with this platform.

**ATTACHMENT:**

1. First 5 Orange County Legislative Platform

**Contact:** Tiffany Alva

# First 5 Orange County Legislative Platform



**First 5 Orange County's vision is that all children reach their full potential.**

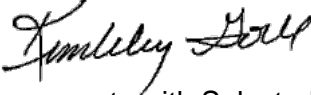
To achieve this vision, we use four strategies – get involved early, elevate equity, empower champions, and align systems of care – to guide our investments, prioritize our work and interact with our community.

The following Legislative platform allows us to advocate for young children and their families to help reach our vision:

- 1** Increase opportunities for families to meaningfully participate in decision making and provide policy input.
- 2** Prioritize early childhood in policy making, relying on research and local data whenever possible to encourage others to also prioritize early childhood.
- 3** Improve systems to increase early access to comprehensive physical and mental health, cognitive development and early care and education.
- 4** Integrate the whole child/whole family's needs.
- 5** Support continued and future funding to further early childhood development and education.

**DATE:** January 7, 2021

**TO:** First 5 Orange County, Children and Families Commission

**FROM:** Kimberly Goll, President/CEO 

**ACTION:** Adopt Resolution Authorizing Agreements with Selected Vendors to Provide CalWORKs Home Visiting Program Support

---

**SUMMARY:**

In October of 2020, the First 5 Children and Families Commission of Orange County approved the receipt of an additional \$250,000 from Social Service Agency of Orange County (SSA) to enhance the CalWORKs Home Visiting Program. This item requests authorization to develop agreements and amend existing agreements to support expanded services.

**DISCUSSION:**

The CalWORKs Home Visiting Program (HVP) was created in FY18/19 and will be funded through June 2022 by a \$158.5 million set-aside of CalWORKs funding through the State's Temporary Assistance for Needy Families (TANF) program. The agreement First 5 has with SSA provides funding for the program through June 30, 2021. The additional \$250,000 is intended to be spent before June 2021.

In early September, SSA notified First 5 Orange County that additional state funds were available for the Orange County CHVP for 2020/21, and in October, the Commission authorized receipt of additional funding from SSA pending Board of Supervisors' action. Program management staff from SSA recently confirmed their intent to move forward with this additional funding. First 5 Orange County staff have worked in partnership with SSA to determine the most judicious plan for use of these funds to enhance service delivery given the current constraints and opportunities presented by the pandemic. At the December 2020 Commission meeting staff requested the adoption of a resolution authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate agreements and amendments to agreements at the President/CEO's sole discretion, with designated consultants and organizations to provide services for the terms, in the amounts. Below is a description of each of the areas of investment and included in the Attachment 1 is the specific agreement description including subcontractors, amounts, term and brief scope descriptions.

**Training:** Training is a critical component as a way of establishing a strong system of service delivery for home visiting. Through the augmentation of funds, sites will receive needed training that will enhance the way services will be delivered to CHVP clients.

- **Stepping Stones Training:** This training specifically addresses the needs of parents of children with a disability. Stepping Stones Triple P has been evaluated with families of children with a range of disabilities (e.g. intellectual disability, autism spectrum disorders,

cerebral palsy) and elevated levels of disruptive behavior. The intervention provides parents with comprehensive support in managing their child's behavior across various settings (e.g. disobedience, fighting and aggression, temper tantrums). As CHVP clients participate in services for a longer term of 2 years, these needs arise in some participating families that have children 3 and older.

- **Domestic Violence Training:** This domestic violence training would certify CHVP home visitors as advocates for domestic violence victims and enhance their capacity to support survivors of domestic violence. The identified training provider, Laura's House, is a state-certified trainer.
- **Breastfeeding Support:** Because HCA Community Nursing staff was one of the primary providers of breastfeeding support, this is an immediate need. Breastfeeding has been demonstrated to impact both infant and mother health. While some staff have received lactation support education, this allocation would allow for all CHVP home visitors to receive this training, enhancing CHVP capacity to provide breastfeeding support to participating families. This capacity would be a great asset for the CHVP over the long term, and even more so as public health nurses with existing expertise in breastfeeding support have been redeployed to the pandemic response.

**Parents as Teachers Tools:** Home Visiting providers will be training in the Parents as Teachers (PAT) home visiting model to expand the evidence-based home visiting service options offered to families, and specific tools are required for fidelity to the PAT model. Subcontractor agreements (Children's Bureau, MOMS Orange County and The Priority Center) would be augmented to allow them to acquire tools required for implementation of Parents as Teachers, such as Home Visitor Activity kits and assessment tools.

**Implicit Bias Training:** Periodic implicit bias training is a State requirement for all CHVP service providers. The pandemic has highlighted a growing need for service providers to have knowledge and awareness concerning their implicit biases as well as the provision of culturally responsive services. We have an identified training provider, the National Training Institute on Race & Equity (NTIRE) at Morehouse College, which is a social-impact and educational entity. NTIRE uses non-judgmental, yet evidence-based approaches based on social and cognitive science to shed light on difficult and sensitive topics and enhance provider-client relations. The augmented funds will be used to enter into an agreement with NTIRE for provision of the training for CalWORKs HVP staff.

**Mental Health Support:** The pandemic has introduced increased stressors and challenges to children's social-emotional well-being, making mental health an acute concern. Families are dealing with uncertainty, isolation, and grief contributing to a greater need for mental health support. The augmentation of funds will enable sites to connect families to vital counseling and mental health virtual support services.

#### **STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions have been reviewed in relation to the Strategic Plan and are consistent with the Comprehensive Health and Development and Resilient Families goal areas. The funding to support the expansion of home visiting services will be incorporated as part of the Fiscal Year 2020/2021 Amended Budget, contingent on an agreement with the Orange County Social Services Agency to receive funding from the State Department of Social Services.

**PRIOR COMMISSION ACTIONS:**

- December 2020 – Authorize staff to augment subcontractor agreements and contract with selected vendors in order to provide CalWORKs Home Visiting Program support.
- October 2020 – Authorize receipt of additional funding from and amend the agreement with the Orange County Social Services Agency (SSA).
- June 2020 – Adopt resolution authorizing agreements for home visitation services for the CalWORKs Home Visitation Program
- April 2020- Authorized receipt of funding from the Orange County Social Services Agency (SSA) and amend agreement with SSA.
- February 2020 – Authorized agreements with designated organizations to provide Prenatal-to-Three services.
- October 2019 – Authorized receipt of funding from the Orange County Social Services Agency and adopted resolution authorizing agreements and amendments to agreements to provide CalWORKs home visitation services.
- April 2019 – Authorized amendments to agreements with contractors to provide services under the CalWORKs Home Visiting.
- December 2018 – Authorized amendments to agreements with contractors to provide services under the CalWORKs Home Visiting.
- October 2018 – Authorized receipt of approximately \$2,208,894 from, and enter into agreement with, the Orange County Social Services Agency to implement CalWORKs Home Visiting.
- Various prior actions authorizing agreements with contractors and consultants (whose scopes did not include CalWORKs Home Visitation).

**RECOMMENDED ACTION:**

1. Adopt resolution (Attachment 2) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate agreements and amendments to agreements, at the President/CEO's sole discretion, with designated consultants and organizations to provide services for the terms, in the amounts, and on the conditions as specified in Attachment 1.

**ATTACHMENT:**

1. Term Sheet
2. Resolution

**Contact:** Leticia Casillas-Sanchez



## Cal WORKs Home Visiting Program Amendments and New Agreement Term Sheet

<b>Contractor</b>	<b>Agreement Number</b>	<b>Scope/ Additional Scope</b>	<b>Term</b>	<b>Original Agreement Executed Amount</b>	<b>First Amendment Funding**</b>	<b>Additional Funding Requested</b>	<b>Amended Maximum Payment Obligation</b>
<b>MOMS Orange County</b>	FCI-HVP-01	Purchase tools required for use by home visitors trained in Parents as Teachers home visiting model, such as Home Visit Activity Kits and assessment tools, for use with families and facilitate client access to mental health support through online counseling.	7/01/20 - 06/30/21	\$328,664*	\$35,000	\$22,255	\$385,919
<b>The Priority Center, Ending the Generational Cycle of Trauma, Inc.</b>	FCI-BN4-13	Purchase tools required for use by home visitors trained in Parents as Teachers home visiting model, such as Visit Activity Kits and assessment tools, for use with families; facilitate client access to mental health support through online counseling; and train staff to enhance home visitor capacities for lactation education and support, the use of home	7/01/20 - 6/30/23 (HVP funding is only one year)	\$3,537,396* (\$2,724,000 infant/toddler \$711,396 HVP)	\$102,000 HVP Funding	\$110,660	\$3,648,056 (\$2,724,000 infant/toddler \$924,056 HVP)
<b>Children's Bureau of Southern California</b>	FCI-BN4-12	visiting curriculum specific to the needs of families with a developmental disability, and domestic violence education to support survivors.	7/01/20 - 6/30/23 (HVP funding is only one year)	\$3,423,747* (\$2,610,000 infant/toddler \$711,747 HVP)	\$102,000 HPV Funding	\$105,085	\$3,528,832 (\$2,610,000 infant/toddler \$918,832 HVP)

\*The Commission previously approved a higher amount but the maximum payment obligation contracted was based on a lower actual budget amount

\*\* Funding for the first amendment to each subcontractor agreement was approved by the Commission in December 2020.

## Cal WORKs Home Visiting Program Amendments and New Agreement Term Sheet

Contractor	Agreement Number	Scope/ Additional Scope	Term		Maximum Payment Obligation
National Training Institute on Race & Equity (NTIRE)	PS-236	Periodic implicit bias training is a state requirement for all CHVP service providers. The pandemic has highlighted a growing need for service providers to have knowledge and awareness concerning their implicit biases as well as the provision of culturally responsive services.	02/03/2021 - 06/30/2021		\$12,000

\*The Commission previously approved a higher amount but the maximum payment obligation contracted was based on a lower actual budget amount

\*\* Funding for the first amendment to each subcontractor agreement was approved by the Commission in December 2020.

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-21-C&FC**

**February 3, 2021**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE NEW AGREEMENTS, OR AMENDMENTS TO CURRENT AGREEMENTS, AT THE PRESIDENT/CEO'S SOLE DISCRETION, WITH DESIGNATED CONSULTANTS AND/OR ORGANIZATIONS TO PROVIDE SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS ON BEHALF OF THE COMMISSION**

**WHEREAS**, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the "Act") implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County ("Commission"); and

**WHEREAS**, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County's children prenatal to five years of age as codified in the Act; and

**WHEREAS**, the Commission desires to enter into new agreements or amendments to current agreements, at the President/CEO's sole discretion, with each of the consultants and/or organizations, hereinafter referred to as the "Contractors," identified in Attachment 1 to the staff report for the February 3, 2021 Commission meeting for this Agenda Item (hereinafter collectively referred to as "Agreements"). Contractors will provide services for the terms and in the amounts and on the conditions as described therein; and

**WHEREAS**, each Contractor desires to enter into the applicable Agreement, if authorized by the President/CEO, in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreement; and

**WHEREAS**, Commission has reviewed the staff report for the February 3, 2021 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements are in furtherance of and consistent with the Commission's Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreements with each of the Contractors for the terms and in the amounts and on the conditions as specified in Attachment 1 to the February 3, 2021 staff report for this Agenda Item.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:**

**Section 1** Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate an Agreement with each of the Contractors to provide services for the terms and in the amounts and on the conditions consistent with the February 3, 2021 staff report and Attachment 1 referenced therein; and

**Section 3** The form of any Agreements shall be substantially similar to the standard, Non-Profit, Consultant or Professional Services Agreements, subject to minor, non-substantive revisions, or as otherwise required to comply with state/federal grant funding sources, and will be reviewed and approved by the President/CEO, or designee, and Commission Counsel. The approval by the President/CEO, or designee, of the Agreements shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreements to be entered into, at the President/CEO's sole discretion, with each of the Contractors as described in Attachment 1 to the February 3, 2021 staff report for this Agenda Item to provide services for the terms and in the amounts and on the conditions as specified in the February 3, 2021 staff report for this Agenda Item.

**Section 5** The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreements on behalf of the Commission.

**Section 6** A copy of each final Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. Each final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

**Section 7** In addition to the authorization of Section 2 above, the President/CEO, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

**Section 8** The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on February 3, 2021 to wit:

AYES Commissioners: \_\_\_\_\_

NOES: Commissioner(s): \_\_\_\_\_

EXCUSED: Commissioner(s): \_\_\_\_\_

ABSTAINED: Commissioner(s) \_\_\_\_\_

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA    )  
  )  
COUNTY OF ORANGE    )

I, ROBIN STIELER, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

**IN WITNESS WHEREOF**, I have hereto set my hand and seal.

\_\_\_\_\_  
ROBIN STIELER  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-21-C&FC

Agenda Date: February 3, 2021

Item No. \_\_



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

Robin Stieler, Clerk of the Commission

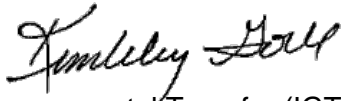
By: \_\_\_\_\_  
Deputy

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Amendments and Agreements)

**DATE:** January 5, 2021

**TO:** First 5 Orange County, Children and Families Commission

**FROM:** Kimberly Goll, President/CEO 

**ACTION:** Authorize funding for an Intergovernmental Transfer (IGT) transaction with CalOptima and Adopt Resolution Authorizing Agreement with the California Department of Health Care Services

---

**SUMMARY:**

First 5 Orange County has participated in five intergovernmental transfer (IGT) transactions with CalOptima as a strategy to leverage federal funding to support investments in children's health. This agenda item requests funding for an IGT transaction and authorization of an agreement with California Department of Health Care Services (DHCS).

**DISCUSSION:**

A rate range IGT transaction provides federal Medicaid funding for reimbursement of uncompensated care for Medi-Cal beneficiaries in a given fiscal year (FY). This type of IGT can only occur via a managed care organization, such as CalOptima. Rate range IGTs began statewide in 2006 and have been used by every county in the state to offset the cost of uncompensated care provided by county health departments, public hospitals, and other local care providers. Due to California's comparatively low reimbursement rates, counties have substantial headroom with which to accommodate these transactions. With rate range IGTs, a government entity provides non-federal matching funds that the State uses to obtain the highest reimbursement rate that is federally allowable. As a general guide, for every dollar provided as a match, about a dollar is returned to the originating county. DHCS charges a 20 percent administrative fee on each transaction.

Participation in an IGT is limited to organizations on both the provider and financing sides that meet the following eligibility criteria:

- *Agencies that have documented uncompensated cost of serving Medi-Cal members* - Since the basis for an IGT is reimbursement for the actual cost of care for services provided, a participating entity must be able to document uncompensated costs for a defined period. In this case, the amount of the transaction is based on expenses incurred during FY 2019/20 and the first six months of FY 2020/21.
- *Agencies that are CalOptima-contracted providers* - The determination of uncompensated costs is limited to the difference between CalOptima's payment to providers for authorized benefits and the actual cost of care for these services. Agencies must show that the uncompensated care was for specific services to CalOptima members for which they were a contracted provider. Dental services, for example, are not currently within CalOptima's

scope of mandated benefits and are therefore not eligible for reimbursement under an IGT. Of the Commission's current contracted partners, CHOC Children's is the sole entity to meet all requirements for an IGT transaction.

- *Financing to support the transaction must be provided by a government entity* - The local funds to support IGT transaction financing must be public and cannot be federal funds or private provider donations. The First 5 Orange County is an eligible public entity and has completed four previous IGT transactions.
- *IGT revenue must be used for Medi-Cal covered benefits* - Potential uses for IGT funding have narrowed significantly due to federal regulations and State policies. IGT funds are now considered part of the capitation payments that CalOptima receives from the State and thus are subject to the same restrictions. Essentially, funds may only be used for covered Medi-Cal benefits for existing CalOptima members. Given this and other limitations noted above, participation in future IGTs may be increasingly less viable.

Since the recipient of the leveraged funds must be a contracted CalOptima provider, any First 5 Orange County-supported transaction will result in funding directly to CalOptima, and in turn to the First 5-selected provider. Neither the principal funds that provided the basis for the federal drawdown, nor the match funds, would return to First 5 Orange County directly. As with previous transactions, we would work with the transaction partners to ensure that the principal and leveraged funds are dedicated to agreed-upon priorities for children prenatal through age five.

Consistent with previous IGT transactions, First 5 Orange County decides on participation in the IGT, the estimated amount of the transaction, and approves a general scope. The California Department of Health Care Services (DHCS) determines the final contribution amount from First 5 Orange County based upon actual enrollment figures. For this IGT, DHCS has determined that First 5's projected pro rata share of the county's overall headroom for an IGT transaction is \$750,000. This amount is inclusive of the estimated transfer amount for federal match and the 20 percent fee assessed by DHCS. However, the total funds transferred will be determined by DHCS and will be based upon actual enrollment figures and population served. Therefore, the final funding amount may be higher or lower than this estimated amount. If the final amount is lower, DHCS will return unspent funds to First 5 Orange County, and if it is higher, First 5 Orange County will be required to provide additional funding in an amount required by DHCS. The final reconciliation is projected to take place approximately two years after the completion of the service period.

Staff will continue to provide updates to the Commission on the progress of this IGT transaction and total funding contributed. Funding for this transaction will come from program savings in Fiscal Years 2019/2020 and 2020/2021 due to the reduction in Public Health Nurse services.

### **Targeted Outcomes**

First 5 Orange County, Social Services Agency (SSA), and CHOC Children's have identified a potential use of the IGT proceeds focusing on children engaged with Child Protective Services (CPS). The scope concentrates on system improvements that both deepen best practices and expand services. CHOC Children's and SSA have an existing partnership that provides for a Clinic which includes medical, psychological and social work support for treatment, follow up and investigation of child abuse and maltreatment. The proposed IGT investment will leverage this existing partnership and learnings while deepening the services and commitment to safety



and protection plus prevention and intervention based on protective factors, depending on circumstances. Specific actions that will be supported by this IGT include but are not limited to;

- ◆ Expand evidence-based methods of care that helps parents and their infants who may be suffering from neonatal abstinence syndrome.
- ◆ Maintain and expand existing Clinic services providing medical, psychological, and social work support for the children and families
- ◆ Expand parent education and support especially for vulnerable children with special needs or in high-risk families
- ◆ Follow-up services and monitoring which could include a resource specialist dedicated to connecting these families with community resources, improving continuity of care for families; connection and data-sharing with pediatricians and other members of the care team.

In addition to the specific expansion plans that could be supported by this IGT, CHOC Children's is also formulating plans to make deeper investment in this area of work. Those plans may include some of the following;

- ◆ Recruiting a dedicated full-time certified physician
- ◆ Expanding social work support
- ◆ Improving data-gathering and analysis;
- ◆ Engaging primary care providers (beginning with CHOC network – 400-450 primary care pediatricians currently affiliated);
- ◆ Providing training in partnership with SSA, law enforcement, community agencies,
- ◆ Expand/formalize regional Neonatal Intensive Care Unit outreach

Staff recommends moving forward with the necessary funding authority to improve services to more than 300 children ages 0-5 that currently receive services through this clinic.

#### **STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions presented in this staff report have been reviewed in relation to the Strategic Plan and are consistent with applicable goals. Funding for this item will be included in the applicable fiscal budget once an agreement is signed with DHCS.

#### **PRIOR COMMISSION ACTIONS:**

- December 2020- Update on potential IGT transaction
- October 2020- Update on all IGT projects
- May 2020- Approved updated contract terms for IGT Transaction
- April 2020- Approved IGT Transaction
- October 2019 – Approved IGT Transaction
- December 2017 – Approved IGT Transaction
- March 2017 – Approved IGT Transaction
- April 2016 – Approved Amended Resolution for IGT transaction
- February 2016 – Approved IGT Transaction
- December 2015 – Receive update on proposed Intergovernmental Transfer (IGT) transaction with CalOptima and provide direction to staff
- October 2015 – Authorized the Executive Director to pursue a potential Intergovernmental Transfer (IGT) transaction with CalOptima on behalf of community partners and return at the

December 2015 meeting with a proposed plan and terms and conditions for Commission approval.

- June 2014 – Annual Planning Meeting, Sustainability Strategies

**RECOMMENDED ACTION:**

1. Authorize payment of \$750,000 and any other amount required by the California Department of Health Care Services (DHCS) based upon actual enrollment figures to support an intergovernmental transfer (IGT) transaction with CalOptima.
2. Authorize payment of a 20 percent transaction fee in the estimated amount of \$125,000 for the purposes of supporting the IGT transaction.
3. Adopt resolution authorizing an agreement with DHCS for the transfer of First 5 Orange County funding, as referenced above, for purposes of providing the nonfederal share for an IGT for the rate year of July 1, 2019 through June 30, 2020 and the first six months of the rate year of July 1, 2020 through June 30, 2021, for system improvements in medical, psychological and social work support for treatment, and follow up and investigation of child abuse and maltreatment.

**ATTACHMENTS:**

1. Resolution: California Department of Health Care Services – Intergovernmental Agreement Transfer of Public Funds

**Contact:** Kim Goll

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-21-C&FC**

**February 3, 2021**

**RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AN AGREEMENT WITH CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES FOR THE NON-FEDERAL SHARE OF AN INTERGOVERNMENTAL TRANSFER TRANSACTION FOR THE PURPOSES OF SYSTEM IMPROVEMENTS IN MEDICAL, PSYCHOLOGICAL AND SOCIAL WORK SUPPORT FOR TREATMENT, AND FOLLOW UP AND INVESTIGATION OF CHILD ABUSE AND MALTREATMENT; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

**WHEREAS**, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

**WHEREAS**, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

**WHEREAS**, the Commission desires to enter into an Agreement (“Agreement”) with the California Department of Health Care Services (DHCS), hereinafter referred to as “Contractor,” for the non-federal share of an Intergovernmental Transfer (IGT) transaction for the terms and in the amounts as specified in the February 3, 2021 staff report for purposes of system improvements in medical, psychological and social work support for treatment, and follow up and investigation of child abuse and maltreatment; and

**WHEREAS**, Contractor desires to enter into the Agreement with Commission in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreement; and

**WHEREAS**, Commission has reviewed the staff report for the February 3, 2021 Commission meeting relating to the purpose provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the February 3, 2021 staff report for this Agenda Item;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:**

**Section 1** Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor using the Contractor's contract template for the non-federal share of an IGT transaction for system improvements in medical, psychological and social work support for treatment, and follow up and investigation of child abuse and maltreatment.

**Section 3** Commission hereby approves the Agreement with Contractor for the terms and in the amounts as specified in the February 3, 2021 staff report for this agenda item for the non-federal share of an IGT transaction for system improvements in medical, psychological and social work support for treatment, and follow up and investigation of child abuse and maltreatment.

**Section 4** The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement on behalf of the Commission.

**Section 5** A copy of the Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

**Section 6** In addition to the authorization of Section 2 above, the President/ CEO, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

**Section 7** The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on February 3, 2021 to wit:

AYES Commissioners: \_\_\_\_\_

NOES Commissioner(s): \_\_\_\_\_

EXCUSED Commissioner(s): \_\_\_\_\_

ABSTAINED Commissioner(s): \_\_\_\_\_

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA )  
 )  
COUNTY OF ORANGE )

I, ROBIN STIELER, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

**IN WITNESS WHEREOF**, I have hereto set my hand and seal.

\_\_\_\_\_  
ROBIN STIELER  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-21-C&FC

Agenda Date: February 3, 2021

Item No. \_\_



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

ROBIN STIELER, Clerk of the Commission

By: \_\_\_\_\_  
Deputy

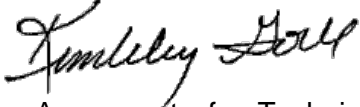
**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)

**Agenda Item 9**  
**February 3, 2021**

**DATE:** January 19, 2021

**TO:** First 5 Orange County, Children and Families Commission

**FROM:** Kimberly Goll, President/CEO 

**ACTION:** Receive Update and Authorize Agreements for Technical Support Related to Advancing Equity

---

**SUMMARY:**

First 5 Orange County is committed to creating an organizational culture where inclusion, diversity, and equity are a value and a priority. This report provides an update on activities related to equity work and recommends contracting with two organizations to build staff, consultant and regional capacity to address issues of race, equity, diversity and inclusion.

**DISCUSSION:**

For the past several months, First 5 Orange County staff and consultants have been exploring ways to elevate issues related to equity. We began by taking time as staff and consultants for self-reflection, learning and consideration of how systemic racism impacts our personal, professional and community lives. In October, we brought an item to the Commission describing our efforts to develop a framework to guide how we integrate equity in staff and consultant professional development, how we view and use data, and how we incorporate equity into the programs funded by First 5 Orange County.

Since October, we reached out to community partners for recommendations on experts in this field. After a review of several proposals, staff recommends contracting with OC Human Relations and the Center for the Study of Social Policy (CSSP) to support our goals of building community capacity and shifting organizational culture in the areas of race, equity, diversity and inclusion (REDI).

OC Human Relations is an Orange County-based professional organization with a 30-year history of working with local firms and in local communities. Their mission is to foster mutual understanding among residents and eliminate prejudice, intolerance and discrimination in order to make Orange County a better place for all people to live, work and do business. They have received multiple requests from a variety of stakeholders including philanthropic organizations, nonprofits, for profits, and government agencies for technical support to address issues of social justice and equity. In response, they are offering a 12-month program for a 25-member cohort of leaders that includes a training curriculum and interactive facilitated dialogue to move both individuals' and organizations' policies and practices along the REDI spectrum. Their intent is to run multiple cohorts, allowing interested agencies to secure an entire cohort or an individual space within a cohort. They are open to various cohort configurations.

Staff recommends allocating up to \$50,000 to pay for 33 participants spread over multiple cohorts. While specific participants have not yet been finalized, we anticipate including staff and/or consultants from First 5 Orange County as well as community partners with whom we work closely. First 5 Orange County has been in conversation with other potential investors in this locally-developed cohort experience who have the shared objective of building cross-sector capacity to support the knowledge building and practice change that needs to occur. We will work with other investors to determine the best slate of potential participants. Key considerations include the individual's motivation for equity work, and the ability to maximize impact by focusing on a targeted community or topic such as health or education.

The Center for the Study of Social Policy is a national research, policy, and technical assistance organization with a mission of building a more racially, socially, and economically just society in which all children, youth, and families thrive. First 5 Orange County has worked with CSSP in the past as part of the Early Childhood Learning and Innovation Network for Communities (EC-LINC). Staff recommends an allocation of \$65,000 to CSSP, to provide assistance to First 5 Orange County. This assistance will likely include but not be limited to a training curriculum for all staff and consultants that includes individual, small- and large-group activities to build our knowledge and deepen our comfort and familiarity in understanding and addressing issues of racial equity, anti-racism, and parent engagement. This work will also include a review of First 5 Orange County's policies and procedures to identify ways that we can disrupt existing practices.

First 5 Orange County staff, consultants and funded partners will use both of these technical assistance opportunities to advance three specific REDI projects. These include: 1) developing a core value statement for our organization; 2) examining our Bridges Prenatal-to-Three data using an equity lens to ensure we are engaging families proportionate to their risk and Orange County's population; and 3) creating infrastructure to integrate parents as partners and leaders into the design, development, implementation and evaluation of programs, services and systems change work. Each of these projects will have additional costs, such as project management, providing stipends to parents for participation in REDI-related activities or technical assistance in data retrieval and analysis.

As staff continues the discovery process to advance equity in and through our work, we will update the Commission on our learnings and recommendations.

#### **STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. Funding for this item will be included in the Amended Fiscal Year 2020/2021 Budget under the Systems Building line item.

#### **PRIOR COMMISSION ACTIONS:**

- October 2020 – Update on First 5 Orange County's Equity Work

#### **RECOMMENDED ACTIONS:**

1. Receive Update on First 5 Orange County's Equity Work



2. Adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate Agreement PS-238 with the OC Human Relations to provide support for community capacity building related to race, equity, diversity and inclusion for a 12 month term in the amount not to exceed \$50,000.
3. Adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate Agreement PS-237 with the Center for the Study of Social Policy to provide support for First 5 Orange County's capacity building related to race, equity, diversity and inclusion for a 12 month term in the amount not to exceed \$65,000.

**ATTACHMENTS:**

1. Resolution – Orange County Human Relations
2. Resolution – Center for the Study of Social Policy

**Contact:** Lisa Burke

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-21-C&FC**

**February 3, 2021**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT PS-238 WITH ORANGE COUNTY HUMAN RELATIONS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENTS ON BEHALF OF THE COMMISSION**

**WHEREAS**, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

**WHEREAS**, the Commission desires to prepare and negotiate an Agreement with Orange County Human Relations, hereinafter referred to as the “Contractor”, identified in the staff report for the February 3, 2021 Commission meeting for the terms, in the amount and for the scope of services as described therein; and

**WHEREAS**, Contractor desires to enter into Agreement PS-238 (“Agreement”) in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreement; and

**WHEREAS**, Commission has reviewed the staff report for the February 3, 2021 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with Contractor for the term, in the amount, and for the scope of services as specified in the February 3, 2021 staff report for this Agenda Item.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:**

**Section 1** Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with Contractor as described in the February 3, 2021 staff report for this Agenda Item for the term, in the amount, and for the scope of services referenced therein.

**Section 3** The form of the Agreement with Contractor shall be substantially similar to a standard Non-Profit Agreement, subject to minor, non-substantive revisions as reviewed and approved by the President/CEO, or designee, and Commission Counsel. The approval by the President/CEO, or designee, of the Agreement shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with the Contractor as described in the February 3, 2021 staff report for this Agenda Item for the term, in the amount, and for the scope of services as specified therein.

**Section 5** The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement on behalf of the Commission.

**Section 6** A copy of the Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

**Section 7** In addition to the authorization of Section 2 above, the President/CEO, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreements(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

**Section 8** The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on February 3, 2021 to wit:

AYES Commissioners: \_\_\_\_\_

NOES Commissioner(s): \_\_\_\_\_

EXCUSED Commissioner(s): \_\_\_\_\_

ABSTAINED Commissioner(s): \_\_\_\_\_

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA )  
 )  
COUNTY OF ORANGE )

I, ROBIN STIELER, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

**IN WITNESS WHEREOF**, I have hereto set my hand and seal.

\_\_\_\_\_  
Robin Stieler  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-21-C&FC

Agenda Date: February 3, 2021

Item No. \_\_



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

ROBIN STIELER, Clerk of the Commission

By: \_\_\_\_\_  
Deputy

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy of final executed Agreement)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_-21-C&FC**

**February 3, 2021**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT PS-237 WITH CENTER FOR THE STUDY OF SOCIAL POLICY; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENTS ON BEHALF OF THE COMMISSION**

**WHEREAS**, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

**WHEREAS**, the Commission desires to prepare and negotiate an Agreement with the Center for the Study of Social Policy, hereinafter referred to as the “Contractor”, identified in the staff report for the February 3, 2021 Commission meeting for the terms, in the amount and for the scope of services as described therein; and

**WHEREAS**, Contractor desires to enter into Agreement PS-237 (“Agreement”) in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreement; and

**WHEREAS**, Commission has reviewed the staff report for the February 3, 2021 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with Contractor for the term, in the amount, and for the scope of services as specified in the February 3, 2021 staff report for this Agenda Item.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:**

**Section 1** Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with Contractor as described in the February 3, 2021 staff report for this Agenda Item for the term, in the amount, and for the scope of services referenced therein.

**Section 3** The form of the Agreement with Contractor shall be substantially similar to a standard Non-Profit Agreement, subject to minor, non-substantive revisions as reviewed and approved by the President/CEO, or designee, and Commission Counsel. The approval by the President/CEO, or designee, of the Agreement shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with the Contractor as described in the February 3, 2021 staff report for this Agenda Item for the term, in the amount, and for the scope of services as specified therein.

**Section 5** The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreement on behalf of the Commission.

**Section 6** A copy of the Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

**Section 7** In addition to the authorization of Section 2 above, the President/CEO, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreements(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

**Section 8** The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on February 3, 2021 to wit:

AYES Commissioners: \_\_\_\_\_

NOES Commissioner(s): \_\_\_\_\_

EXCUSED Commissioner(s): \_\_\_\_\_

ABSTAINED Commissioner(s): \_\_\_\_\_

\_\_\_\_\_  
CHAIR

STATE OF CALIFORNIA )  
 )  
COUNTY OF ORANGE )

I, ROBIN STIELER, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

**IN WITNESS WHEREOF**, I have hereto set my hand and seal.

\_\_\_\_\_  
Robin Stieler  
Clerk of the Commission, Children and Families Commission of  
Orange County, County of Orange, State of California

Resolution No: \_\_-19-C&FC

Agenda Date: February 3, 2021

Item No. \_\_



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

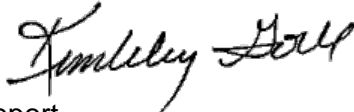
ROBIN STIELER, Clerk of the Commission

By: \_\_\_\_\_  
Deputy



**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy of final executed Agreement)

**DATE:** January 21, 2021  
**TO:** First 5 Orange County, Children and Families Commission  
**FROM:** Kimberly Goll, President/CEO   
**ACTION:** Receive the President/CEO Report

---

### **Commissioner Recruitment**

1st District Supervisor Andrew Do has been named Chair of the Board of Supervisors for 2021. In the next few weeks, he will make appointments including designating the Supervisor to serve on the First 5 Orange County Commission and naming three Board of Supervisor representatives to make recommendations for three at-large First 5 board positions. As a reminder, the First 5 Orange County board includes six at-large members, who serve staggered two-year terms that begin April 1. Each year, three of these positions must be filled by the Board of Supervisors. First 5 manages the recruitment process; the Board of Supervisors reviews all applications, makes the nominations and appointments or reappointments (incumbent Commissioners may reapply and be reappointed). First 5 staff has reached out to Supervisor Do's office to begin the recruitment process. Contact Tiffany Alva, [Tiffany.alva@cfcoc.ocgov.com](mailto:Tiffany.alva@cfcoc.ocgov.com), with any recruitment related questions.

### **Policy and Communications Update**

As we kick off a new year, we are focused on an ambitious set of legislative and communications efforts. Following the legislative guidelines adopted by the Commission in 2020, we have developed First 5 Orange County's 2021 first-ever Legislative Platform (Agenda Item 1). We have begun to monitor new legislation that could impact our work and relates to our Strategic Plan. Additionally, we have begun to introduce First 5 Orange County to newly elected members of local, state and federal legislative bodies with an invitation to join us in our work.

On the communications front, we continue to forge ahead with Phase II of the childcare landscape work. As the employer interviews are completed in the next few weeks, we will create communications materials to share the Phase II findings with stakeholders and the community at large. We are also strategically growing First 5 Orange County's social media presence and increasing the number of followers. In addition to sharing resources and support for parents and child care providers, we are using these platforms to disseminate information and educate people on the Earned Income Tax Credit and the COVID-19 vaccine. Many materials are provided in English and Spanish.

As noted in Agenda Item 4, we are in the midst of a website redesign with updated materials and language to reflect First 5 Orange County's Strategic Plan, areas of focus, and a new section for parent and provider resources. The parent section will include the Kid Builders app, which provides activities to help children develop in six important areas: mind, words, body,

relationships, safety and health, and is available in English, Spanish, and Vietnamese. Finally, we have continued to position First 5 Orange County as a trusted resource for information regarding children ages birth to 5, facilitating interviews with media outlets such as the Orange County Register, Univision, KTLA 5, and KPCC.

### **Distribution of Supplies to Child Care Providers**

In January, we distributed much-needed cleaning and PPE supplies from First 5 California to hundreds of child care providers throughout the county. We received nineteen pallets in total and reached out to nearly 1,000 providers. The first two supply distributions were at Pretend City in Irvine and the final one was at the Boys & Girls Club of Garden Grove. Our team created an excellent outreach campaign leading up to the first day of distributions, where we served over 450 child care providers and on day two, Univision came to interview our volunteers and spread the good news. First 5 OC is continuing to gather feedback and stories from child care providers around how these supplies are keeping their doors open, which we will share with the Commissioners and on our website.



### **Dental Transformation Initiative**

Four years ago, First 5 Orange County chose to serve as the fiscal and administrative lead for California's Dental Transformation Initiative (DTI) Local Dental Pilot Projects (LDPP) which came to a close on December 31, 2020. We are wrapping up final report deliverables with all of the program partners, which should be completed in February. As we finalize the collection and summarization of data reports from each of the Federally Qualified Health Centers and from Healthy Smiles for Kids of Orange County, it is clear that there have been significant achievements, learnings, and sustainable impacts for oral health services to young children in Orange County.

We know that since July 2017, the LDPP partners provided over 17,635 visits to more than 7,835 children in Orange County. This includes preventive dental care provided in 104 community-based locations including early education and preschool sites, elementary schools, and community sites such as shelters. Care coordination was provided to ensure families were connected to follow up care through over 43,465 phone calls. Relationships established through community partners, events, and direct outreach to families allowed providers to present oral health education to more than 59,770 children and 23,960 parents.

Most impactful going forward will be the learnings from this project that will inform expansion of services, as well as learnings from the COVID-19 impact and response. This project demonstrated why and how care coordination is an essential element to help families access

oral health care. Partners also learned that meeting families where they are in their communities through the use of various models – classroom based, mobile unit based, or even pop-up tent locations – is the best way to be responsive to family needs and to ensure access and utilization of services. We look forward to sharing information in more detail with you as we release our final report of accomplishments, learnings, and thoughts for the future in the coming month.

### **Consultant Services Request for Qualifications**

The First 5 Orange County business model uses technical and project management consultants to help develop and implement strategies established by the Commission. There are approximately 30 individuals and organizations currently contracted for consulting services. Periodically, a Request for Qualifications (RFQ) is released to invite applicants interested in providing consultant services to ensure the most comprehensive pool of qualified consulting applicants. Placing qualifying applicants on these rosters does not obligate the utilization of their services, and no commitment is made to issue contracts or engage their services in any way. An RFQ was released on January 21, 2021 to update a new consultant roster and includes new subject matter expertise for Race, Equity, Diversity & Inclusion, Professional Development and Language Translation. New applicants may submit, and individuals and organizations currently on the roster must confirm their intent to remain on the roster and provide any updates. Applications are due on February 26, 2021. An updated roster of qualified applicants and request for authority to enter into consultant contracts will be brought to the April 2021 Commission meeting.