

SUMMARY ACTION MINUTES

REGULAR MEETING FIRST 5 ORANGE COUNTY, CHILDREN & FAMILIES COMMISSION

Wednesday, August 4, 2021, 9:00 A.M.

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

RAMIN BASCHSHI, MD
Chair

DEBRA BAETZ
Commissioner

DOUG CHAFFEE
Commissioner

CLAYTON CHAU, MD
Commissioner

KATHERINE CHIU, MD, MBA
Commissioner

LEAH ERSOYLU, PhD.
Commissioner

JACKIE FILBECK
Commissioner

YVETTE LAVERY, MPA, MBE
Commissioner

SUSAN MCCLINTIC
Commissioner

ATTENDANCE: All Members Present (all Commissioners participated via Zoom)

EXCUSED: None

PRESENT: PRESIDENT/CEO
COMMISSION COUNSEL
CLERK OF THE COMMISSION

Kimberly Goll (participated via Zoom)
Cassie Trapesonian (participated via Zoom)
Maria Lopez, Deputy (participated via Zoom)

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Commission Counsel Cassie Trapesonian

PRESENTATIONS: (None)

CONSENT CALENDAR: (Items 2 - 5)

491235678 **APPROVED AS RECOMMENDED**

1. Receive report on measuring systems change
2. Receive update on financial audit process

SUMMARY ACTION MINUTES

3. Receive update on Home Visiting activities
4. Appoint Pshyra Jones to the First 5 Orange County Technical Advisory Committee

PUBLIC HEARING: (Item 5)

5. Conduct Public Hearing, adopt the Commission's Salary and Benefits Policy Resolution, and approve annual review and updates to Administrative Policies and Procedures
- C.O. **CLOSED PUBLIC HEARING**

182345679 **APPROVED AS RECOMMENDED**
RESO: 21-021 C&FC

REGULAR ITEMS: (Items 6 - 9)

6. Receive update on First 5 Orange County's refreshed website and adopt resolution authorizing a first amendment to Agreement No. PS-245 with Cornerstone Communications for additional website development
481235679 **APPROVED AS RECOMMENDED**
RESO: 21-022 C&FC
7. Adopt resolution authorizing an amendment to the lease agreement with the Orange County Shared Spaces Foundation for First 5 Orange County office space
761234589 **APPROVED AS RECOMMENDED**
RESO: 21-023 C&FC
8. Adopt resolution authorizing an agreement with CHOC Children's to develop a technology build out for the OC Children's Screening Registry
491235678 **APPROVED AS RECOMMENDED**
RESO: 21-024 C&FC
9. Adopt resolution authorizing new and amended agreements for a three-year integrated primary care behavioral health pilot in selected Federally Qualified Health Centers
152346789 **APPROVED AS RECOMMENDED**
RESO: 21-025 C&FC

PRESIDENT/CEO REPORT: (Item 10)

10. Receive the President/CEO's Report
 - a. Financial Update
 - b. Policy and Communications Update
 - c. Update on Phase III Child Care
 - d. Establishments of 2021 Ad Hoc
- RECEIVED**

PUBLIC & COMMISSION COMMENTS:

PUBLIC COMMENTS: None

SUMMARY ACTION MINUTES

COMMISSION COMMENTS:

Commissioner Filbeck – Oral Re.: Appreciative and thankful to serve another term and very excited to be on the Commission.

ADJOURNED: 9:28 a.m.

*** KEY ***

Left Margin Notes

1 Debra Baetz	A = Abstained
2 Ramin Baschshi, MD	X = Excused
3 Doug Chaffee	N = No
4 Clayton Chau, MD	C.O. = Commission Order
5 Katherine Chiu, MD, MBA	
6 Leah Ersoylu, PhD	
7 Jackie Filbeck	Reso = Resolution
8 Yvette Lavery, MPA, MBE	Ord = Ordinance
9 Susan McClinitc	

(1st number = Moved by; 2nd number = Seconded by)

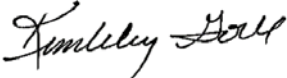
/s/
RAMIN BASCHSHI, MD
Chair

/s/
Maria Lopez, Deputy
Clerk of the Commission

Agenda Item 1
August 4, 2021

DATE: June 30, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Receive Report on Measuring Systems Change

SUMMARY:

First 5 Orange County developed a tool to measure systems change, which was piloted with select funded partners and collaborative groups in FY 2021-2022. This agenda item describes the tool and lessons learned from the pilot implementation, along with initial findings and next steps.

DISCUSSION:

Historically, First 5 Orange County invested a majority of its funds to support programs that provide direct services to children and families, such as home visiting and homelessness prevention. In the past few years, we have also begun funding “systems change” work. Rather than providing direct services, systems change efforts strive to shift the conditions that are holding problems in place. A good example of systems change work is the recently completed Child Care Landscape Analysis and our work to develop stronger partnerships with child care providers, legislators, the business community, and parents. The goal of these efforts is to improve Orange County’s child care delivery system and inspire more champions for young children and families.

Systems work does not have the same type of measurement as traditional program analysis, which quantifies outputs or outcomes like the number of children served, the number of home visits conducted, or the number of children who are 100% immunized by the end of the program we are funding. Consequently, we are developing new ways to assess if our systems work is having positive impact, in other words, our systems change measurement.

Current Status

In FY 2021-2022, we developed and piloted a tool, the Systems Change Questionnaire, that examines three areas:

1. Committed Leadership
2. Engaged Neighborhoods
3. Connected Systems

The tool consists of two short questionnaires that were designed to be completed by either First 5 Orange County funded partners, or collaboratives that First 5 is part of (some of which are funded in part by First 5, some of which First 5 is one member at the table but doesn’t fund). The questionnaire for funded partners is provided as Attachment 1; and for collaboratives, as Attachment 2.

This past year, the following entities completed the questionnaire.

Funded Partners:

- 25 Orange County school districts
- Healthy Smiles for Kids of Orange County

Collaboratives:

- Engaged Neighborhood Collaboratives (Santa Ana, Anaheim, La Habra, Garden Grove)
- Early Childhood Mental Health Collaborative

Attachment 3 provides two examples of findings generated from the results of the questionnaires, one for the 25 school districts combined, which completed the Funded Partner questionnaire, and one for the four Engaged Neighborhoods combined, which completed the Collaborative questionnaire.

These findings show that most of the early learning teams within Orange County's school districts are either "just getting started" or are "making progress" in each of the key systems change focus areas. Some are "well on their way" towards making financial investments in early childhood beyond First 5 Orange County funding and being an active participant in a local taskforce or collaborative focused on early childhood. Very few have "not yet started" early childhood systems change work in their district.

The findings of the Engaged Neighborhood collaboratives reflect the length of time they have been working together. The Santa Ana Early Learning Initiative, which has been meeting for several years, is "well on their way" in the areas of having a common vision, mission, goals, and objectives, as well as including the voices of community residents. They are also "making progress" towards having shared measurement and data sharing agreements. In contrast, the Garden Grove collaborative, which was only awarded funding by the Commission in June 2021, has "not yet started" a lot of the systems of change work, with the exception of conducting coordinated, mutually reinforcing activities related to early childhood. The Anaheim collaborative is "just getting started" in most focus areas, and La Habra reports a mix of "not yet started" and "just getting started," although they are "well on their way" toward common goals and objectives.

Lessons Learned from the Pilot Year

Both funded partners and collaboratives found the questionnaire useful in sparking dialogue about systems change. It was helpful in broadening their thinking beyond counting outputs and in assessing their progress toward developing early childhood leaders, engaging parents in the work, creating common goals, and sharing data.

There are some aspects of the Systems Change Questionnaire and its implementation that need refinement. The questionnaire is introduced to our partners by the First 5 Orange County staff or a consultant lead. Based on the experience of the program leads, we have an opportunity to provide enhanced support with greater context setting for our partners. We will add information about why we believe the questionnaire is a good tool to generate awareness and understanding of systems change work and to generate dialogue between ourselves and our partners. Additional training is also needed for First 5 staff and consultants to facilitate collection of the questionnaire data, and to assist funded partners and collaboratives with discussion about the importance and relevance of systems change work, about the results of their questionnaire, and how to use the findings to formulate actions and generate progress in systems change work. Finally, the

questionnaire needs to be updated to reflect the language and priorities of First 5 Orange County's updated Strategic Plan.

Next Steps

Over the next few months, we will share the results of the Systems Change Questionnaire with those partners that completed the survey including how First 5 is using the information. We will update the tool to reflect the current Strategic Plan focus and language, create supporting materials, and train staff/consultants to facilitate the data collection in FY 2021-2022. We will continue to facilitate conversations about the importance and relevance of systems change work with our partners, expanding to include most funded partners in FY 2021-2022. We are considering modifying the questionnaire for collaborative partners (or perhaps, just the reporting of questionnaire results) to make a distinction between collaboratives that receive funding from First 5 Orange County such as the Engaged Neighborhood collaboratives, and collaboratives where First 5 Orange County participates in the collaborative but does not provide funding, such as Early Childhood Mental Health.

We anticipate the Systems Change Questionnaires will be completed annually in the second quarter of the fiscal year (between October and December), and will return to the board in February or April of 2022 with additional learnings and findings.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended action presented in this staff report has been reviewed in relation to the Strategic Plan and is consistent with applicable goals. This agenda item does not include a funding request.

PRIOR COMMISSION ACTIONS:

None

RECOMMENDED ACTION:

Receive report on Systems Change measurement.

ATTACHMENTS:

1. Funded Partner Systems Change Questionnaire
2. Collaborative Systems Change Questionnaire
3. Findings from FY 2021-2022 school district and Engaged Neighborhood questionnaires

CONTACT: Lisa Burke

Systems Change Questionnaire (Funded Partner)

Funded Partner Name: _____ F5OC Contract #: _____

Date Questionnaire Completed: _____ ☐ Initial ☐ Mid-Year Name of Person Completing Questionnaire: _____

Title of Person Completing Questionnaire: _____ Email of Person Completing Questionnaire: _____

Please review the aspirational statements below and indicate to what extent your organization has reached each of these levels. Use the Comments column to provide details that support progress made on each statement.

	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
Committed Leadership (Commitment to advancing early childhood)					
1. Our organization has made a commitment to early childhood:					
1a. Our organization is an active participant within a taskforce, initiative or collaborative focused on early childhood	<input type="checkbox"/> Our organization is not yet part of an early childhood group	<input type="checkbox"/> Our organization has identified a group and are in process of becoming members or are in process of creating a group	<input type="checkbox"/> Our organization attends meetings with a group regularly	<input type="checkbox"/> Our organization is engaged in active and strategic work within an early childhood group (e.g., our organization shares data or work towards shared measures, or contributes to the work product within a strategic initiative of the group)	
1b. Our organization has adopted a framework that prioritizes early childhood (e.g., the Early Childhood Policy Framework)	<input type="checkbox"/> Our organization has not yet adopted a framework	<input type="checkbox"/> Our organization has identified potential early childhood frameworks	<input type="checkbox"/> Our organization has adopted an early childhood framework	<input type="checkbox"/> Our organization is implementing an early childhood framework	
1c. Our organization makes financial investments in early childhood beyond First 5 OC funding	<input type="checkbox"/> Our organization does not yet make financial	<input type="checkbox"/> Our organization has started meeting to identify potential investment strategies to sustain or	<input type="checkbox"/> Our organization has implemented an investment strategy to sustain or enhance	<input type="checkbox"/> Our organization is implementing more than one investment strategy to	

	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
	investments in early childhood	enhance early childhood quality services	early childhood quality services	sustain or enhance early childhood quality services	
1d. Our organization initiates innovative and best practices to address emergent needs and gaps in the county's early childhood system of care	<input type="checkbox"/> Our organization maintains standard service practices to address a local need, but is not currently growing or advancing those practices	<input type="checkbox"/> Our organization stays current on national trends, promising practices, and emerging local needs by engaging with early childhood research data, professional organizations, and stakeholders	<input type="checkbox"/> Our organization is pioneering at least one innovative or best practice to address an unmet need	<input type="checkbox"/> Our organization regularly implements and tests program quality improvements and/or new service models and tools to address unmet needs and produce better early childhood outcomes	
Engaged Neighborhoods (Engaging families to improve outcomes for their young children)					
2. Our organization seeks, incorporates and is responsive to voices of community residents who have children ages 5 and younger	<input type="checkbox"/> Our organization does not yet solicit feedback from residents	<input type="checkbox"/> Our organization seeks feedback from residents on their needs	<input type="checkbox"/> Our organization has begun incorporating feedback from residents into work	<input type="checkbox"/> Our organization is a partner with our residents	
3. Our organization provides families and residents (with children ages 5 and younger) with resources and/or support for becoming advocates and agents of change in their community	<input type="checkbox"/> Our organization does not yet support families in advocating for their community	<input type="checkbox"/> Our organization works with families to help them understand their communities' early childhood health, developmental and early learning systems	<input type="checkbox"/> Our organization supports families in identifying and prioritizing community needs related to early childhood	<input type="checkbox"/> Our organization has developed formal protocols to help families advocate for identified community needs related to early childhood	

Systems Change Questionnaire (Collaborative)

Name of Collaborative: _____ Date Questionnaire Completed: _____ ☐ Initial ☐ Mid-Year

Name of Person Completing Questionnaire: _____ Title of Person Completing Questionnaire: _____

Email of Person Completing Questionnaire: _____

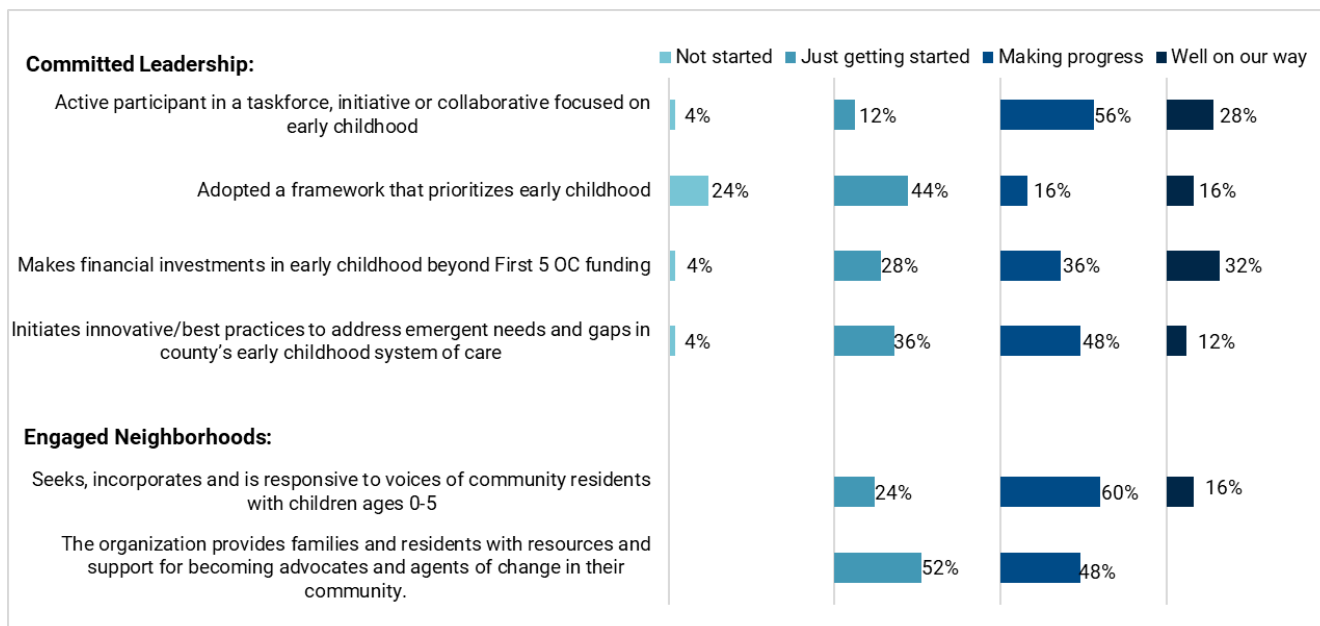
Please review the aspirational statements below and indicate to what extent your collaborative has reached each of these levels. Use the Comments column to provide details that support progress made on each statement.

	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
Engaged Neighborhoods (Engaging families to improve outcomes for their young children)					
1. Our collaborative seeks, incorporates and is responsive to voices of community residents who have children ages 5 and younger	<input type="checkbox"/> Families are not yet active participants in our collaborative	<input type="checkbox"/> We have <u>identified</u> strategies for families to participate in our collaborative	<input type="checkbox"/> We have <u>implemented</u> strategies for families to participate in our collaborative	<input type="checkbox"/> Families are part of the collaborative's decision-making process	
Connected Systems (Working together to create a seamless system of supports for families)					
2. In general, the organizations in our collaborative work together to create a seamless system of supports for families by having...					
2a. A common, stated vision and/or mission	<input type="checkbox"/> Our collaborative does not have a common, stated vision and / or mission	<input type="checkbox"/> Our collaborative has begun developing a common, stated vision and / or mission	<input type="checkbox"/> Our collaborative has ratified a common, stated vision and / or mission	<input type="checkbox"/> Our collaborative is actively promoting our common, stated vision and / or mission	
2b. Common, stated goals and/or objectives	<input type="checkbox"/> Our collaborative does not have common, stated goals and/or objectives	<input type="checkbox"/> Our collaborative has begun developing common, stated goals and/or objectives	<input type="checkbox"/> Our collaborative has ratified common, stated goals and/or objectives	<input type="checkbox"/> Our collaborative is implementing activities to achieve our stated goals and/or objectives	

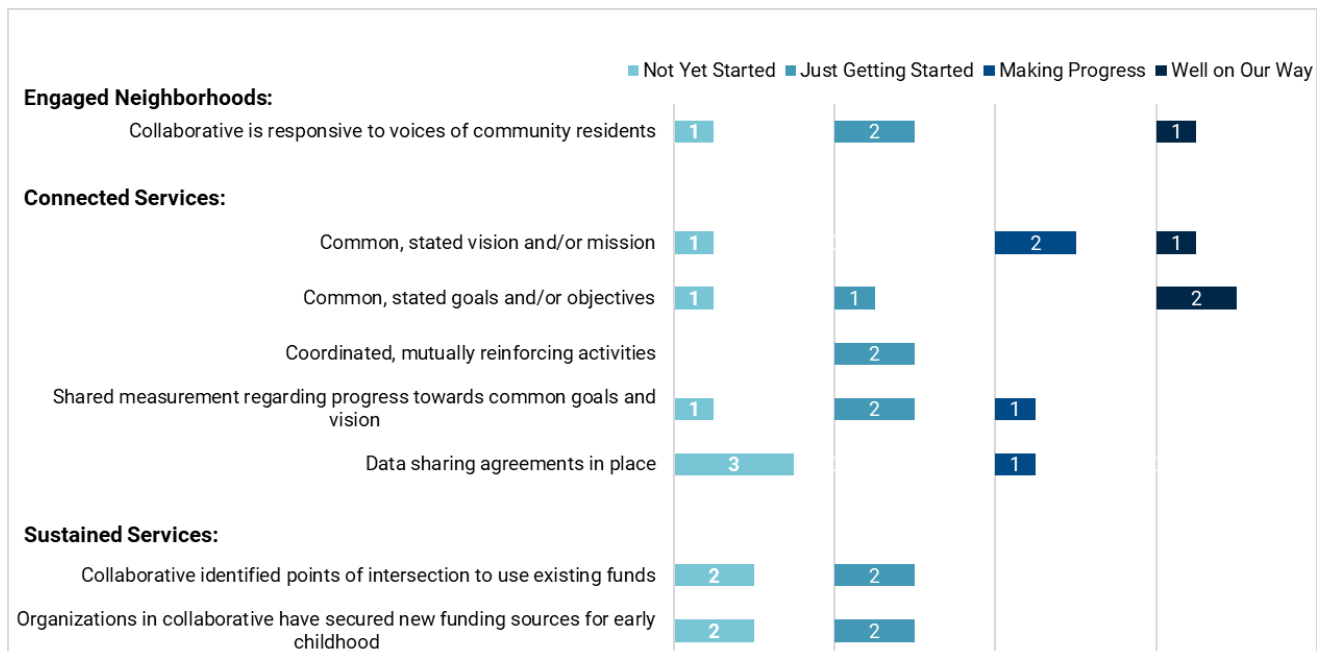
	Not Started	Just Getting Started	Making Progress	Well on our Way	Comments
2c. Coordinated, mutually reinforcing activities	<input type="checkbox"/> Our collaborative does not have formal discussions about mutually reinforcing activities	<input type="checkbox"/> Partners in our collaborative share updates on activities unique to their organization but coordination of efforts across partners is minimal	<input type="checkbox"/> Our collaborative meetings include formal discussion about how each partner's unique capabilities and activities can be coordinated with other partners' unique capabilities/activities	<input type="checkbox"/> Our collaborative consistently coordinates and leverages our partners' unique contributions to the collective work	
2d. Shared measurement regarding progress towards common goals and vision	<input type="checkbox"/> Our collaborative does not have shared measurement towards common goals and vision	<input type="checkbox"/> Our collaborative has developed shared measurement metrics and tools	<input type="checkbox"/> Our collaborative is collecting data to support shared measurement metrics and tools	<input type="checkbox"/> Our collaborative is reporting out on our shared measurement towards common goals and vision	
2e. Data sharing agreements in place	<input type="checkbox"/> No data sharing agreements exist	<input type="checkbox"/> Data sharing tools and agreements have been developed	<input type="checkbox"/> Data sharing tools and agreements have been adopted	<input type="checkbox"/> Data are being shared among participating agencies	
Sustained Services					
3. In general, the organizations in our collaborative have identified points of intersection to use existing funds and resources efficiently and/or creatively for early childhood	<input type="checkbox"/> Organizations are not working together to use existing funding for early childhood	<input type="checkbox"/> Organizations have met and are exploring ways of leveraging <u>existing</u> funding streams to support early childhood	<input type="checkbox"/> Organizations have developed a plan to leverage <u>existing</u> funding streams to support early childhood	<input type="checkbox"/> <u>Existing</u> funds are leveraged to support early childhood policies and programs	
4. In general, the organizations in our collaborative have secured new funding sources for early childhood	<input type="checkbox"/> Organizations are not working together to identify <u>new</u> funding for early childhood	<input type="checkbox"/> Organizations have met and are exploring <u>new</u> funding streams to support early childhood	<input type="checkbox"/> Organizations have developed a plan to secure <u>new</u> funding streams to support early childhood	<input type="checkbox"/> <u>New</u> funds are used to support early childhood policies and programs	

Findings from FY 2021/22 school district and Engaged Neighborhood questionnaires

Funded Partners (School Districts). All 25 school districts completed the Funded Partner SCQ.




Collaboratives (Engaged Neighborhoods). Four Engaged Neighborhoods completed the Collaborative SCQ. *Note: due to small number of responses, results are presented as a number not percent.*



Agenda Item 2
August 4, 2021

DATE: July 23, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Receive Update on Financial Audit Process

SUMMARY:

The First 5 Orange County Children and Families Commission is required to conduct an annual audit of all finances and prepare a Comprehensive Annual Financial Report that is submitted to First 5 California each year. This agenda item provides an update on the annual audit process that began in June 2021.

DISCUSSION:

Each county commission is required under the California Health and Safety Code Section 130150 to submit an annual audit report to First 5 California, and the State Controller's Office by November 1. As recommended by the First 5 Financial Management Guide, the county commission prepares a Comprehensive Annual Financial Report that includes all required financial statements along with introductory, supplemental, and statistical information.

An independent, external review by an audit firm is required to determine that the financial statements fairly present the financial position of the Commission in accordance with the Generally Accepted Accounting Principles (GAAP). The auditors base their opinion on the review and testing of financial data and information maintained by the county commission.

First 5 Orange County's audit services are provided by Eide Bailly LLP. The contract for audit services was approved at the April 2017 meeting with a term of up to five years.

Fiscal Year 2020-2021 Annual Financial Audit – Progress Report

Interim audit fieldwork for the Fiscal Year 2020-2021 CAFR began on June 21, 2021. During this time the audit team began planning and testing transactions and events across different business areas. Examples of the tested items are cash receipts, disbursements, human resources, payroll, contracting/procurement, and information technology with related security.

Final fieldwork is scheduled to begin August 23, 2021. The audit is scheduled to be substantially completed in September. As noted above, the annual deadline to file the audited financial statements with First 5 California and the State Controller's Office is November 1. Staff was expecting the supporting financial schedules for the Commission's participation in County of Orange Retiree Medical Plan in August or September, but they will not be available until October. This information is necessary to complete the Annual Financial Report and allow the auditors to finish test work. As in the past three years, Commission staff will submit an extension request, if necessary, to the State Controller's Office due to the availability of the required information. The

Annual Financial Report will be scheduled for the December Commission meeting for review and approval.

STRATEGIC PLAN & FISCAL SUMMARY:

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

PRIOR COMMISSION ACTIONS:

- December 2020 – Authorized Executive Director to submit the Fiscal Year 2019-2020 Comprehensive Annual Financial Report to First 5 California and the State Controller's Office
- August 2020 - Received update on financial audit process and Vavrinek, Trine, Day and Company contract assignment to Eide Bailly LLP
- April 2017 - Authorized agreement with Vavrinek, Trine, Day and Company, LLP (now Eide Bailly LLP) for audit services

RECOMMENDED ACTION:

Receive update on financial audit.

ATTACHMENT:

None


CONTACT:

Michael Garcell

Agenda Item 3
August 4, 2021

DATE: July 9, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Receive Update on Home Visiting Activities

SUMMARY:

Home Visiting has been a flagship program of First 5 Orange County since 2000, and we remain focused on this evidence-based intervention with the intent to strengthen Orange County's Prenatal-to-Three system and, ultimately, the outcomes for children and their families. This agenda item provides an update on home visiting activities that begin to lay the foundation for our work alongside community partners to establish a coordinated and integrated system of supports for Orange County families.

DISCUSSION:

While First 5 Orange County has been delivering home visiting services in Orange County for many years, we are not alone in providing this intervention to children and families. Throughout the state and particularly within First 5s there is an emerging effort to convene home visiting funders and service providers to strengthen and improve collaboration and integration. Partially funded by a grant from First 5 California, we have begun this work. First 5 Orange County has contracted with Health Management Associates (HMA) to organize home visiting efforts and help position home visiting as "nested within" and connected to a larger Prenatal-to-Three system of family supports with the goal of enhancing referral pathways and service alignment.

HMA has initiated meetings with lead county partners and agencies that fund home visiting services to solicit their support in co-designing a work plan. The next component of the work will be to identify additional community partners (including but not limited to Children's Bureau, Priority Center, Head Start, and Multi-Ethnic Collaborative of Community Agencies) and invite them to participate. We expect to hold several convenings with home visiting providers and families previously enrolled in home visiting to inform and guide the coordination and integration efforts. HMA will support the development of a comprehensive and integrated Prenatal-to-Three Strategy, reflective of a targeted universalism approach that:

- Leverages partners' investments in home visiting and related early intervention strategies (Bright Steps, HealthySteps, Head Start, DULCE);
- Increases families' access to and acceptance of prevention and early intervention services by diversifying and increasing the platforms for engagement and prioritizing families living in targeted geographic communities;
- Blends and braids multiple funding sources to create a sustainable system, including emerging opportunities through Medi-Cal, CalAIM, and Cal WORKs; and
- Informs policy and advocacy work at the local and state level.

The attached slides provide an overview of HMA's approach to this work and the summary results from the preliminary landscape analysis of services based on an assessment of family assets and risk factors. The recommended approach and landscape data provide a foundation for partner discussions that will begin in early September.

We are also engaging the Technical Advisory Committee (TAC) to support the home visiting coordination work. At their June meeting, the TAC discussed how they can assist in informing bi-directional referral pathways; reaching special populations; engaging parents; and supporting a shared countywide vision for data and evaluation. The topic of home visiting coordination is fitting since several of the TAC members represent organizations that offer home visiting. At the September TAC meeting, HMA will provide a presentation of their findings to date, and an opportunity for more concrete input by the TAC.

In addition to participating in coordination efforts for the countywide home visiting system, First 5 Orange County has been evolving our own home visiting services. In Fiscal Year 2020-2021, staff and consultants developed and implemented a plan to transition First 5 Orange County's Home Visiting Programs and CalWORKs programming to the Parents as Teachers (PAT) model. The PAT model is a nationally recognized Evidence-Based Practice (EBP) that may also increase opportunities for diversifying funding sources and long-term sustainability. It also connects providers with national technical assistance and training resources. Moving to this model expands the suite of services offered to families, specifically those with children ages prenatal to three. In May and June of this year, provider staff was trained in the PAT model, and as of July 1, 2021, most home visiting programming has transitioned to PAT.

Our home visiting providers have initiated the process to become PAT affiliate sites, which sets minimum expectations for program design, infrastructure, and service delivery. This process usually takes about a year to complete. Obtaining this affiliation will demonstrate that sites meet quality standards that represent best practices in the field. Additionally, we added the PAT data platform to our suite of data systems so we can report on outcomes and ensure fidelity to the model.

First 5 Orange County is also committed to elevating equity and understanding its implications to the delivery of service. In late June, home visiting staff received implicit bias training to ensure they are equipped to support families in an inclusive and equitable manner. The training was hosted over a two-day period and had an attendance of more than 120 participants. In Fiscal Year 2021-2022 we will be conducting further analysis of home visiting program uptake and ways to improve program enrollment by looking at family engagement practices, diversity of staff, and programmatic improvements based on our increased understanding of maternal and child health disparities.

We will return to the Commission in late 2021 or early 2022 to share progress in implementation of the PAT model, along with learnings from the countywide home visiting coordination effort including the TAC's input.

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. There are no funding actions proposed for this item.

PRIOR COMMISSION ACTIONS:

- May 2021 – Authorized receipt of funds and agreement with the Orange County Social Services Agency (SSA) and adopt resolution authorizing agreements with selected vendors to provide CalWORKs Home Visiting Program support
- February 2021 – Adopted Resolution Authorizing Agreements with Selected Vendors to Provide CalWORKs Home Visiting Program Support
- December 2020 – Authorized staff to augment subcontractor agreements and contract with selected vendors in order to provide CalWORKs Home Visiting Program support
- August 2020 – Receive an update on Prenatal-to-Three systems work and approve matching funds for a home visitation coordination grant from First 5 California
- June 2020 – Adopted resolution authorizing agreements for home visitation services for the CalWORKs Home Visitation Program
- 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 adopt resolution authorizing agreements and amendments to agreements to provide CalWORKs home visitations services

RECOMMENDED ACTION:

Receive update on home visiting activities.

ATTACHMENT:

1. Excerpts from HMA Landscape Analysis

CONTACT:

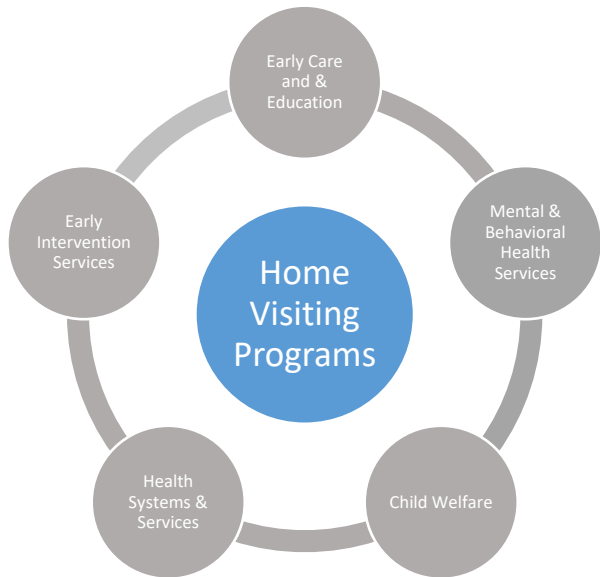
Leticia Casillas-Sanchez

■ Home Visiting is part of a larger system of Prenatal-to-Three supports

Home visiting is "nested within" and connected to a larger system of family supports



■ Home Visiting addresses multiple social determinants of health and integrates with other systems of care



*Home visiting provides pregnant women and families, particularly those considered at-risk, necessary resources and skills to raise children who are **physically, socially, and emotionally healthy and ready to learn.***

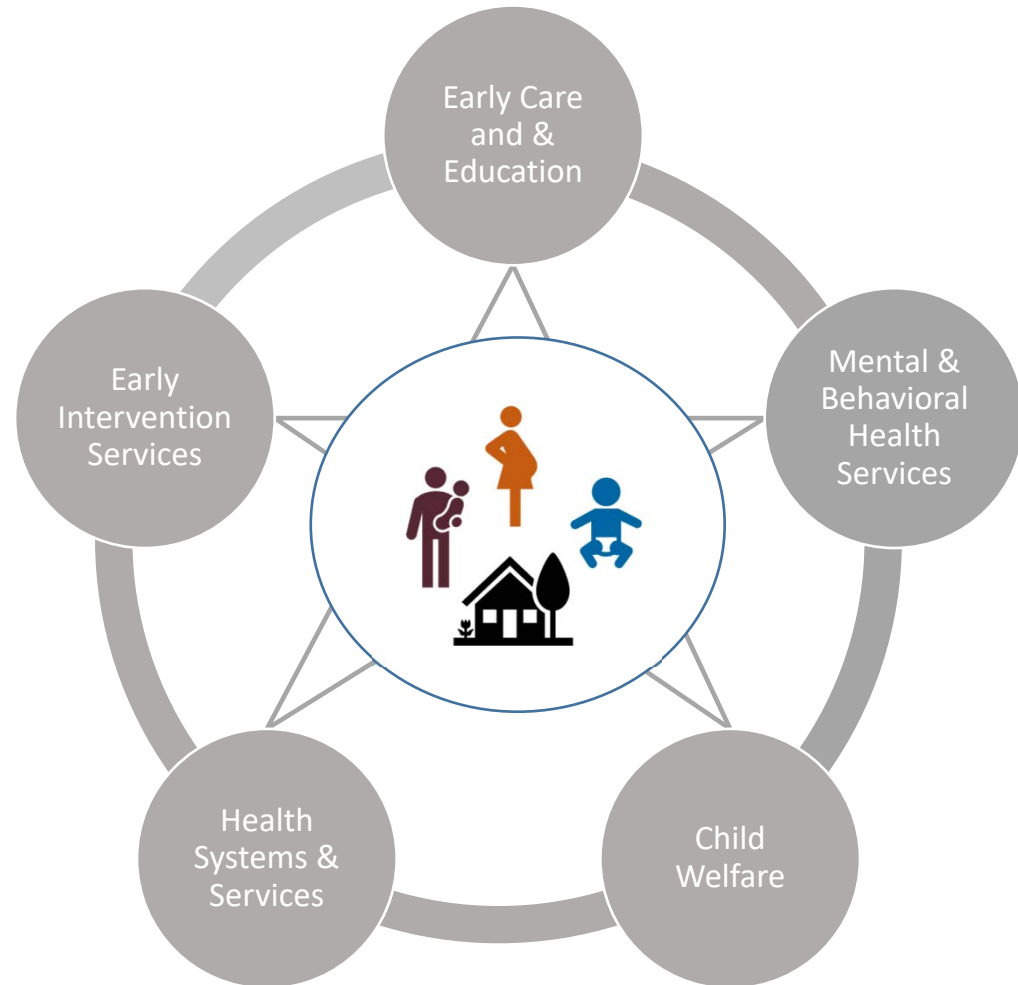
*Home visiting involves meetings (usually face-to-face, in the family home) between families and a **trained, family-support professional** at a time convenient for the beneficiary and family.*

*To reach more families with the services they need, home visiting programs must be **coordinated and integrated into other child development and family support systems.***

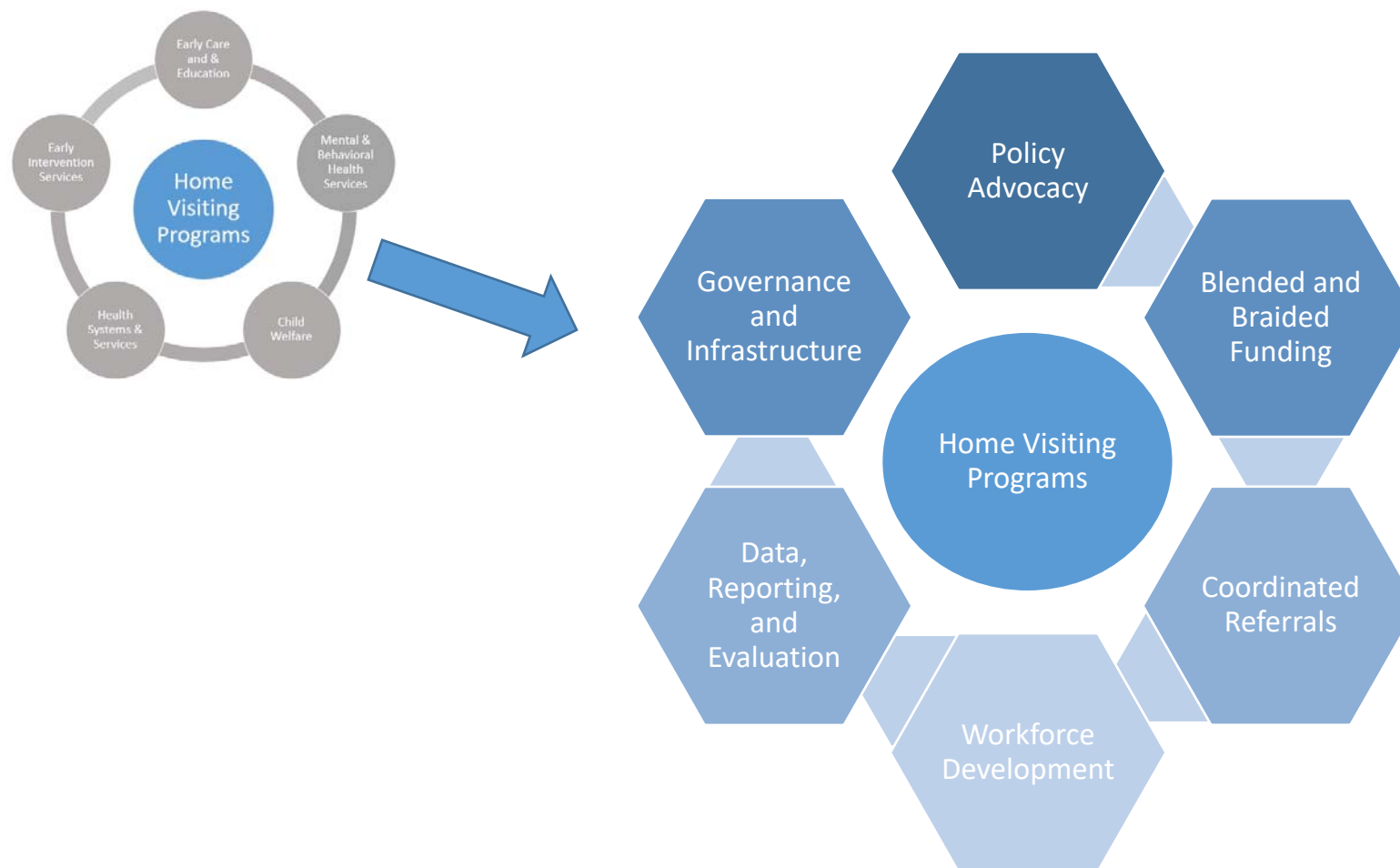
- First 5 CA grant

■ Goal is to build an integrated Prenatal-to-Three System

How do we bring together these components an integrated system of care for families?

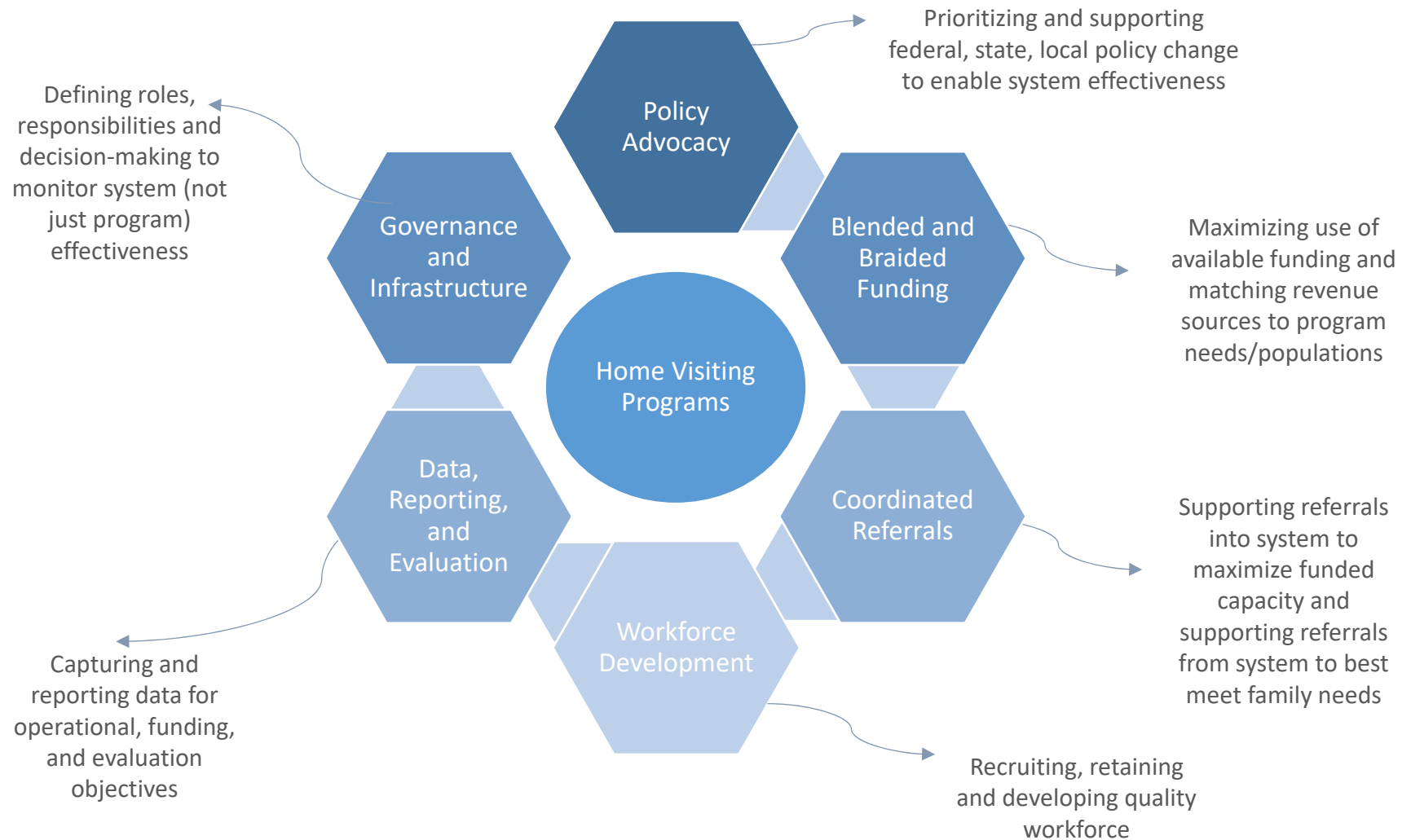


Building an integrated system for home visiting requires coordination of multiple infrastructure elements



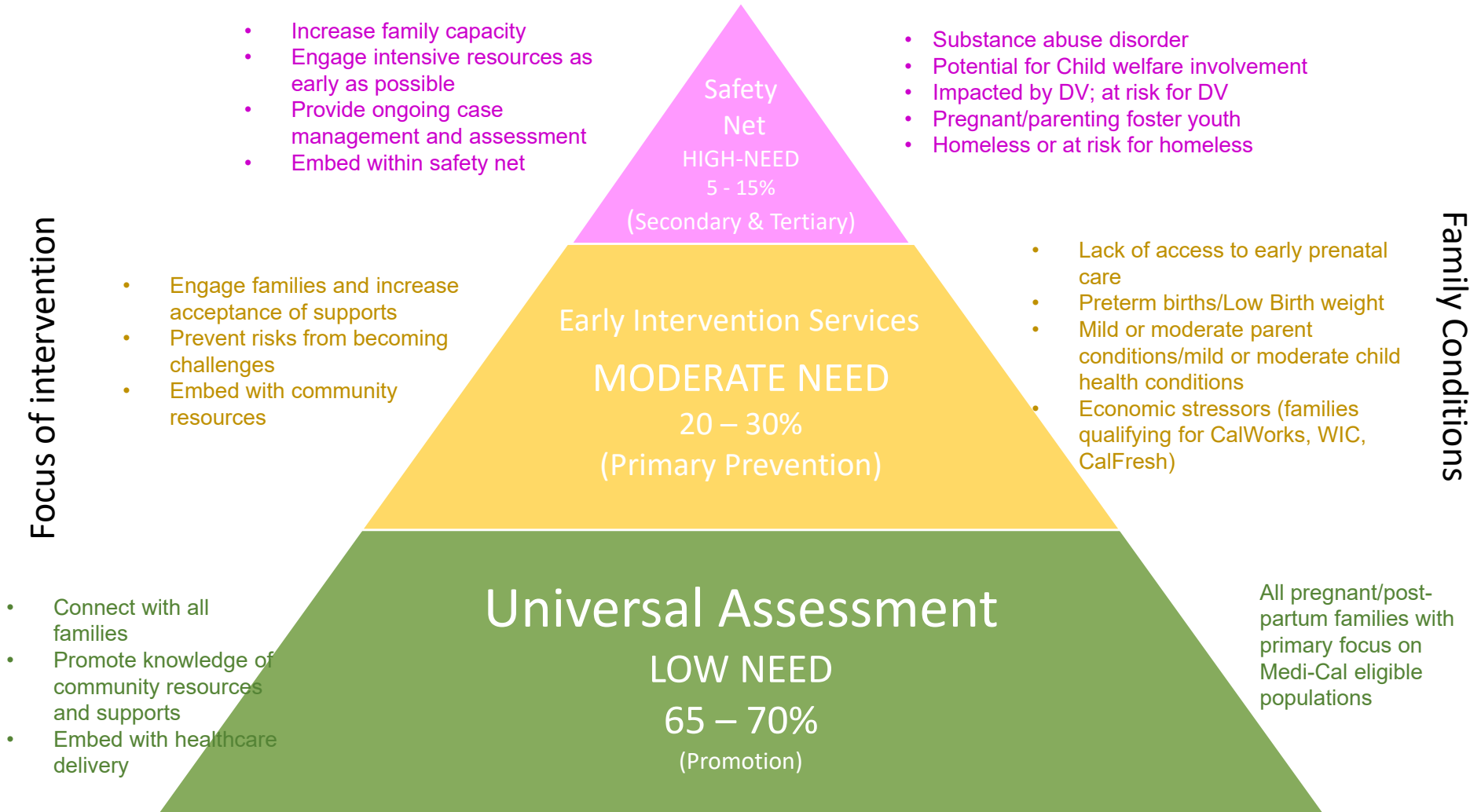
Informed by National BUILD Collaborative Home Visiting System Building Recommendations. See Appendix for further information on each element.

Building an integrated system for home visiting requires coordination of multiple infrastructure elements



Informed by National BUILD Collaborative Home Visiting System Building Recommendations

By applying a targeted universal approach, resources are matched to family needs at the earliest intervention points




■ Next Steps

- + HMA is funded to support this work and partner engagement
- + Identify key partners to help build the vision and support implementation
- + Begin to engage partners in this discussion to develop vision for services
 - + Understand additional program connections
 - + Develop infrastructure to support and sustain implementation
- + Develop necessary data to support and inform partner discussions

Agenda Item 4
August 4, 2021

DATE: July 26, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Appoint Pshyra Jones to the First 5 Orange County Technical Advisory Committee

SUMMARY:

In December 2019, First 5 Orange County expanded and broadened the membership of its Technical Advisory Committee (TAC) to a more diverse makeup of early childhood health and development experts. This agenda item recommends the appointment of a new member to the First 5 Orange County TAC.

DISCUSSION:

The California Children and Families Act requires that each First 5 county commission establish one or more advisory committees to provide technical and professional expertise that will be beneficial in accomplishing the purposes of the Act. In August 2019, First 5 Orange County's policies and procedures were amended to broaden TAC membership to include experts in early learning and childhood development, and in December 2019, additional appointments were made to the TAC. The policies and procedures state that an ideal TAC member will represent the Orange County Health Care and Social Services agencies, CalOptima, the Orange County Department of Education, as well as parents, and philanthropic and business organizations. This reflects the TAC's broader charge of advancing systems change, focusing on shifting the conditions that hold persistent barriers to serving young children and families in place.

In April 2021, Dr. Edwin Poon was appointed to replace Betsy Ha as CalOptima's representative on the TAC. Dr. Poon participated in one TAC meeting but has recently separated from CalOptima and is no longer able to serve. First 5 Orange County and CalOptima staff have identified Pshyra Jones, Director of Population Health, to replace Dr. Poon as CalOptima's representative on the TAC. Ms Jones is familiar with First 5 Orange County and is currently supporting efforts to coordinate and integrate Prenatal-to-Three services countywide across the system of care. She is a strong community and social services professional and holds a Masters of Public Health focused in Health Services Research from Loma Linda University.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended action presented in this staff report has been reviewed in relation to the Strategic Plan and is consistent with applicable goals. This agenda item does not include a funding request.

PRIOR COMMISSION ACTIONS:

- April 2021 – Appoint Edwin Poon to the First 5 Orange County Technical Advisory Committee
- December 2019- Approve appointments to the Technical Advisory Committee
- August 2019 – Approve updated Administrative Policies and Procedures relating to the Technical Advisory Committee

RECOMMENDED ACTION:

Appoint Pshyra Jones to the First 5 Orange County Technical Advisory Committee.

ATTACHMENTS:

None


CONTACT:

Lisa Burke

Agenda Item 5
August 4, 2021

DATE: July 26, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Conduct Public Hearing, adopt Commission's Salary and Benefits Policy Resolution, and approve Annual Review and Updates to Administrative Policies and Procedures

SUMMARY:

The annual review of First 5 Orange County's Administrative Policies and Procedures is complete. This item requests approval for recommended updates to selected Policies and Procedures based on actions or operational changes that have occurred over the past year.

DISCUSSION:

First 5 Orange County's Administrative Policies and Procedures were originally adopted in November 2001. The Policies and Procedures are reviewed annually to ensure they remain current and are updated as needed. In addition to the annual administrative review, staff teams reviewed selected policies and procedures for the purpose of applying the organization's core values of Respect, Teamwork, and Accountability. Reviewing policies through the lens of the core values resulted in minor revisions to some policies, more substantive edits to others, and the development of new policies.

An outline of all the policies are included as Attachment 1 and any minor changes and updates are noted. Revisions and edits to policies that required significant changes or updates are detailed below. The complete set of Administrative Policies and Procedures is on file with the Clerk of the Commission and available upon request.

Program Design Policy (5.7) - New

When designing programs, First 5 will seek to positively impact one or more of the four conditions for children to thrive identified in the Strategic Plan, including early and ongoing health and development; safe, stable, and nurturing homes; neighborhoods that support children and families; and equitable distribution of resources. This new policy states guidelines to be followed when designing First 5 Orange County programs or initiatives.

Personnel and Salary Policy (7.1)

This policy has been updated with the current employee performance review process. The purpose of the uniform performance evaluation criteria is to give a fair evaluation of the quality and quantity of work performed by an employee. The salary structure table included in the policy has been updated to align with the most recent County of Orange Title Schedule with Pay Ranges.

Social Media Policy (8.5) – New

This is a new policy to address social media platforms, given our increased presence on social media. This policy establishes guidelines for the creation and sharing of content on social media platforms. It also identifies the limited instances when content can be removed. First 5 Orange County generally cannot block users, and it cannot remove content (including comments from the public) on social media pages except for limited reasons outlined in this policy.

Engaging Leadership, Advocacy, and Lobbying (8.6) – New

This is a new policy that outlines First 5 Orange County's parameters for engaging in policy-related activities including advocacy and lobbying, grassroots lobbying, and other policy activities such as meeting with legislators and elected officials, educating the public on policy matters, and providing written comments and testimony at public hearings.

COVID-19 Prevention Program (CPP)

In December 2020, Cal/OSHA issued Emergency Temporary Standards to Protect Workers from COVID-19. The temporary standards required employers to develop and maintain an effective written COVID-19 Prevention Program. Staff developed the COVID-19 Prevention Program and provided it to the Commission at the February 2021 meeting.

On June 17, 2021, Cal/OSHA approved revisions to the temporary standards that must be incorporated into the Commission's COVID-19 Prevention Program. Attachment 7 is the policy that has been updated and revised to align directly with Cal/OSHA standards.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended actions have been reviewed in relation to the Strategic Plan and are consistent with all goal areas. There is no specific funding action proposed for this item. All salary and benefits are included in the Proposed Fiscal Year Budget presented to the Commission each year.

PRIOR COMMISSION ACTIONS:

- August 2020 - Approved the updated Administrative Policies and Procedures.
- August 2019 - Approved the updated Administrative Policies and Procedures.
- August 2018 - Approved the updated Administrative Policies and Procedures.

RECOMMENDED ACTION:

1. Conduct public hearing
2. Adopt Commission's Salary and Benefits Policy Resolution
3. Approve the annual review and updates to the 2021 Administrative Policies and Procedures.

ATTACHMENTS:

1. Administrative Policies and Procedures 2021 Summary of Changes
2. Program Design Policy (5.7)
3. Resolution – Salary and Benefits Policy (7.1)
4. Social Media Policy (8.5)
5. Engaging Leadership, Advocacy, and Lobbying (8.6)
6. COVID-19 Prevention Program (CPP) for First 5 Orange County Children and Families Commission

CONTACT: Michael Garcell

ATTACHMENT 1
2021 REVIEW SUMMARY
ADMINISTRATIVE POLICY GUIDELINES

1.0	Background and Rosters	Comments
1.1	Introduction and Purpose	Updated to include First 5 OC's values
1.2	Administrative Policy Guidelines Maintenance and Revision	No changes
1.3	Commission Overview	Minor grammar/formatting edits

2.0	Governing Structure	Comments
2.1	State Authorization Policy	No changes
2.2	County Authorization Policy	No changes
2.3	County Support Services Agreement Policy	No changes
2.4	Commission By-Laws	Updated date references and number of agenda copies distributed
2.5	Technical Advisory Committee	Updated to include parent representatives and reflect current meeting schedule
2.6	Public Records Request	No changes

3.0	General Operations	Comments
3.1	Risk Management Insurance Coverage Policy	No changes
3.2	Authorized Signature Policy	
3.3	Emergency Operations Policy	

4.0	Financial Management	Comments
4.1	Revenue and Expenditure Policy	No changes
4.2	Fund Balance Policy	
4.3	Operating Budget Development and Amendment Policy	Added language for internal process
4.4	Investment Oversight and Monitoring	Updated reference to April 1, 2021 approved investment policy
4.5	Fixed Asset Policy	No changes
4.6	Financial Audit and Reporting Policy	
4.7	Multi-Year Financial Plan Policy	Added language for internal process
4.8	Administrative Cost Policy	No changes
4.9	AB109 Policy	
4.10	Check Deposit Policy	
4.11	Claims against the Commission Policy	
4.12	Financial Record Retention Policy	
4.13	Speaker Expenses Reimbursement Policy	
4.14	Membership	

5.0	Program Management	Comments
------------	---------------------------	-----------------

5.1	Program Funding Policy	Updated to incorporate First 5 OC's values/minor grammar/formatting edits
5.2	Annual Strategic Plan Policy	
5.3	Annual Report Policy	
5.4	Outcome Collection, Evaluation and Reporting System Policy	
5.5	Data Reporting and Evaluation Policy Guidelines	Incorporated attachment of related desk procedure
5.6	Confidentiality & Data Sharing	
5.7	Program Design Policy	New policy attached

6.0	Purchasing and Contract Management	Comments
6.1	Goods and Services Purchasing Policy	Updated staff titles and purchasing roles
6.2	Office Supplies Purchasing Policy	No changes
6.3	Petty Cash Policy	
6.4	CAL Card Purchasing Policy	
6.5	Travel Request and Approval Policy	
6.6	Stipend and Expense Reimbursement Policy	
6.7	Document Retention Policy	Minor grammar/formatting edits
6.8	Contract Management	
6.9	Release of Funds Owed to Commission Contractors	No changes
6.10	Federal Purchasing Policy	

7.0	Personnel Management Policies	Comments
7.1	Personnel and Salary Policy	Updates language with annual employee review process/updated salary structure to table
7.2	Discrimination, Harassment and Violence Prohibition Policy	No changes
7.3	Electronic System	
7.4	Payroll and Timekeeping Policy	
7.5	Conflict of Interest	
7.6	Gift Ban Policy	
7.7	Drug-Free Workplace and Controlled Substance Policy	
7.8	Dress Code	
7.9	Fraud Prevention	
7.10	Educational and Professional Reimbursement	

8.0	Strategic Communications	Comments
8.1	Media Interaction Policy	Edited to establish President/CEO as primary spokesperson along with designated staff as appropriate
8.2	Use of Commission Name and Logo Policy	Edited to require funded partners to use First 5 OC name and logo
8.3	Mass Mailing Policy	No changes
8.4	Media Release Policy	Minor edits and attachment is now in English and Spanish

8.5	Social Media Policy	New policy
8.6	Engaging Leadership, Advocacy, and Lobbying	New policy

**POLICIES AND PROCEDURES**
No: 5.7

Attachment 2

PROGRAM DESIGN POLICY

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 Paragraph 130100, et seq. (as amended, the “Act”), implementing the Children and Families First Initiative passed by the California electorate in November of 1998, establishing the California Children and Families Commission (“First 5 California”), and providing for establishment in each county of Children and Families Commissions, including First 5 Orange County.

First 5 Orange County is a publicly-funded organization that is responsible for allocating public funds to support the advancement and sustainability of a countywide early childhood development system. First 5 Orange County’s core business is to invest in systems of care and innovation to improve outcomes for children in Orange County by ensuring the proper, effective, and efficient use of public funds in these areas and to utilize subject matter experts to identify and implement strategies in early childhood health, education, and development programs.

PURPOSE

In partnership with families; health, social service, family support, and education agencies; and community stakeholders in Orange County; and consistent with the adoption of legislation set forth in the California Children and Families Act of 1998, we strive to provide programs and initiatives that put families at the center so that all children reach their full potential. When designing and implementing programs, we seek to positively impact one or more of the four conditions for children to thrive identified in our Strategic Plan, including early and ongoing health and development; safe, stable, and nurturing homes; neighborhoods that support children and families; and equitable distribution of resources.

POLICY STATEMENT

When designing programs or initiatives, First 5 Orange County will follow the following guidelines:

- Any program designed or funded by First 5 Orange County must align with our Strategic Plan of advancing the conditions needed for children to thrive and using the strategies to achieve those conditions: getting involved early, elevating equity, engaging champions, and aligning systems.
- Any program designed or funded by First 5 Orange County must also fall into one of the three focus areas of the Strategic Plan: well-child visits, screenings, and linkage to services; resilient families; and availability and access to childcare.
- Program design will be conducted in partnership with parents, providers, and community partners. During program development, First 5 Orange County will enlist and partner with organizations that reflect the communities served and closest to solutions within the community and have parent/community representation. We will provide ongoing opportunities for meaningful dialogue and input that allows stakeholders to contribute as experts in their field, have their issues heard, and contribute to the decision-making process.

- Program design must include specific deliverables and identify measurable outcomes along with metrics to track progress towards the desired outcomes.
- First 5 Orange County will use a set of intents and questions to guide program development, as follows:

Intent	Question
Systems Focus	Does the program create, or support systems change?
Data-driven, supporting learning and integration	Is local data being used to inform the design? Does the program use evidence-based and/or best practices?
Get Involved Early	Is the program focused on prevention?
Elevate Equity	Does the program help to reduce gaps in equitable distribution of resources and positive outcomes for children and families?
Collaboration/Aligned Systems	Is the program a collaborative effort with other organizations?
Sustainability	Is the program sustainable or identified as a one-time investment advancing sustainability?
Family-centered Focus	Does the program put families at the center? Did program development include parent/family participation?

While First 5 Orange County does not provide direct services to families or children 0-5, the partners we fund must undergo a rigorous process during which their funding proposal or scope of work may be analyzed by parent champions, staff, consultants, and Commissioners. Funding selection may be done by various processes that may be targeted, open, competitive, or not. This may include, but is not limited to, request for proposals (RFP's), strategic partnerships, pilot programs, or collaboratives).

Final approval for any funding application or program is made by First 5 Orange County's Commission. In addition to the policies above, the following considerations will drive our funding.

Severity of problem	How far do we need to go to reach our vision?
Magnitude of problem	How many children and families are impacted by this issue?
Community priority	Are there leveraging opportunities?
Gap in resources	Is anyone else addressing the problem?
F5 unique position	Is First 5 uniquely positioned to address the problem? Is this something only we can do?
Collaboration Opportunities	Are other partners interested in addressing this issue? Does this build on existing work? Is work duplicative?
F5 capacity to impact	Given declining resources, how much of an impact can First 5 have?
Address disparities	How much of an impact can First 5 investments have on addressing disparities?
System opportunity	What is the likelihood that First 5 investments can make systemic change?
Future Orientation	Does it consider future needs of a shifting Orange County?



RESOLUTION NO. 14-____
August 4____, 2021

**A RESOLUTION OF THE CHILDREN & FAMILIES
COMMISSION OF ORANGE COUNTY REVISING AND
ADOPTING THE SALARY AND BENEFITS POLICY
PURSUANT TO HEALTH AND SAFETY CODE SECTION
130140(d)(6)**

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 Orange County Children and Families Commission (“Commission”); and

WHEREAS, the Commission adopted a 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, California Statutes, Health and Safety Code section 130140(d)(6) requires that the Children and Families Commission of Orange County has adopted, in a public hearing, policies and procedures establishing the salaries and benefits of employees of the Commission. On December 6, 2000 (Agenda Item No. 4), the Commission approved Personnel & Salary Resolution No. 00-014, which established basic terms of employment for Commission employees including employee classification, pay, and benefits. Additionally, on May 3, 2006, the Commission approved an updated policy to be implemented with Commission authorization which satisfies the AB 109 requirement; and

WHEREAS, the purpose of this policy is to require compliance with all applicable State and Federal salary and benefits laws and to set forth the rules and guidelines necessary to govern the appointment, classification, compensation, and other terms of employment for all persons employed by the Commission; and

WHEREAS, it is the policy of the Commission that salaries and benefits of Commission employees shall be established in accordance with the Salary and Benefits Policy and that salary and benefits of Commission employees shall conform with established Commission policies; and

WHEREAS, there has been presented at this meeting the Salary and Benefits Policy (the “Policy”); and

WHEREAS, the Commission has conducted a public meeting following published notice of the agenda regarding the proposed Policy; and

WHEREAS, the Commission has considered public comment, if any, with respect to the Policy and wishes at this time to adopt the Policy and to make certain other determinations with respect thereto.

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

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

Section 2 Adoption of Updated Salary and Benefits Policy. In accordance with the requirements of Section 130140(d) (6) of the Act, the Commission, following the public hearing thereon, hereby adopts the updated Salary and Benefits Policy with the purpose and intent that such Policy conforms to said requirements of the Act. The President/CEO is hereby authorized and directed to cause said Policy to become part of the Administrative Policy Guidelines of the Commission and to be incorporated therein, and to make conforming changes, as applicable, to such Guidelines.

Section 3 Impact on Administrative Policy Guidelines. Any policies, regulations, rules or procedures heretofore or hereafter adopted by the Commission which are inconsistent with the Policy shall be ineffective and of no force and effect to the extent of such inconsistency. In particular, and without limiting the foregoing, this resolution and the Policy shall govern any interpretation or implementation of the Administrative Policy Guidelines of the Commission in effect as of the date hereof. Except to the extent provided by law, nothing in this resolution or the Policy is intended to create legal rights in any third parties.

Section 4 Inconsistent with Employment Agreement. To the extent this Policy is inconsistent with any term or provision of an individual employment agreement, the term or provision of the employment agreement shall govern.

Section 5 Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The Commission Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

Section 6 The Clerk of the Commission shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this fourth day of August, 2021 by the following vote:

The foregoing resolution was passed and adopted by the following vote of the Children & Families Commission of Orange County on August _4_, 2021 to wit:

AYES Commissioners:

NOES: Commissioner(s):

EXCUSED: Commissioner(s):

ABSTAINED: Commissioner(s)

CHAIRMAN

SALARY AND BENEFITS POLICY

TABLE OF CONTENTS

SALARY AND BENEFITS POLICY DEFINITIONS	5
I. AT WILL EMPLOYMENT:	5
II. EXECUTIVE DIRECTOR:	5
III. PERFORMANCE EVALUATION	6
IV. EMPLOYEE TITLES, CLASSIFICATION AND PAY:	6
SALARY RANGE STRUCTURE.....	8
V. VACATION:.....	9
VI. SICK LEAVE:.....	9
VII. HOLIDAYS:.....	9
VIII. RETIREMENT:	9
IX. ADDITIONAL BENEFITS:.....	10
X. FAIR LABOR STANDARDS ACT:	10
XI. PART-TIME AND TEMPORARY EMPLOYEES:	10
XII. FAMILY CARE AND MEDICAL LEAVE:	10
XIII. OTHER LEAVE AND TIME OFF PROVISIONS:	11
XIV. UNLAWFUL DISCRIMINATION AND HARRASSMENT:.....	12
XV. IMPLEMENTATION AND ADMINISTRATION OF RULES:	14
APPENDIX.....	14

SALARY AND BENEFITS POLICY DEFINITIONS

The following terms as used in this Policy shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth:

AT WILL EMPLOYEES shall mean employees who have entered into an At Will agreement or have been appointed to At Will positions.

BOARD shall mean the governing board of the Children and Families Commission of Orange County.

First 5 Orange County or F5OC shall mean the Children and Families Commission of Orange County

EMPLOYEE shall mean a person employed by First 5 Orange County and covered by terms of this Resolution except where the natural construction of this Resolution otherwise indicates.

PRESIDENT/CEO shall mean the principal officer for the discharge of duties provided by law or particular delegated functions as designated by the Board.

The Children and Families Commission of Orange County Salary and Benefits Policy:

It is the policy of First 5 Orange County that the following rules and regulations be established to govern the appointment, classification, compensation and other terms, conditions, rules and regulation of employment for all persons employed by the Commission.

I. At-Will Employment:

Employment by the Commission is at-will. Employees are free to resign, with or without giving reasons, at any time. Similarly, the Commission is free to terminate employment, with or without reasons, at any time. The Commission further reserves the right to change compensation, duties, assignments, responsibilities or job location at any time, with or without cause. No other policy, practice, procedure or rule shall be construed as contrary to this at-will employment policy. Any modification to the at-will nature of employment must be in writing and signed by the governing Board of the Commission.

II. President/CEO:

A. The President/CEO shall be appointed by, and serve at the discretion of, the governing Board of the Commission. The President/CEO's compensation and other terms and conditions of employment shall be determined by the governing Board of the Commission and may be set forth in a written contract of employment between the Board and the President/CEO. In the event of any conflict between such contract of employment

and these or any other rules established by the governing Board of the Commission, the provisions of the contract of employment shall govern.

B. The President/CEO shall be responsible for the appointment, compensation, promotion, discipline and dismissal of all subordinate employees and shall have the authority to implement and administer all personnel policy and rules of the governing Board of First 5 Orange County. The President/CEO may enter into contracts of employment with subordinate employees not inconsistent with these or any other rules adopted by the governing Board of the Commission.

III. Performance Evaluation

First 5 Orange County strives to provide a professional work environment that encourages and supports fair and equitable treatment of its employees and aligns with the F5OC's core values of respect, teamwork, and accountability. To this end, First 5 Orange County recognizes the importance of regular employee performance reviews and evaluations in maintaining engaged and effective staff, and also encourages open, ongoing dialogue between managers, supervisors, and employees. The purpose of the employee performance management and evaluation process is to provide an opportunity for the manager and employee to review and evaluate performance standards and objectives and provide constructive two-way feedback.

First 5 Orange County has adopted a performance management and evaluation cycle that consists of annual goal setting in support of the Strategic Plan, quarterly reviews, and a final performance evaluation that coincides with the end of the F5OC's fiscal year. The outcome of the annual performance review will determine whether merit-based salary increase or lump sum performance bonus, or a combination, will be awarded.

Annual goal-setting will be completed at the beginning of F5OC's fiscal year. Each employee, in coordination with the direct supervisor, will determine personal goals and associated competencies that support the organizational objectives set forth in the Strategic Plan. In conjunction with the Strategic Plan goals, each employee will also be expected to work towards a professional goal that will benefit their overall performance, career aspirations, and F5OC. The competencies and professional goal, while important parts of the F5OC's performance management system, serve only to enhance performance and will not be considered when determining merit-based increases

Quarterly reviews are to be conducted in October, January, and April of each year. These formal feedback opportunities are intended to facilitate communication between each employee and their direct supervisor on the progress made towards goals, obstacles encountered, and a discussion of whether the goals need to be amended before the annual performance evaluation occurs.

The final annual performance evaluation will coincide with the end of F5OC's fiscal year. This is an opportunity for each employee and their direct supervisor to reflect on the previous year using notes from the quarterly reviews, determine the employee's overall performance rating, and award merit-based salary increases. Performance ratings will be broken into four (4) categories:

a. Performance Expectations Not Meet: Consistently failed to meet expectations and goals. Frequently needed additional, repeated direction. Did not respond to coaching during this evaluation term.

b. Performance Expectation Nearly Met: Inconsistently met goals, expectations, and/or deadlines and often displayed inefficient working style. Additional direction and support sometimes needed. Showed receptiveness and improvement when provided with coaching and development.

c. Performance Expectations Met: Achieved core goals and consistently met expectations. Occasionally exceeded expectations.

d. Performance Expectations Exceeded: Consistently exceeded expectations and delivered well beyond goals. Influenced others to perform better.

Each category of overall performance is associated with either the implementation of a performance improvement plan, a salary building merit increase, and/or lump sum performance bonus. These awards are in addition to the automatic annual cost-of-living increase, which is based on the Bureau of Labor Statistics' annual average CPI for all urban consumers for the Los Angeles-Riverside-Orange County area, staff will monitor the index and make adjustments ensuring consistency with the movement of the index. The merit increase is intended to encourage F5OC staff to reach and exceed individual goals. All salary building increases and lump sum awards are discretionary and subject to President/CEO approval.

First 5 Orange County shall adopt performance evaluation criteria designed to give a fair evaluation of the quality and quantity of work performed by an employee. Each employee will have access to the review and evaluation materials and will be appropriately trained on understanding and utilizing the documents. All reviews and evaluations will be discussed with the employee before being added to the personnel file.

IV. Employee Titles, Classification and Pay:

A. The number of authorized employment positions shall be set by the governing Board of First 5 Orange County. Employee job descriptions, titles and classifications shall be adopted by, or under the general supervision of, the

President/CEO, and shall be filed, along with any modifications thereto, with the Clerk of the First 5 Orange County.

B. Employee pay or pay scales shall be determined by the President/CEO; provided however, that total pay and benefits for all F5OC employees, including the President/CEO, shall not exceed in any year the amount set forth in the line item for "Staff" in each year's Proposed Budget. The Salary Range Structure is illustrated on Table 1.

The official work period for First 5 Orange County employees shall start on a Friday and end on the second Thursday thereafter. Employees shall receive compensation at a biweekly rate for each pay period worked.

SALARY RANGE STRUCTURE

Table 1

First 5 Orange County, Children and Families Commission Salary Structure		
Employee Title	Hourly Minimum	Hourly Maximum
Administrative Manager I	\$29.23	\$58.10
Administrative Manager II	\$40.64	\$72.23
Administrative Manager III	\$50.81	\$89.22
Executive Assistant	\$17.10	\$72.23
Research Analyst III	\$30.65	\$41.32
Staff Analyst I/Staff Specialist	\$16.06	\$26.59
Staff Analyst II	\$20.27	\$33.57
Staff Analyst III	\$22.79	\$37.72
Senior Staff Analyst	\$25.30	\$41.87
Executive Positions		
Executive Director	Salary established by Commission via employment contract.	

V. Vacation:

Management staff:

During the first three years of employment, management employees earn (120) hours of vacation annually, accruing at a rate of approximately 4.616 hours per pay period. After an employee's third anniversary and until the tenth anniversary, vacation is accrued at 160 hours. After the tenth anniversary, employees shall accrue 200 hours of vacation annually. At President/CEO discretion, prior County of Orange tenure may be applied towards determining Commission term of service.

Management employees with less than ten years of continuous employment cannot accrue more than 360 hours of vacation leave. Employees with ten or more years of service may accrue up to 480 hours of vacation leave.

Non-Management staff:

During the first three years of employment, non-management employees earn (80) hours of vacation annually, accruing at a rate of approximately 3.08 hours per pay period. After an employee's third anniversary and until the tenth anniversary, vacation is accrued at 120 hours. After the tenth anniversary, employees shall accrue 200 hours of vacation annually. At the Executive Director's discretion, prior County of Orange tenure may be applied towards determining First 5 Orange County term of service.

Non-management employees with less than ten years of continuous employment cannot accrue more than 240 hours of vacation leave. Employees with ten or more years of service may accrue up to 320 hours of vacation leave.

Vacation for all employees, management and non-management, may not be accrued in excess of the maximum accrual cap for an employee's continuing length of service. Once an employee's unused and accrued vacation reaches the maximum cap, the employee will not become eligible for any additional time except to the extent that the prior vacation time has been used.

Employees who are out on a leave of absence do not accrue vacation time while they are on their leave. Vacations must be scheduled and approved by your supervisor at least 15 workdays in advance. Also, F5OC, at its sole discretion, may require you to take your vacation at a particular time, and may also refuse an employee's application for vacation. First 5 Orange County pays all accrued but unused vacation pay when an employee leaves his/her employment.

During each fiscal year an employee may request to cash out accrued vacation time up to a maximum of eighty (80) hours. The request will be made on a timesheet for the pay period the employee intends to cash out accrued vacation.

VI. Sick Leave:

During the first three years of employment, an employee shall earn approximately 72 hours of sick leave per year, accrued at a rate of 2.77 hours per pay period. After an employee has worked for F5OC for three years, the employee shall earn approximately 96 hours of sick leave per year, accrued at a rate of 3.69 hours per pay period. Sick leave does carry over to subsequent years, however it is not cashed out when an employee leaves his/her employment.

Permitted uses of Sick Leave may be applied to:

1. An absence necessitated by an employee's personal illness, injury or disability due to pregnancy or childbirth.
2. Medical and dental office appointments when absence during working hours for this purpose is authorized by F5OC.
3. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others.
4. Absence from duty because the employee's presence is needed to attend to the serious illness of a member of his or her immediate family. Immediate family shall mean father, father-in-law, mother, mother-in-law, stepparent, brother, sister, wife, husband, registered domestic partner, child, stepchild, grandchild, grandparent, legal guardian or any other relationship as required by law.
5. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
 - a. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his or her normal duties.
 - b. The employee must notify his or her supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
 - c. First 5 Orange County shall be under no obligation to extend the vacation beyond the original scheduled vacation ending date.
 - d. Upon the employee's return to work, the employee must furnish the agency/department with a certificate signed by a licensed physician or registered nurse stating the nature of the medical condition and the period of disablement.
6. Absence from duty because of personal emergencies or business not to exceed thirty (30) working hours during the fiscal year.
7. An absence due to an air pollution alert which prevents the employee from traveling to his or her work location.

Prohibited uses of Sick Leave shall not be applied to absences which occur on a County holiday.

Except as prohibited by law an employee may be required to furnish a certificate issued by a licensed physician or registered nurse or other satisfactory evidence of illness, injury, medical condition or medical or dental office calls when the agency/department has notified the employee in advance of such a requirement or when the employee has been under the care of a physician

VII. Holidays:

First 5 Orange County employees shall receive paid time off for the same holidays observed by the County of Orange. Payment for such holidays shall be on the same general terms and conditions applicable to County of Orange employees.

VIII. Retirement:

Employees shall be members of the Orange County Employees Retirement System. Visit the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.

IX. Additional Benefits:

First 5 Orange County benefits are offered pursuant to County of Orange policy except where distinguished by F5OC policies (e.g. vacation accrual, sick leave). Accordingly, employees shall receive the following additional benefits on the same general terms and conditions as County of Orange employees in positions deemed comparable by the Executive Director:

- A. Deferred Compensation Plan
- B. Optional Benefit Plan
- C. Disability/Salary Continuance Benefit
- D. Life Insurance
- E. Accidental Death and Dismemberment
- F. Disability Insurance
- G. Health and Dental Insurance
- H. Transportation Allowance
- I. Retiree Medical Program

Visit the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.

X. Fair Labor Standards Act:

For employees who are not exempt from the overtime requirements of the Fair Labor Standards Act, the workweek shall be the same as that applicable to employees generally of the County of Orange. Overtime shall be paid on the same terms and conditions applicable to non-exempt County of Orange employees holding comparable positions. Employees designated as exempt by the Executive Director shall be compensated on a salary basis and shall not be entitled to overtime pay.

XI. Part-time and Temporary Employees:

Employees designated as Part-time or Temporary shall not accrue vacation, paid-time-off, or other discretionary leave offered by the Commission. Such employees shall only be entitled to leaves mandated by law even if it is later determined by a court or other agency that the employees have been incorrectly designated as Part-time or Temporary by the Commission.

XII. Family Care and Medical Leave:

Under the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA), if F5OC employs greater than 50 employees, and if the employee has more than 12 months of service with the F5OC, and the employee has worked at least 1,250 hours in the 12-month period before the date the employee wants to begin leave, the employee may have a right to an unpaid family care or medical leave (FMLA/CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of a child or for the employee's own serious health condition or that of a child, parent or spouse.

Even if the employee is not eligible for FMLA/CFRA leave, if the employee is disabled by pregnancy, childbirth or related medical conditions, the employee is entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If the employee is FMLA/CFRA-eligible, she has certain rights to take BOTH a pregnancy disability leave and a FMLA/CFRA leave for reason of the birth of a child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, the employee must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member). For events that are unforeseeable, First 5 Orange County must be notified, at least verbally, as soon as the employee learns of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

First 5 Orange County may require certification from the employee's health care provider before allowing a leave for pregnancy or the employee's own serious health condition or certification from the health care provider of a child, parent or spouse who has a serious health condition before allowing the employee a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If the employee is taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and the employee must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain benefits. If more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits is desired, please contact the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.

XIII. Other Leave and Time Off Provisions

In accordance with State law, F5OC permits employees to take time off to attend to certain issues such as a child's suspension from school; seeking relief from domestic violence, appearing for jury duty and witness duty, and to vote in elections.

When an employee is requesting a leave or full or partial time off, a written request shall be provided to his/her manager stating the dates of the leave requested, the type of leave requested, specific cause for the leave, and any other information necessary for the request to be evaluated. Absent emergency circumstances, the written request must be completed in advance.

XIV. Unlawful Discrimination and Harassment

First 5 Orange County is an equal opportunity employer and makes employment decisions on the basis of merit. First 5 Orange County will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, marital status, citizenship status, military or veteran status, genetic information, or any other basis protected by applicable federal, state, or local law.

First 5 Orange County will provide reasonable accommodations to otherwise qualified employees or applicants with known physical or mental disabilities, unless it would create an undue hardship. Employees who require accommodation to perform the essential functions of their job should request an accommodation. Employees should specify in what way they are limited in their ability to perform the job and what accommodation they believe is needed. First 5 Orange County will review the situation

with the employee to identify possible accommodations, if any, that will allow the employee to perform the essential functions of the job. If a reasonable accommodation can be identified that will not impose an undue hardship, the F5OC will make the accommodation. If there is more than one possible accommodation, F5OC will decide which one will be provided.

First 5 Orange County is committed to providing a safe and fair workplace, free from discrimination, harassment, or violent behavior of any kind. Examples of harassment include, but are not limited to:

- Verbal Harassment: Epithets, jokes, comments, or slurs that identify a person the basis of his or her protected characteristic or tend to disparage others based on a protected characteristic.
- Visual Harassment: Gestures, posters, notices, bulletins, cartoons, photography, or drawings that tend to disparage others based on a protected characteristic.
- Physical Harassment: Assault, impeding or blocking movement, physically interfering with normal work or movement, leering, making express or implied job threats or promises, mimicking, stalking, or taunting based on another's protected characteristic.
- Making hiring, promotion, project assignment, or any other decision or action based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (if 40 or over), or pregnancy, childbirth, breastfeeding or related medical conditions of any female employee;
- Creating an intimidating, hostile, or offensive work environment that interferes with an employee's job performance, including jokes, remarks, gestures, conversations, discussions, behavior, meetings, written communications, or office décor singling out any of the aforementioned characteristics for ridicule or criticism;
- Making unwelcome sexual advances or requests for sexual favors including, but not limited to, verbal or physical conduct of a sexual nature;
- Making submission to or rejection of such advances or requests a criterion for any decision affecting the employee's continued employment, advancement or other job-related benefits;
- Making threats of any kind; using physical aggression or intimidation, belligerence or excessive arguing; and/or defacing Commission property;
- Possession of a weapon of any kind while on Commission premises or conducting any Commission business.

- Staff shall file complaints in writing concerning discrimination, harassment, and violence violations to the Executive Director, as soon as possible following the occurrence of such an event (or in the event the complaint concerns conduct of the Executive Director, to Commission Counsel.
- The Executive Director (or Commission Counsel) will review the complaint and implement an investigation, disciplinary action, and follow-up with either or both parties, as appropriate
- No employee shall be subject to retaliation for reporting any violation, or participating in any investigation under this policy provided they have done so in good faith.

Disciplinary Action

It is the policy of F5OC that appropriate disciplinary action shall be taken for acts that violate this policy. It is also the prerogative of First 5 Orange County to interpret the above definitions of discriminatory, harassing, or violent behavior as broadly as deemed appropriate by First 5 Orange County.

It is the policy of F5OC to take steps in order to prevent the above behaviors in any way they deem appropriate.

Any employee who believes he or she has been subjected to unlawful harassment or discrimination shall promptly report it to a manager or supervisor. Employees found to have engaged in discrimination or harassment may be subject to disciplinary action up to and including termination of employment.

Employees or applicants for employment may also file complaints about sexual harassment or other illegal employment discrimination with the California Fair Employment and Housing Commission (FEHC) at 1390 Market Street, Suite 410, San Francisco, CA 94102, Telephone: 415-557-2325; or with First 5 Orange County's Santa Ana Office: 28 Civic Center Plaza, Room 538, Santa Ana, CA 92701, Telephone 714-558-4159

XV. Implementation and Administration of Rules:

The President/CEO has full authority to interpret and administer these rules. In doing so, the President/CEO may look to rules and practices of the County of Orange applicable to similarly situated employees.

APPENDIX

Classes designated as Executive Management as of January 1, 2006
8010E3 CFCOC Executive Director

Classes designated as Administrative Management January 1, 2006:

8006MX/MA Administrative Manager I
8007MX/MA Administrative Manager II
8008MX/MA Administrative Manager III
8362MX Executive Assistant
8005MX/MA Senior Staff Analyst
8001MX Staff Analyst I
8003MX Staff Analyst II
8004MX Staff Analyst III

Classes designated as General Employees

8543GE/CF Staff Specialist
8371CF Data Analyst III

**POLICIES AND PROCEDURES**
No: 8.5

Attachment 4

SOCIAL MEDIA**PURPOSE**

First 5 Orange County is active on social media platforms and publishes and shares content that includes photos, videos, graphics, documents, and data related to the organization, partners and information pertaining to young children ages 0-5. The purpose of official First 5 Orange County social media pages is to serve as a mechanism for communication between First 5 and members of the public.

The purpose of this policy is to ensure that content published and shared by First 5 Orange County's social media accounts reflect its vision of ensuring that all children reach their full potential. The content featured on First 5 Orange County's accounts will follow the direction spelled out in the organization's Strategic Plan, utilize best practices, and reflect appropriate standards. Additionally, First 5 Orange County will comply with the First Amendment.

POLICY STATEMENT

It is the policy of First 5 Orange County to follow these guidelines in the creation and sharing of content on social media platforms:

- All posts and reposts should reflect First 5 Orange County's dedication to supporting young children and their families and be aligned with the organization's Strategic Plan.
- First 5 Orange County may repost or share events, information, photos, and other materials by agencies that meet at least one of the following criteria:
 - First 5 Orange County partner organizations
 - Government agencies
 - Other First 5 organizations
 - Orange County groups and organizations aligned with First 5 Orange County's vision and strategic plan
- First 5 Orange County may repost or share events, information, photos, and other materials that are educational or provide information and resources regarding young children and families that are aligned with First 5's Strategic Plan
- First 5 Orange County may promote events that benefit young children and families and are aligned with First 5 Orange County's Strategic Plan
- If a cost is associated with an event or resource, First 5 Orange County staff will review and approve prior to posting or reposting.
- First 5 Orange County may share positions on federal, state, and local policy matters that affect Orange County's children prenatal to age 5 and their families or First 5 Orange County's status or funding as per the Guidelines for Policy Positions and Engaging Leadership.
 - All posts and reposts will be non-partisan.
 - Posts and reposts may educate the public on legislation.

- Posts and reposts may not ask, persuade, or encourage people or organizations to act on specific legislation.

First 5 Orange County generally cannot block users, and it cannot remove content (including comments from the public) on social media pages except for limited reasons. First 5 Orange County will reserve the right to monitor, filter, and remove any content (text, links, video, etc.) that is deemed inappropriate, including but not limited to:

- Content not related to the purpose of the particular social media site or article commented on. If user content is positive or negative and related to the topic, then it will be allowed to remain regardless of whether it is favorable or unfavorable to First 5 Orange County;
- Content that contains private information about another person or that violates a person's privacy;
- Content that includes profanity, vulgarity, obscenity, racism, hatred, slander, threats and/or violence;
- Content that defames, abuses, harasses, stalks, threatens, or violates the legal rights of others.
- Content that promotes, fosters, or perpetuates discrimination or personal attacks based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Commercial solicitations;
- Text or links encouraging any kind of illegal activity or spam;
- Information that may tend to compromise the safety or security of the public or public system;
- Comments about First 5 Orange County employees, which will be forwarded to the appropriate First 5 staff for processing according to established protocols for verification; or
- Content that violates ownership rights from any other party.

First 5 Orange County will apply these reasonable restrictions in a manner that is viewpoint neutral.

**POLICIES AND PROCEDURES**
No: 8.6

Attachment 5

ENGAGING LEADERSHIP, ADVOCACY & LOBBYING

PURPOSE

First 5 Orange County's FY 2021-2026 Strategic Plan outlines how the organization invests to ensure all children reach their full potential. It calls for cultivating community leadership, knowledge and action related to early childhood by developing an internal and external leadership voice among local, state, and federal policy makers to champion and improve outcomes for young children

Engagement in advocacy and lobbying activities at the local, state, and federal levels of government is crucial to the success of First 5 Orange County. As an independent government agency and steward of public funds, First 5 Orange County is permitted to participate in the advocacy and lobbying space in compliance with the California Political Reform Act (Government Code Section 81000 et seq.) and the implementing the regulations established by the Fair Political Practices Commission.

The purpose of this policy is to set forth guidelines that establish the parameters for policy-related activities and leadership engagement, and expressly permits First 5 Orange County to support policy activities for young children and families strategically, proactively, and in a timely manner.

POLICY PARAMETERS

1. First 5 Orange County is non-partisan.
2. First 5 Orange County may take positions on federal, state, and local policy matters, which may include legislation, regulations, local ordinances, ballot measures, and operational issues that affect:
 - Orange County's children, prenatal to age five and their families;
 - First 5 Orange County's ability to work towards its mission; and
 - First 5 Orange County's status or its funding.
3. First 5 Orange County may proactively develop policy, including:
 - Taking a leadership role to convene stakeholders on a policy matter;
 - Preparing policy statements or briefs that may be adopted by the Commission; and
 - Working with legislators to develop legislation related to young children and families.

PROCESS FOR ACTING ON POLICY MATTERS

First 5 Orange County's Strategic Plan and Legislative Platform will be the guiding documents for its policy positions. The CEO will use the Strategic Plan and Legislative Platform to determine whether a policy matter is in alignment, and how the issue will affect children prenatal to age five and their families, and/or First 5 Orange County as an organization. Staff will research how similar and partner organizations are supporting the issue, particularly the position being taken by the First 5 Association, First 5 California, and the County of Orange, after which the CEO will determine which activities to engage in.

First 5 Orange County will update its Legislative Platform for Commission approval on an annual basis. The Legislative Platform will be developed based on the policy guidelines, in alignment with First 5 Orange County's Strategic Plan and the First 5 Association policy platform.

POLICY STATEMENT

Advocacy and Lobbying

It is the policy of First 5 Orange County that participating in advocacy and lobbying activities at the local, state, and federal levels of government to influence a new proposal or existing public policy is permitted. Permitted advocacy and lobbying activities include, but are not limited to:

- Broadly advocating, educating, and engaging partners and policymakers to understand the needs of children and families in Orange County;
- Lobbying policymakers and staff on new or existing public policy priorities that align with First 5 Orange County's Strategic Plan and Legislative Platform;
- Taking official support or oppose positions on new or existing public policy priorities; and
- Elevating the organization's position on public policy proposals to the public through routine business and communication portals.

Grassroots Lobbying

It is the policy of First 5 Orange County that participating in grassroots lobbying in any capacity or level of government is prohibited. This means that First 5 Orange County cannot use public funds to ask, persuade, encourage, or elevate to the public the opportunity to take any action on a new proposal or existing public policy. Examples of prohibited activities include, but are not limited to:

- Asking the public to ask policymakers to take any action on new proposals or existing public policies;
- Asking the public to take official support or oppose positions on new proposals or existing public policies;

- Paying for another organization to ask or persuade their clients, stakeholders, the public to take any action on new or existing public policy proposals; or
- Communicating broadly to the public the opportunity to sign-on to “coalition letters” or participating in any “call to action” activities to support or oppose new proposals or existing public policies.

Authority

The CEO, and/or CEO’s designee, has the authority delegated by First 5 Orange County to engage in policy-related activities, including but not limited to:

- Consult with the Policy & Communications Ad Hoc Committee in an advisory capacity on policy issues or positions.
- Provide testimony at public hearings.
- Provide written comments and/or letters on proposed policy matters and ballot measures.
- Meet with legislators and elected officials.
- Write or co-sign letters to legislators and policy makers.
- Collaborate with county agencies, funders, nonprofits, etc.
- Interact with the media.
- Educate the public and policymakers (trainings, white papers, educational forums)
- Convene experts.
- Publish policy -related information on the website, in newsletters, and on social media.

The President/CEO and/or the Commission Chair has signature authority on letters and written comments. Both the CEO and Commission Chair may co-sign letters to emphasize the position taken.

The President/CEO or designee will report on policy and leadership engagement actions taken through Weekly Update memos and/or at Commission meetings.

Resource Allocation Policy

It the policy of First 5 Orange County that no single staff member can participate in lobbying activities that exceed 10% of the staff member’s workable hours in any one calendar month without prior approval of the President/CEO. This will help First 5 Orange County ensure compliance with disclosures and reporting obligations.

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

Risk	Risk Mitigation
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. Confidentiality 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 there are three or more COVID-19 cases during a 14-day period, then all employees in the exposed group must comply with the face covering requirement until there are no new COVID-19 cases in the exposed group for a 14-day period. For Major Outbreaks, six-feet physical distancing requirements are enforced unless everyone is wearing a respirator (e.g. N95 face covering). The Commission will provide for free testing during paid work time for staff to utilize if they choose.

Testing will be made available to interested staff: (1) immediately; (2) one week later; and (3) every week thereafter for staff continuing to work onsite until no new cases occur for a 14-day period.

After an outbreak occurs, the Commission will require exposed staff to wear face coverings or respirators (e.g. N95 face coverings) indoors and outdoors if less than six feet from another person.

These requirements cease after no new COVID-19 cases are detected for a 14-day period.

Major COVID-19 Outbreaks (20+ cases in 30-day period)

If a Major Outbreak (20+ COVID-19 cases in a 30-day period) originates from a group of staff at a common work area, the Commission will make COVID-19 testing available to interested staff at no cost and on paid work time. Testing is not needed for staff who were not present during the 14-day period, or who are fully vaccinated and do not have symptoms, or who have tested positive or been diagnosed and have returned to work for at least 90 days without symptoms.

Testing will be made available twice weekly to interested employees: (1) immediately; (2) one week later; and (3) every week thereafter for staff continuing to work onsite until no new cases occur for a 14-day period.

After a Major Outbreak occurs, the Commission will separate all staff who are not wearing respirators (e.g. N95 face coverings) by six feet where feasible or install partitions that reduce aerosol transmission between individuals.

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 on how the vaccine is effective at preventing the spread of COVID-19
- 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.

- Information on when face coverings must be worn at the workplace (i.e. unvaccinated employees or during a Major Outbreak) as well as when they are recommended (e.g. outdoors and within six feet for unvaccinated employees).
- Information on employee rights to respirators (e.g. N95 face coverings) and instructions on how to properly wear respirators and check for proper seal.
- Information on accessing testing and vaccination locations and messaging regarding vaccination as an effective preventive measure in preventing the spread of COVID-19
- 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.
- 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, Username: Orange County ca, Password: eat.
- The Employee Health website at 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.
- 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

No physical distancing measures will be implemented unless the Commission office has a Major Outbreak, meaning there are 20+ COVID-19 cases in a 30-day period.

7. FACE COVERINGS

Only staff and guests who are not fully vaccinated are required to wear face coverings and only while indoors or in multi-occupied vehicles. Face coverings are recommended for unvaccinated staff and guests while outside and unable to maintain six feet of distance. All staff have the option of continuing to use face coverings, and respirators (e.g. N95 face coverings) will be made available upon request.

8.VACCINATION DOCUMENTATION

The Commission will allow staff to self-attest vaccination status. Staff who self-attest to being vaccinated will be permitted to remove face coverings while indoors. The Commission will maintain documentation of the vaccinated status of those staff.

9.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.

10. 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.

11. EXCLUSION OF COVID-19 CASES

Fully vaccinated workers who do not have COVID-19 symptoms no longer need to be excluded from the workplace after a close contact with a COVID-19 case.

Staff who have tested positive or been diagnosed with COVID-19 shall be excluded from the workplace until they have achieved all of the following: (1) 24 hours of a temperature below 100.4 degrees Fahrenheit without the use of fever-reducing medication, (2) symptoms have improved, and (3) 10 days have passed from the first onset of COVID-19 symptoms. Excluded staff are entitled to their regular wages during the time they are excluded. The staff member may use available sick leave during this time to pay the excluded wages.

Staff who have had close contact with a COVID-19 case shall be excluded unless they were fully vaccinated before the close contact and have no symptoms, or have previously tested positive or been diagnosed with COVID-19 and have been at work for at least 90 days with no symptoms. Close contact staff who are excluded from the workplace can return to the workplace after 10 days from the exposure and with no symptoms occurring. If staff develop symptoms following their close contact, they must obtain a negative PCR test, wait 10 days from the exposure, and be symptom-free prior to returning to work.


12. RETURN TO WORK CRITERIA

Excluded staff who were exposed to a COVID-19 case may return to work after 10 days if they developed no symptoms. Excluded staff who developed symptoms are able to return to work under the same requirements as COVID-19 cases with symptoms, above.

Agenda Item 6
August 4, 2021

DATE: July 1, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Receive Update on First 5 Orange County's Refreshed Website and Adopt Resolution Authorizing a First Amendment to Agreement No. PS-245 with Cornerstone Communications for Additional Website Development

SUMMARY:

First 5 Orange County has operated our existing website with minimal changes since 2010. This agenda item provides an update on upgrades to the First 5 Orange County website to bring it up to date in its design, functionality, and alignment with the Strategic Plan.

DISCUSSION:

First 5 Orange County has recently updated our website to make First 5 Orange County's work readily understandable to stakeholders, including parents and community members. The refreshed website, now located at "www.first5oc.org," contains many of the same elements as the previous website but is reorganized for easier access to information, updated for increased functionality for mobile devices, and aligned with First 5 Orange County's Strategic Plan goals and language. We have also secured the domain names of first5oc.com and first5oc.net, and we will point these domain names, as well as the "occhildrenandfamilies" suite of domain names to "first5oc.org."

The landing page of the website describes First 5 Orange County's work – what we do and why – including a video that brings our work to life. The About Us pages highlights our vision that *all children reach their full potential*, the conditions needed for children to thrive, and the strategies to help us get there. A list of Technical Advisory Committee members is new, expanding on the Commissioner and staff listings. As soon as we begin to meet in person again, we would like to bring a photographer to take photographs so that we can update these pages with color photographs that have a consistent background and style.

The Our Priorities page summarizes our priorities over the next five years, including well-child visits and screenings, resilience among children and families, and child care, along with our focus on Engaged Neighborhoods. The Child Care page is particularly robust, providing the results of the Phase I and II Child Care Landscape analysis and will evolve as the next phase is unveiled. The Well-Child Visits and Screenings and Resilience Among Children and Families pages describe the importance of this work and include our Action Plan in these areas. The website is intended to be dynamic, and we anticipate building out these areas as work progresses.

Our Impact includes both success stories from our work as well as the three ways in which we measure our impact – at a program level, systems level, and population level. The Resources

page includes resources for parents and professionals (this tab is still in development) as well as the Early Development Index (EDI) data. For this initial rollout of the refreshed website, we brought the EDI webpages over intact from the existing website. Over the next year, staff would like to refresh the EDI resource page, working in collaboration with Engaged Neighborhood and partnership development staff and consultants. We desire to make the EDI data more interactive, more relevant to the audiences likely to use it, and better able to tell the stories of the children, families, and neighborhoods behind the numbers.

Screenshots of key pages of the refreshed website are provided in Attachment 2.

As noted above, the website is a work in progress, and we expect to update the content regularly. Some of these updates can be easily accomplished within First 5 Orange County's existing communications plan and budget by existing staff or consultants. However, two website enhancements require work by a website developer. The first is a refresh of the EDI resource page described above. The second is to make the Annual Report interactive, rather than posting a static PDF of the report as is the current practice. Staff is requesting authorization to add funds for this work to Cornerstone Communications' existing agreement. Cornerstone Communications will contract with a website developer to complete these activities over the next several months.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended action presented in this staff report has been reviewed in relation to the Strategic Plan and is consistent with applicable goals. Funding for this item will be included in the Fiscal Year 2021-2022 Amended Budget.

PRIOR COMMISSION ACTIONS:

- August 2020 – Receive update on First 5 Orange County's Brand Guidelines and website development
- June 2020 – Receive update on First 5 Orange County website

RECOMMENDED ACTION:

Receive update on First 5 Orange County's refreshed website and adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate the First Amendment to Agreement No. PS-245 with Cornerstone Communications to add \$40,000, for a total maximum obligation \$250,000, for additional website development.

ATTACHMENTS:

1. Resolution
2. Website Screenshots

CONTACT: Lisa Burke

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ____-21C&FC

August 4, 2021

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE A FIRST AMENDMENT TO AGREEMENT NO. PS-245 WITH CORNERSTONE COMMUNICATIONS FOR ADDITIONAL WEBSITE DEVELOPMENT; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT 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 President/CEO and Commission Counsel have prepared a standard Professional Services Agreement, which was approved by the Commission; and

WHEREAS, the Commission desires to enter into the First Amendment to Agreement No. PS-245 (“Amendment”) with Cornerstone Communications (hereinafter referred to as “Contractor”) for additional website development services for the terms and in the amounts as specified in the August 4, 2021 staff report; and

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

WHEREAS, Commission has reviewed the staff report for the August 4, 2021 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Amendment 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 Amendment with the Contractor in the amount and for the terms as specified in the August 4, 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 Amendment with the Contractor to provide additional website development services in the amounts and for the terms consistent with the August 4, 2021 staff report and scope of services referenced therein.

Section 3 The form of the Amendment with the Contractor shall be substantially similar to the form of the standard Professional Services 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 Amendment by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Amendment with Contractor for additional website development services in the amounts and for the terms as specified in the August 4, 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 Amendment on behalf of the Commission.

Section 6 A copy of the Amendment 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 Amendment 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 Amendment, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Amendment, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such Amendment(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 August 4, 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: August 4, 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 Amendment)

Screenshots from www.first5oc.org

The screenshot shows the top portion of the First 5 Orange County website. The header is a dark blue bar with the First 5 Orange County logo on the left and navigation links: "First 5 Home", "The Case for Child Care", "Exploring the Challenges", "Call to Action", and "References". A language selector for "English" is on the right. Below the header is a large hero image of a woman smiling and playing with a baby at a table. Overlaid on the left side of the image is the text "Child Care and its Impact on Orange County's Economy" in a large, dark blue font. Below this, in a smaller font, is the subtitle "Addressing the Child Care Crisis Is Critical for All".

Child Care and its Impact on Orange County's Economy

Addressing the Child Care Crisis Is Critical for All

The screenshot shows the top portion of the First 5 Orange County website. The header is a dark blue bar with the First 5 Orange County logo on the left and navigation links: "About Us", "Our Priorities", "Our Impact", "Resources", "News & Media", and "First 5 Agendas". A language selector for "English" and a search icon are on the right. Below the header is a large hero image of a baby crawling on a yellow slide. Overlaid on the left side of the image is the text "Meet First 5 Orange County" in a large, dark blue font. A white play button icon is centered over the bottom of the image.





Meet First 5 Orange County

Screenshots from www.first5oc.org




About Us ▾ Our Priorities ▾ **Our Impact ▾** Resources ▾ News & Media ▾ First 5 Agendas

Measuring Collective Change

First 5 Orange County is carefully watching several indicators to help determine whether our work is contributing toward achieving the vision that *all children reach their full potential*. First 5 Orange County is one of many organizations influencing these measures.

-  Moving in right direction
-  Moving in wrong direction
-  No change
-  Baseline only

Three “outcome” indicators relate to children’s readiness for kindergarten


Desired Trend	Progress	Indicator
▲		Proportion of children who are ready for Kindergarten Source: Early Development Index
▼		Gap in children’s likelihood for being ready for Kindergarten (Disparity Index) Source: Early Development Index
▲		Proportion of neighborhoods whose children are ready for kindergarten Source: Early Development Index

About Us ▾ Our Priorities ▾ Our Impact ▾ **Resources ▾** News & Media ▾ First 5 Agendas

Five Domains


UCLA developed three ranges for the five domains using typical population cutoffs, which helps to compare how children are doing developmentally both across and within communities and over time. The averages for all records valid for analysis are sorted from lowest to highest to determine the 10th and the 25th percentile population cutoff scores for each developmental domain.

For each domain, children’s performance is compared to their peers. The EDI can also show how children are performing within their communities and larger county.




Physical Health & Well-Being

The child can hold a pencil and sustain energy throughout the full school day.




Emotional Maturity

The child pays attention to directions and is willing to help others.




Communication Skills & General Knowledge

The child can communicate his or her needs and takes part in imaginative play.



Language & Cognitive Development

The child can communicate his or her needs and takes part in imaginative play.



Social Competence

The child gets along with others and follows rules and instructions.

The EDI in Action

Find out more below about how school districts, cities and businesses are utilizing the EDI to make systemwide changes and positive impacts on young children.

Screenshots from www.first5oc.org

The screenshot shows the website of the First 5 Orange County Clerk of the Board. The navigation bar includes links for HOME, APPEAL YOUR PROPERTY VALUE, BOARD OF SUPERVISORS, **BOARDS, COMMISSIONS & COMMITTEES**, CONSTRUCTION BIDS, DISCLOSURE, and FORMS. A search icon is also present. The left sidebar lists various committees, with "First 5 Orange County, Children & Families Commission's Agendas and Minutes" highlighted. The main content area is titled "COMMISSION'S AGENDAS AND MINUTES" and provides information about the commission's meetings, including the location (Orange County Transportation Authority Conference Center), the frequency of meetings (every two months on the first Wednesday at 9:00 a.m.), and the availability of agendas and minutes. A table at the bottom lists the meeting date and provides links to the agendas and minutes for the meeting on Wednesday, June 2, 2021, at 9:00 A.M.

COMMISSION'S AGENDAS AND MINUTES

The First 5 Orange County, Children & Families Commission meets* in the Orange County Transportation Authority Conference Center, 550 South Main Street, Orange

Agendas are usually available the Friday morning before regular Wednesday meetings.

Supplemental agendas with additional items are usually available on Monday.

Select Microsoft Word or Adobe Acrobat .pdf format.

The Commission may find it necessary to call a special meeting. Special Meeting Agendas will also be shown below.

*The First Wednesday of every two months at 9:00 a.m. unless otherwise specified


First 5 Orange County, Children & Families Commission's Meeting Agendas and Minutes

Date	Agendas	Revisions / Supplemental	Minutes
Wednesday, June 2, 2021, 9:00 A.M.	PDF		PDF

Agenda Item 7
August 4, 2021

DATE: July 9, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Adopt Resolution Authorizing an Amendment to the Lease Agreement with the Orange County Shared Spaces Foundation for First 5 Orange County Office Space

SUMMARY:

First 5 Orange County Children and Families Commission currently leases office space at The Village in Santa Ana, which is owned and operated by the Orange County Shared Spaces Foundation. The lease is due to terminate on October 31, 2021. This agenda item requests authorization to amend the lease agreement with the Orange County Shared Spaces Foundation to extend the lease for an additional two years, effective November 1, 2021, and update specified terms and conditions.

DISCUSSION:

A core tenet of the First 5 Orange County's operations is to limit or reduce administrative costs. In July 2013, the original three-year lease agreement was approved with the Orange County Shared Spaces Foundation for office space located at The Village at 17th Street in Santa Ana. The Village was the first nonprofit office space center in the county and was created as a project funded by the Orange County Shared Spaces Foundation. Major funders of the Foundation include several of the Commission's partners including the Podlich Family Fund, Nancy and William Thompson Family Foundation, Pacific Life Foundation, Orange County Community Foundation, and others. The Shared Spaces Foundation's mission is to develop quality, affordable, and stable multi-tenant nonprofit office space that strengthens Orange County's nonprofit organizations. This focus on strengthening the nonprofit sector aligns with First 5 Orange County's priority to limit administrative costs and is evidenced by the more than 20 nonprofit organizations that are tenants within The Village.

The Commission approved extensions to the lease agreement in September 2016 and August 2019, and the lease is currently set to terminate on October 31, 2021. First 5 Orange County staff recommends extending the lease term for two additional years. The proposed extension also includes a rate increase. The current rate of \$1.48 per square foot will increase to \$1.50 for year one of the extension and \$1.53 for year two. An average office space lease rate in central Orange County is currently close to \$2.00 per square foot. In addition to the stable and affordable lease rates, the building tenants have access to common areas, meeting rooms, and training resources at no additional cost.

Attachment 1 provides the terms for the proposed lease extension. An amendment to the lease agreement with the Orange County Shared Spaces Foundation for office space at The Village at

17th Street is recommended. Pending Commission direction, staff will work with Commission counsel to execute an amendment to the lease agreement consistent with Attachment 1.

STRATEGIC PLAN & FISCAL SUMMARY:

This agenda item is consistent with First 5 Orange County's Strategic Plan and is included in the Fiscal Year 2021-2022 approved budget. The funding to support the office lease is included in the budget within the administrative funding category.

PRIOR COMMISSION ACTIONS:

- July 2013 – Approved Three-Year Office Lease
- September 2016 – Approved Three-Year Office Lease Extension
- August 2019 – Approved Two-Year Office Lease Extension

RECOMMENDED ACTION:

Adopt resolution (Attachment 2) authorizing the President/CEO and Commission Counsel to prepare and negotiate an amendment to the lease agreement with the Orange County Shared Spaces Foundation, for a two-year term effective November 1, 2021, consistent with the terms and conditions as specified in Attachment 1.

ATTACHMENTS:

1. Proposed Term Sheet Commission Office Space
2. Resolution for Lease Agreement

CONTACT: Michael Garcell

**Proposed Term Sheet
Commission Office Space**

Lease Date	November 1, 2021
Lessor	Orange County Shared Spaces Foundation
Location	“The Village at 17 th Street,” 1505 East 17 th Street, Santa Ana, CA 92705
Total Square Footage	Approximately 4,235 net rentable square feet
Lease Term	November 1, 2021 – October 31, 2023
Rate	<ul style="list-style-type: none"> - Year 1 (Nov 21 – Oct 22) \$1.50 per net rentable square foot per month (\$6,353.00) - Year 2 (Nov 22 – Oct 23) \$1.53 per net rentable square foot per month (\$6,480.00) - Subject only to rent increases for Common Area Maintenance (CAM) as established and which may be applied for lease terms extending beyond two years - No brokerage fees
Maximum Payment Obligation	\$153,996
Agreed Use	General office and administrative activities
Common Access Space	Lease includes access to the following common areas: Conference Center Suite including a Board style meeting room, a training room with pantry, lunch room, day office cubicles for guest visitors, small conference room, and concierge reception.
Construction	Premises will be “as-is” condition, however, Lessor will complete carpet cleaning and touch-up painting.
Parking	General parking available at 18 th Street entry. No assigned parking.
Other	Access to monthly lunch time training services

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ____-21-C&FC

August 4, 2021

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AN AMENDMENT TO THE LEASE AGREEMENT WITH THE ORANGE COUNTY SHARED SPACES FOUNDATION FOR COMMISSION OFFICE SPACE; 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, Commission desires to authorize the President/CEO and Commission Counsel to prepare and negotiate an amendment to the lease agreement for Commission office space (“Amendment”) with the Orange County Shared Spaces Foundation for the terms and conditions as specified in the August 4, 2021 staff report; and

WHEREAS, Commission has reviewed the staff report relating to the proposed terms and conditions of the Amendment and hereby finds and determines that the proposed Amendment 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 Amendment for the terms and conditions as specified in the August 4, 2021 staff report.

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 and Commission Counsel to prepare and negotiate the Amendment with the Orange County Shared Spaces Foundation, for the terms and conditions consistent with the staff report for this Agenda Item.

Section 3 The form of the Amendment shall be reviewed and approved by the President/CEO and Commission Counsel. The approval by the President/CEO of the Amendment shall be conclusively evidenced by the execution and delivery of the Amendment by the Commission Chair to the Commission Clerk.

Section 4 Commission hereby approves the Amendment with the Orange County Shared Spaces Foundation, as specified in the August 4, 2021 staff report for this Agenda Item and the proposed term sheet for Commission office space attached thereto as Attachment 1.

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

Section 6 A copy of the final Amendment with the Orange County Shared Spaces Foundation, 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 lease 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 Amendment, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement 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 August 4, 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: August 4, 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

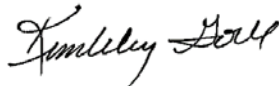
EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final Amendment with the Orange County Shared Spaces Foundation)

Agenda Item 8
August 4, 2021

DATE: July 27, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Adopt Resolution Authorizing an Agreement with CHOC Children's to Develop a Technology Build Out for the OC Children's Screening Registry

SUMMARY:

First 5 Orange County maintains its commitment to aligning systems of care and helping families get the most out of well-child visits and screenings. This item requests approval to enter into an agreement with Children's Hospital of Orange County (CHOC Children's) for the development of an Application Programming Interface (API) build out for the OC Children's Screening Registry.

DISCUSSION:

Ensuring young children receive developmental screenings with a validated tool is key to early identification of those who may be at risk for, or have, developmental delays. The earlier a delay is identified and intervention begun, the better the chance a child has for improvement and to maximize their outcome. Children are entitled to developmental screenings through their primary care providers, however, these screenings do not always take place. Consequently, the majority of the First 5-funded early learning programs at school districts (as well as other community-based providers) conduct developmental screenings for the children they serve. They use a variety of platforms which do not interact with each other to record and track their screening data. Multiple providers may complete a developmental screen on the same child and are unable to easily share information, and families are often asked to relay screening information from one provider to another.

In 2018, Help Me Grow Orange County launched the OC Children's Screening Registry, which is a free, HIPAA-compliant, online database designed to enable primary health care providers, early care and education, and community-based providers to view and/or enter developmental and behavioral screening data and share information on referrals and outcomes. Help Me Grow, which is a program of CHOC Children's, connects families to services to enhance the development, behavior, and learning of their children from birth through age eight.

Since its launch in 2018, the OC Children's Screening Registry has recorded screening data for 42,661 unique children from more than 70 organizations. The Registry is designed to help clinical, educational, and community-based providers proactively identify children with at-risk developmental screening results, improve communication, streamline referrals, and reduce duplication among providers, with the end goal of improved access to services and outcomes for young children. First 5 Orange County has supported the development and use of the Registry because of its critical role of aligning systems and increasing access and efficiency in the delivery of services.

OC Children's Screening Registry users can input and track data from four developmental screens and one for adverse childhood experiences (ACEs), including:

- Ages and States Questionnaire (ASQ)
- Ages and Stages Questionnaire: Social-Emotional (ASQ-SE)
- Parents' Evaluation of Developmental Status (PEDS)
- Modified Checklist for Autism in Toddlers (M-CHAT)
- Pediatric ACEs and Related Life-events Screener (PEARLS)

A majority of Orange County's school district early learning programs conduct screenings using the Brookes Publishing Ages and Stages Questionnaire online screening tool. To use the Registry, they must enter screening results manually – in essence entering this data twice – once into their own data system and again into the OC Children's Screening Registry. This is a barrier to seamlessly viewing and sharing children's screening results and follow up actions, often resulting in duplication of screening services or a delay in referrals and linkage to services. In order to enhance the Registry's functionality, staff recommends that First 5 Orange County fund a technology solution that will automatically import data from the Brookes Publishing ASQ online tool to the Registry (referred to as an Application Programming Interface (API) build out). This will reduce double data entry and allow for more timely access to available screening results. This technology build out will develop the infrastructure for the automatic upload from the ASQ to the Registry, both for school districts as well as other community providers.

There are two components to the technology build out. The first is the technology infrastructure to allow the automatic data upload for the ASQ, at a one-time cost of \$29,000. A second component is a one-time set up fee for the organization uploading the data. This set-up fee is \$800 per organization. This agenda item requests approval of First 5 funding for the initial technology build (the API), as well as for the one-time set up fee for the 25 elementary school districts with early learning programs. First 5 Orange County will initially work to implement use of the Registry with a pilot set of school districts through the month of September 2021, note challenges and successes, and then apply lessons learned to the iterative process of implementation with other school districts.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended action presented in this staff report has been reviewed in relation to the Strategic Plan and is consistent with applicable goals. Funding for the proposed action will be included in the Amended Fiscal Year 2021-2022 Budget and Proposed 2022-2023 Budget.

PRIOR COMMISSION ACTIONS:

- July 2016 - Authorized agreements with First 5 Riverside and First 5 San Bernardino for a regional Help Me Grow feasibility analysis and authorized an agreement with consultant to conduct a feasibility analysis
- September 2016 - Received update on a feasibility analysis for a Regional Help Me Grow program
- February 2017 - Authorized agreement with First 5 Association of California for a three-year term to serve as the lead organization for California's Help Me Grow

RECOMMENDED ACTION:

Adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate Agreement FCI-HMG-02 with Children's Hospital of Orange County, for the maximum payment obligation of \$49,000 and the term August 15, 2021 through June 30, 2023, to complete the API buildout of the OC Children's Screening Registry and onboard 25 school districts.

ATTACHMENT:

1. Resolution

CONTACT:

Mike Anderson

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ____-21-C&FC

August 4, 2021

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT FCI-HMG-02 WITH CHILDREN'S HOSPITAL OF ORANGE COUNTY; 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, the Commission desires to prepare and negotiate an Agreement with Children's Hospital of Orange County, hereinafter referred to as the "Contractor", identified in the staff report for the August 4, 2021 Commission meeting for the terms, in the amount, and for the services as described therein; and

WHEREAS, Contractor desires to enter into Agreement FCI-HMG-02 ("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 August 4, 2021 Commission meeting relating to the 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 services as specified in the August 4, 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 August 4, 2021 staff report for this Agenda Item for the term, in the amount, and for the 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 August 4, 2021 staff report for this Agenda Item for the term, in the amount, and for the 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 August 4, 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: August 4, 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)

Agenda Item 9
August 4, 2021

DATE: July 12, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Adopt Resolution Authorizing New and Amended Agreements for a Three-year Integrated Primary Care Behavioral Health Pilot in Selected Federally Qualified Health Centers

SUMMARY:

In June 2021, First 5 Orange County approved funding to implement a three-year pilot of HealthySteps – an integrated primary care behavioral health program – in three Federally Qualified Health Centers (FQHCs). Due to unforeseen circumstances, one of the clinics declined funding for the program. This item requests funding authorization for a new clinic (Friends of Family Health Center) to pilot the HealthySteps program in its place. It also requests authorization to amend the clinic agreements to add funding for HealthySteps training and implementation support.

DISCUSSION:

HealthySteps is an evidence-based, interdisciplinary pediatric primary care program that integrates a licensed HealthySteps Specialist (HSS) into the primary care team to promote developmental screening, foster positive parenting, strengthen early social and emotional development, and provide counseling to children and/or the family dyad for mild to moderate behavioral health concerns. The HealthySteps program partners with primary care providers to support parents and improve the health and well-being of babies and toddlers so they are prepared for school and life.

Practices that implement HealthySteps provide comprehensive developmental screenings and monitoring according to the American Academy of Pediatrics' Bright Futures recommendations. These recommendations ensure that regular developmental screening becomes routine practice so that developmental concerns or delays are identified and treated as early as possible. Under this model, the HSS, who is a child development expert (e.g., LCSW, psychologist), joins the provider team to support universal developmental screening and to provide successful interventions, referrals, and follow-up to the whole family.

Last fiscal year, First 5 Orange County conducted an assessment to identify FQHCs to pilot the HealthySteps program. Several FQHCs were assessed based on their pediatric patient volumes, geographic proximity to First 5's existing Engaged Neighborhoods, and history of partnerships with First 5 Orange County. The assessment comprised an in-depth questionnaire regarding their program and services, and an interview with the clinic's leadership team to ascertain the clinic's interest and fit for the pilot.

Four clinics met the criteria for the pilot. At the June Commission meeting, First 5 Orange County approved funding to begin the pilot at three of the four clinics: UCI Health Family Health Center, SOS Children and Family Health Center, and Families Together of Orange County. After reviewing the HealthySteps program and clinical requirements, UCI Health Family Health Center (UCI) indicated they would not be able to hire an HSS due to a hiring freeze. Given that the HSS is a critical component to implementing the model to fidelity, UCI Health Family Health Center declined the grant funding. Consequently, First 5 staff recommend reallocating the funding to the fourth clinic that met the criteria for the pilot: Friends of Family Health Center. This FQHC has a high pediatric patient volume, is in an Engaged Neighborhood (La Habra), is familiar with the HealthySteps program and First 5 Orange County, and has experience with behavioral health integration.

The HealthySteps National Office, administered by Zero to Three, supports HealthySteps clinics through site readiness, hiring, training, and implementation to ensure the program's success. They evaluate the practice's readiness to implement monitoring and screening tools and provide training, billing and coding support, as well as technical assistance for up to three years. Initially, we anticipated that First 5 Orange County would contract with Zero to Three to provide this support for the FQHCs. In June, First 5 approved an agreement with Zero to Three for the training costs associated with HealthySteps implementation. After working with two of the FQHCs to initiate the pilot, it is apparent that it will be more efficient for the clinics to contract directly with Zero to Three for this training and technical program implementation support. Therefore, staff recommend amending the clinic contracts to add funding for the cost of the HealthySteps training (see Attachment 1); the clinics will be responsible for contracting directly with Zero to Three.

STRATEGIC PLAN & FISCAL SUMMARY:

The recommended action presented in this staff report has been reviewed in relation to the Strategic Plan and is consistent with applicable goals. Funding for the proposed action is included in the Fiscal Year 2021-2022 Budget.

PRIOR COMMISSION ACTIONS:

- June 2021—Adopt resolution authorizing catalytic funding for a three-year integrated primary care behavioral health pilot in selected Federally Qualified Health Centers

RECOMMENDED ACTION:

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

ATTACHMENTS:

1. Term Sheet for HealthySteps Implementation
2. Resolution

CONTACT: Sarah O'Rourke

HEALTHY STEPS CONTRACTOR TERM SHEET

Contractor	Agreement Number	Scope of Work/ Additional Scope of Work	Term	Additional Funding	Maximum Payment Obligation
Friends of Family Health Center	FCI-HS-04	Implement the HealthySteps integrated primary care behavioral health model which includes: <ul style="list-style-type: none"> • Conducting Well Child Visits (WCVs) and developmental screenings for all pediatric patients in accordance with the AAP's Bright Futures program. • Recruitment of a child development professional, known as a HealthySteps Specialist (HSS), who connects with families during well-child visits as part of the primary care team. • Engage with the HealthySteps National Office to develop a contract, coordinate scheduling and logistics, and receive HealthySteps training. 	8/4/21 – 6/30/24	N/A	\$335,000
SOS Children and Family Health Center and SOS-El SOL Wellness Center	FCI-HS-02	Engage with the HealthySteps National Office to develop a contract, coordinate scheduling and logistics, and receive HealthySteps training.	6/2/21 – 6/30/24	\$20,000	\$335,000
Families Together of Orange County	FCI-HS-03		6/2/21- 6/30/24	\$20,000	\$335,000

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ____-21-C&FC

August 4, 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 ORGANIZATIONS TO PROVIDE HEALTHYSTEPS IMPLEMENTATION; 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 organizations (hereinafter referred to as the "Contractors") identified in the staff report for the August 4, 2021 Commission meeting for this Agenda Item (hereinafter collectively referred to as "Agreements"). Contractors will provide HealthySteps implementation for the terms and in the amounts and on the conditions as described in Attachment 1 to the staff report; 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 August 4, 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 August 4, 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 Agreements with each of the Contractors to provide HealthySteps implementation for the terms and in the amounts and on the conditions consistent with the August 4, 2021 staff report and Attachment 1 referenced therein; and

Section 3 The form of any Agreements and Amendments shall be substantially similar to the standard Non-Profit 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 August 4, 2021 staff report for this Agenda Item to provide HealthySteps implementation.

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 Agreements, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Agreements, 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 August 4, 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: August 4, 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

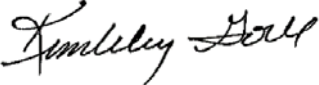
EXHIBIT A TO RESOLUTION OF COMMISSION

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

Agenda Item 10
August 4, 2021

DATE: July 22, 2021

TO: First 5 Orange County, Children and Families Commission

FROM: Kimberly Goll, President/CEO 

ACTION: Receive the President/CEO's Report

Financial Report

Tobacco tax revenues are monitored throughout the year and compared to annual budget estimates. Revenue through May has been posted by First 5 California in the amount of \$23.93 million. June revenue has not been posed yet, but tobacco tax revenue for the year will be over the budgeted amount of \$21.55 million. Final financial results for Fiscal Year 2020-2021 will be presented in the Commission's Comprehensive Annual Financial Report. The May financial highlights summary report is included as Attachment 1.

Policy and Communications Update

The Policy & Communications Team is working on expanding First 5 Orange County's social media footprint and is evaluating the pros and cons of adding Twitter and Instagram to our current platforms (Facebook and LinkedIn). We continue to post frequently on both Facebook and LinkedIn to share First 5 Orange County's messages and resources, as well as via eblast. The team is also boosting posts on social media channels with the goal of increasing First 5 Orange County's online audience and followers. The team regularly updates the website with new content and continues to position First 5 Orange County as an expert on child care and early childhood to media outlets.

The team has also been conducting outreach for the Orange County Child Care Landscape Analysis. On the following page is a summary of the media garnered by Phase II of this work.

Curt Pringle & Associates is tracking developments in Sacramento. Since Spring, we've held several legislative briefings, webinars, and our First 5 Virtual Advocacy Day. We used this time to share our support for three bills and requested support on two budget asks. On July 12, we held a legislative briefing on "Child Care and its Impact on Orange County's Economy," that was attended by 14 offices. As a follow up, we are scheduling in-person site visits with state and federal legislators so they can engage with a child care provider in their district. The first briefings are with Asm. Steven Choi, Sen. Dave Min, and Rep. Michelle Steel, followed by Rep. Young Kim and Asm. Philip Chen. In addition to the briefing and legislative asks, we'll be encouraging them to highlight First 5 Orange County on their social media and in newsletters. Finally, we are compiling data on child care centers that is specific to each legislative district.

In related work, Cornerstone Communications filmed and published two videos for the CalWORKs Home Visiting Program, on behalf of Social Services Agency. These videos are targeted at CalWORKs social workers as well as parents and seek to increase and maintain enrollment in

the program. The work was funded from an additional allocation of state funding for the program in FY 2020-2021. The videos were completed on a very tight timeline, and feature some of First 5's staff and consultants and their families as home visiting and parent actors.

Child Care Landscape Phase II Update

At the June Commission meeting, we shared the Executive Summary from the Phase II Orange County Child Care Landscape Analysis. Phase II assessed how child care impacts Orange County's economy. In addition to the economic analysis, Phase II provided data on the impact the lack of child care has on employers and working families. Since the release of the report, staff has hosted multiple community webinars and provided briefings to the Orange County delegation, reaching more than 250 participants. Attendees engaged in dialogue around the data and how they can support Phase III, which is focused on developing local solutions to the Orange County child care crisis. Staff is also partnering with the Orange County Business Council to co-host a Child Care event for the business sector. The event is anticipated to be held in late fall or early winter. Staff will continue to schedule webinars to engage our partners and the community in the child care conversation and we will keep you updated.

Establishment of Ad Hoc Advisory Committees for FY 2021-2022

First 5 Orange County establishes Ad Hoc Advisory Committees on an as-needed basis. Last Fiscal Year, a Policy and Communication Ad Hoc was appointed to assist staff with the redesign of the website, communication of the strategic plan and development of policy and procedures for our state and local advocacy work. Chair Baschshi, Commissioner McClintic, and Commissioner Lavery served on this Ad Hoc and assisted staff in vetting information and making recommendations to the full Board. Staff is appreciative of their time and the discussion that took place during these Ad Hoc committee meetings. Ad Hoc committees are established by the Chair and must be limited in scope and time to comply with the Brown Act. For FY 2021-2022, staff recommends establishing two Ad Hoc committees and will work the Chair to identify members to participate. The first Ad Hoc committee would advise staff on evaluation efforts and continue to provide input on policy matters as we flesh out our legislative platform. The second Ad Hoc committee would focus on the areas of administration, finance, and organizational optimization. If any Commissioner is particularly interested in one of these Ad Hoc Advisory Committees, please reach out to Kim Goll.

Attachment:

1. Financial Update
2. First 5 Orange County Child Care Media Summary

Financial Highlights as of May 31, 2021

Comparison of Budget vs. Actual Fiscal Year 2020-21 Unaudited Period Ending 5/31/21

	<u>FY 2020-21 Amended Budget</u>	<u>FY 2020-21 Actuals</u>	
Financing Sources			
Tobacco Tax Revenue	\$21,554,480	\$23,417,454	108.6%
Interest Earnings	100,000	351,389	351.4%
Other Revenue	<u>10,733,500</u>	<u>-483,256</u>	
Revenue Total	\$32,387,980	\$23,285,587	
Expenses*			
Prenatal-to-Three	\$12,289,862	\$5,142,770	41.8%
School Readiness Initiative	9,110,192	4,457,719	48.9%
Homeless Prevention	1,865,000	394,620	21.2%
Children's Dental	7,000,000	5,509,122	78.7%
Systems Building	975,327	672,673	69.0%
Performance Evaluation	<u>1,252,746</u>	<u>681,657</u>	54.4%
Program Services	\$32,493,127	\$16,858,561	
Admin. Functions**	<u>1,484,320</u>	<u>951,658</u>	64.1%
Total Operating Exp.	\$33,977,447	\$17,810,218	

*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 \$951,658 and encumbrances of \$163,049 were 3.3% 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 May 31, 2021 including multi-year contracts through Fiscal Year 2022/2023

Prenatal-to-Three	\$14,463,872
School Readiness Initiative	\$17,549,071
Homeless Prevention	\$1,483,061
Children's Dental	\$4,900,014
Systems Building	\$586,622
Performance Evaluation	\$752,269
Admin. Functions	\$163,049

Revenue and Cash Balance Update

Tobacco Tax Revenue has been received through May 2021. Current year revenue (July 2020 – June 2021) as reported by First 5 California is \$23.9 million including the annual backfill amount of \$5.9 and revenue through May.

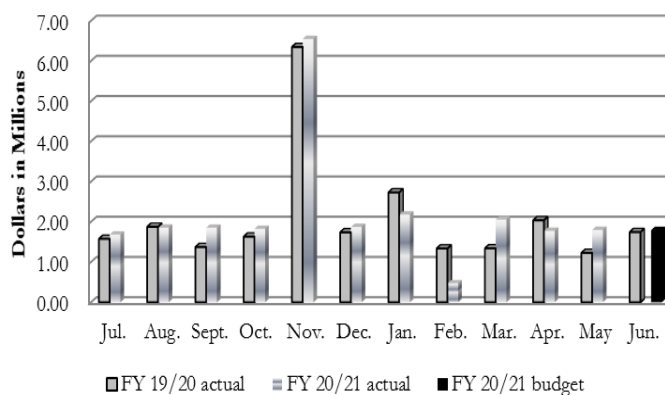
Interest earnings for July 2020 through May 31, 2021 are \$351,389.

Systems Funding Update

\$43,193,819 in One-Time Systems Funding was expensed from FY 2012-2013 through FY 2019-2020.

As of May 31, 2021, \$3.4 million was encumbered for one-time Systems Building programs. Nearly \$3.4 million is encumbered for Children's Dental.

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



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

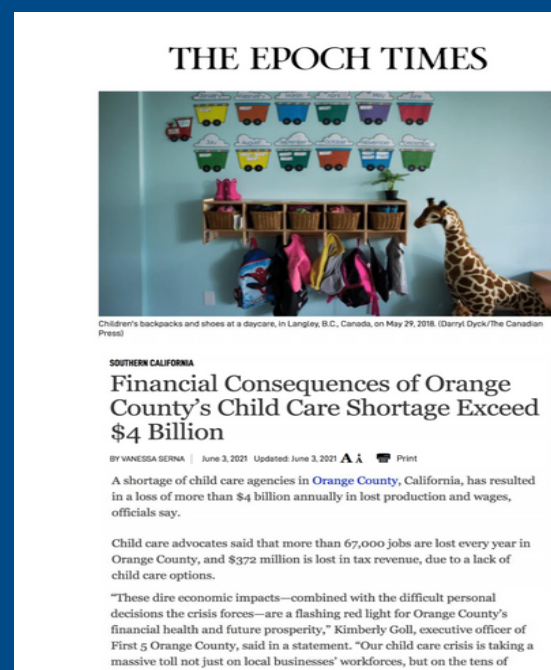
Beginning Fund Balance, July 1, 2019	\$37,293,188
Total Revenue	37,404,178
Total Program Expenses	(31,371,697)
Fund Balance for Systems Building Projects	<u>(17,161,352)</u>

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.

CHILD CARE REPORT

Media + TV + Radio



of media stories: 10
including:

- The Orange County Register
- Univision KMEX 34
- Spectrum SoCal News 1
- KNX 1070 AM
- KFI 640 AM
- The Epoch Times

Total views/circulation:
40,005,521

Ad equivalency:
\$136,443

