

**Notice and Call  
of a  
Special Meeting  
of the  
FIRST 5 ORANGE COUNTY  
CHILDREN & FAMILIES COMMISSION**

A Special Meeting of the First 5 Orange County, Children & Families Commission will convene on Wednesday, June 1, 2022 at 9:00 A.M., at: Big Brothers, Big Sisters, 1801 E. Edinger Ave., Suite 101, Santa Ana, CA

The items of business to be conducted at this meeting are:

As outlined on attached agenda

Opportunity will be provided, before or during the consideration of each item of business, for members of the public to directly address the Commission regarding that business.

/s/

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**RAMIN BASCHSHI, MD**

Chair

# A G E N D A

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

Wednesday, June 1, 2022

Big Brothers, Big Sisters  
1801 E. Edinger Ave., Suite 101  
Santa Ana, California

**RAMIN BASCHSHI, MD**  
Chair

**DOUG CHAFFEE**  
Vice Chair

**DEBRA BAETZ**  
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

President/CEO  
Kimberly Goll

Commission Counsel  
Cassie Trapesonian

Clerk of the Commission  
Jamie Ross, Deputy

*The First 5 Orange County, Children & Families Commission welcomes you to this meeting. This agenda contains a brief general description of each item to be considered. The Commission encourages your participation. If you wish to speak on an item contained in the agenda, please complete a Speaker Form identifying the item(s) and deposit it in the Speaker Form Return box located next to the Clerk. If you wish to speak on a matter which does not appear on the agenda, you may do so during the Public Comment period at the close of the meeting. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. Speaker Forms are available at the entrance of the Conference Center. When addressing the Commission, please state your name for the record prior to providing your comments.*

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

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

# **A G E N D A**

**9:00 A.M.**

## **PLEDGE OF ALLEGIANCE**

### **PRESENTATIONS:** (Item 1)

1. Receive presentation from Dr. Greg J. Duncan on his research regarding the impact of poverty reduction on infant and toddler development

### **CONSENT CALENDAR:** (Items 2 - 3)

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

2. Appoint Michele Cheung to the First 5 Orange County Technical Advisory Committee
3. Receive progress report on funding renewal strategy calendar

### **PUBLIC HEARING:** (Item 4)

4. Conduct Public Hearing and adopt resolution approving the fiscal year 2022-2023 Annual Operating Budget and confirming the 10% limitation on administrative expenditures

### **REGULAR ITEMS:** (Items 5 - 9)

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

5. Authorize funding for the Kid Builders update and adopt resolution authorizing an agreement with Luis Alvarado Design
6. Adopt resolution authorizing an agreement with Charitable Ventures of Orange County as the fiscal agent for the Family Solutions Collaborative
7. Approve roster of qualified applicants and adopt resolutions authorizing agreements and amendments to agreements with designated individuals and organizations to provide consulting and data collection and management services
8. Adopt resolution authorizing an agreement with Charitable Ventures of Orange County to support organizations serving Afghan refugees
9. Adopt resolution authorizing amendments to home visiting provider agreements with Children's Bureau of Southern California and the Priority Center

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

10. Receive the President/Chief Executive Officer's Report
  - a. Financial update
  - b. Legislative update
  - c. Trusted Messenger
  - d. Early Childhood Stigma Free OC rollout

# A G E N D A

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

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

## **PUBLIC COMMENTS:**

## **COMMISSION COMMENTS:**

## **ADJOURNED:**

## **NEXT MEETINGS:**

August 3, 2022      Regular Meeting, 9:00 a.m.





**Agenda Item 1**  
**June 1, 2022**

**DATE:** May 20, 2022

**TO:** First 5 Orange County

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

A handwritten signature in black ink, appearing to read "Kimberly Goll", is written over the printed name.

**ACTION:** Receive Presentation from Dr. Greg J. Duncan on His Research Regarding the Impact of Poverty Reduction on Infant and Toddler Development

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A focus area of First 5 Orange County's Strategic Plan is strengthening children and families using the Protective Factors, one of which is "concrete support in times of need." In other words, providing or increasing access to services that address a family's needs and help minimize stress caused by challenges such as food, health care, or child care.

At this meeting, the Board will hear from Dr. Greg J Duncan, Distinguished Professor at University of California, Irvine School of Education. Dr. Duncan was integral to First 5 OC's work to validate our Early Development Index data, and shared with the Board several years ago about the relative importance of early academic skills, cognitive and emotional self-regulation, and health in promoting children's eventual success in school and the labor market.

Dr. Duncan has devoted his career to understanding the roles that families, peers, neighborhoods and public policy play in affecting the life chances of children and adolescents. His research highlights the importance of early childhood as a sensitive period for the damaging influences of economic deprivation as well as for the beneficial impacts of policy-induced income increases for working families.

His most recent research used a random-assignment trial to assess impacts of income supplements on the cognitive development of infants born to poor mothers in four diverse U.S. communities. Dr. Duncan will share findings from his latest research on the impact of poverty reduction on family life and infant and toddler's cognitive, emotional and brain development. There will be opportunity for discussion with Dr. Duncan about his research as well as the broader implications for early childhood policy.


**ATTACHMENT:** None

**CONTACT:** Lisa Burke

**Agenda Item 2**  
**June 1, 2022**

**DATE:** May 16, 2022

**TO:** First 5 Orange County

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

**ACTION:** Appoint Michele Cheung to the First 5 Orange County Technical Advisory Committee

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**SUMMARY:**

In December 2019, First 5 Orange County expanded and broadened the membership of its Technical Advisory Committee (TAC) to a diverse makeup of early childhood health and development experts. This agenda item recommends the appointment Dr. Michele Cheung to the First 5 Orange County TAC to replace Dr. David Nunez who recently retired from OC Health Care Agency.

**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, reflecting the desire to engage the TAC in First 5's systems change efforts. Since then, the First 5 Board has appointed additional members to the TAC to represent key organizations and systems of care in Orange County including Social Services Agency, Orange County Department of Education, CalOptima and most recently, the Behavioral Health branch of the OC Health Care Agency.

First 5 Orange County and OC Health Care Agency have identified Michele Cheung to serve as OC Health Care Agency's representative on the TAC. Dr. Cheung is the Medical Officer for the Community and Nursing Services Division, and is Acting Medical Director of Maternal Child and Adolescent Health. She is a board-certified pediatrician and pediatric infectious diseases specialist who has been with the Orange County Health Care Agency for 18 years. Most recently, she has been part of the leadership team in the Community and Nursing Services Division, where she provides clinical consultation and education for the public health nurses, develops policies and procedures and other materials to guide staff, and conducts training for communicable disease surge response. As part of the OC surge response to COVID-19, she assisted with the medical oversight to the COVID-19 Case and Contact Investigation, School Response and Business Follow-Up Teams, and with the implementation of the state's CalCONNECT case and contact management system in 2020-2021. Her biography is included as Attachment 1.

**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 2022 – Appoint Marie Jeannis to the First 5 Orange County Technical Advisory Committee
- February 2022 – Appoint Dawn Smith to the First 5 Orange County Technical Advisory Board
- December 2021 – Appoint Gail Araujo and Scott Burdick to the First 5 Orange County Technical Advisory Committee
- August 2021 – Appoint Pshyra Jones to the First 5 Orange County Technical Advisory Committee
- 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 Michele Cheung to the First 5 Orange County Technical Advisory Committee.

**ATTACHMENT:**

1. Michele Cheung Biography

**CONTACT:** Lisa Burke

**Michele Cheung, MD MPH, FAAP**

Dr. Cheung is board-certified pediatrician and pediatric infectious diseases specialist who has been with the Orange County (OC) Health Care Agency (HCA) for 18 years. Most recently, she has been part of the leadership team in the Community and Nursing Services Division, where she provides clinical consultation and education for the public health nurses, develops policies and procedures and other materials to guide staff, and conducts training for communicable disease surge response. As part of the OC surge response to COVID-19, she assisted with the medical oversight to the COVID-19 Case and Contact Investigation, School Response and Business Follow-Up Teams and with the implementation of the state's CalCONNECT case and contact management system in 2020-2021. She previously served as Deputy Medical Director of Epidemiology and Physician Specialist for Infectious Disease Preparedness, where her primary activities included physician education and providing clinical and epidemiological expertise for communicable disease surveillance, outbreak investigations, and public health emergency preparedness. In 2018 she was recognized by the California Association of Communicable Disease Controllers for her contributions to communicable disease control. She has represented HCA in numerous county and community meetings, response exercises, and events and gives presentations regularly to community and health care partners on a variety of topics. While working in public health emergency preparedness, Dr. Cheung spearheaded the formation of the Kids in Disasters (KIDs) Working Group and its subcommittees in collaboration with partners in the community, government, education, and healthcare sectors, to ensure that the needs of infants and children were included in disaster planning. The KIDs Working Group was recognized for its work by the American Red Cross Disaster Preparedness Academy, California Emergency Services Association, and California Department of Public Health.

Before joining the OCHCA in 2004, Dr. Cheung worked as a hospital-based pediatric infectious diseases consultant, and also assisted with coordination of influenza surveillance at the state level. She continues to see pediatric patients as an infectious diseases consultant at CHOC Children's Hospital in Orange. She is also a Volunteer Associate Clinical Professor in Pediatrics at the University of California (UC) Irvine, and regularly has pediatric residents rotating through to learn more about public health. Dr. Cheung completed a Pediatric Infectious Diseases fellowship at UC San Francisco (UCSF), a Preventive Medicine residency at UC Berkeley/UCSF, and a Pediatrics residency at UC Irvine. She received her M.D. from Jefferson Medical College, Pennsylvania, her M.P.H from UC Berkeley, and her B.A. from Princeton University.

In her spare time, Dr. Cheung enjoys spending time with her two young adult children when they will allow it, cooking, embarking on food adventures, solving puzzles, and playing word games and most recently pickleball.



**DATE:** April 21, 2022**TO:** First 5 Orange County**FROM:** Kimberly Goll, President/CEO**ACTION:** Receive Progress Report on Funding Renewal Strategy Calendar

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**SUMMARY:**

This item presents a schedule for bringing updates to the First 5 Orange County Board on the funding renewal strategies to address Families Experiencing Homelessness, Early Learning, Home Visiting and Family Supports, and Engaged Neighborhoods. Progress on the renewal process in these funding categories will be provided to the Board on an ongoing basis.

**DISCUSSION:**

Several of First 5 Orange County's major programs and initiatives are on a three-year funding cycle with agreements that will end June 30, 2023. At the February Board meeting, we presented proposed guiding principles for consideration as we begin the funding renewal process leading up to July of 2023. The Board discussed and added to these principles, creating the final set of guiding principles shown in Attachment 1.

At that time, staff indicated we would come back to the Board with recommendations for how to proceed with renewals in each category.

Families Experiencing Homelessness: In April, we brought an update on the funding renewal strategy to address family homelessness and provided background on First 5's work and investments to date as well as input from the Technical Advisory Committee. The Technical Advisory Committee is holding input sessions with stakeholders and families to help develop the proposed renewal strategies for First 5's role in addressing the needs of families with young children experiencing homelessness. The planning for those input sessions is underway. We anticipate bringing the results of the input sessions to the Board in October.

Early Learning: As we have noted previously, the scopes of work for early learning programs at school districts were modified significantly in the last funding cycle. Those modifications pivoted to systems work, but shortly thereafter, the pandemic disrupted early learning and school district environments. To give these programs time for modified scopes to take effect and understand the impact that the pivot has had, staff anticipates recommending a one-year extension of the existing school district agreements. Other changes in the early learning landscape, like the implementation of universal pre-K, as well as new Early Development Index data available in August, will likely impact First 5's future investment in the early learning system of care. Staff proposes to take the next few months to think through priorities and the agreement structure for the extended year of funding and return to the Board in August with specific recommendations on funding extensions including how EDI data would be used in the 4<sup>th</sup> year of an agreement if approved.

Home Visiting and Family Supports: The countywide Home Visiting Collaborative has continued to meet and has identified two workgroups to support the building of an integrated prenatal-to-three system. The first workgroup is creating opportunities for all programs serving families within an area – regardless of funding stream – to connect with one another and strengthen their capacity. This will expand knowledge of the Orange County home visiting and social service landscape and ways of accessing services; it will also promote an informal network to support and coordinate referrals. The second workgroup is developing home visiting referral pathways. This group will develop and agree to an eligibility criterion based on family issues/status for referral to various programs so that programs are better matched with family need. This workgroup is also developing Service Level Agreements, where providers can sign on to a shared set of discrete expectations around performance, such as communication standards, waitlist protocols, and data standards. We recommend waiting until these workgroups have a good handle on this work, so the renewal strategy can target our investment with identified need, using a countywide, coordinated lens. We anticipate that work will be well underway by December, and we can bring recommendations at that time.

Engaged Neighborhoods: As you know, First 5's work to engage neighborhoods began in Santa Ana with the Santa Ana Early Learning Initiative (SAELI) eight years ago. We have continued to foster a relationship with other neighborhoods over time so that our current Engaged Neighborhood program includes four communities including in Anaheim, La Habra, and most recently, Garden Grove. Each neighborhood collaborative is unique both in the years we have been working with them as well as their local needs and priorities. Initially, we provided funding for community collaboratives via the OC Reads grant in partnership with United Way and OC Community Foundation. Three years ago, our interaction with the neighborhood collaboratives shifted from the OC Reads grant to direct First 5 agreements for neighborhood engagement with La Habra and Anaheim, giving us a greater ability to provide program management and technical assistance. Staff has been working to develop a Theory of Change that provides a common vision for First 5's work, while accommodating local uniqueness, that helps us support the work and define desired outcomes, interventions and our investment. Our initial thoughts are that our Engaged Neighborhood initiative will support and empower parents as they advocate for their young children and increase access to resources. We would like to take the time between now and December to more thoroughly develop and vet a Theory of Change for the Engaged Neighborhood program.

In summary, we propose the following calendar for bringing renewal strategy updates to the board over the next several months:

- August: Early Learning (school districts)
- October: Families Experiencing Homelessness
- December: Home Visiting and Family Supports and Engaged Neighborhoods

As work progresses in each funding category, we will also provide status reports to the Commission through weekly updates as appropriate.

#### **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 and outcomes. There is no funding associated with this action.

**PRIOR COMMISSION ACTIONS:**

- April – Receive Progress Report on Renewal Strategy to Address Family Homelessness
- February 2022 – Receive Presentation and Discuss Strategies for First 5 Orange County's Next Funding Cycle
- April 2019 – Adoption of the First 5 Orange County Strategic Plan
- February 2017 – Approved Renewal Funding Actions

**RECOMMENDED ACTION:**

Receive progress report on funding renewal strategy calendar.

**ATTACHMENT:**

1. Guiding Principles

**CONTACT:** Lisa Burke

# FIRST 5 ORANGE COUNTY FUNDING RENEWAL STRATEGY

## GUIDING PRINCIPLES

### 1. Align with Strategic Plan

- Does our investment strategy align, or do we need to adjust?
- Are we explicitly addressing equity?

### 2. Driven by Evaluation

- Are proposed investments based on data, evaluation?
- Is additional data/evaluation needed including how to strengthen systems change efforts?

### 3. Balance Investment with Funding Constraints

- Do our investments manage ongoing demand against the Commission's budget?
- Do our investments maximize impact of one-time funds?

### 4. Consider Whole Child/Whole Family

- Do proposed investments include/consider the family and not only the child?

### 5. Apply Advocacy Frame

- Do proposed investments include elements of policy or advocacy?

### 6. Respect Impact of ongoing COVID-19 Disruption

- Are we respecting the impact of disruption due to COVID-19?



**Agenda Item 4**  
**June 1, 2022**

**DATE:** May 20, 2022

**TO:** First 5 Orange County

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



**ACTION:** Conduct Public Hearing and Adopt Resolution Approving the Fiscal Year 2022-2023 Annual Operating Budget and Confirming the 10% Limitation on Administrative Expenditures

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**SUMMARY:**

First 5 Orange County conducts a public hearing to approve the annual budget for the upcoming fiscal year. This item recommends approval of the budget, as described below, for Fiscal Year 2022-2023.

**DISCUSSION:**

The proposed budget (Attachment 2) is consistent with all Commission approved actions through April 2022 and is inclusive of all funding recommendations presented in the June 2022 meeting. The budget does not provide funding authority for specific programs or contracts. All program funding is approved through specific Commission action. In alignment with prior practices, the budget is built on the assumptions in the Long-Term Financial Plan, realized and anticipated revenue, and planned programmatic expenses.

The Long-Term Financial Plan was reviewed and updated at the April 2022 Commission meeting. Program funding for Fiscal Year 2022-2023 has been held level in the proposed budget with the understanding that tobacco tax revenue for the year may ultimately be realized below budget. As discussed at the April Commission meeting, the referendum placed on the November 2022 ballot will either be upheld or rejected to ban the sale of flavored tobacco products. Future-year revenue projections will need to be adjusted to align with the decline in revenue if the flavor ban is upheld. The financial plan currently includes fund balance reserves to supplement years when a decline in revenue is experienced while trying to maintain, to the extent possible, level program funding.

The proposed budget includes \$15.6 million in base program funding compared to base program funding of \$16.8 million assumed in the financial plan projections. Any additional allocations from base program funding will be presented in future agenda items and then incorporated into the Amended Budget. Any amounts not allocated from base program funding will be carried forward in reserves and made available for future years.

Below is a summary of the key drivers for this year's budget.

*Revenue*

- Following the latest revenue projections from the California Department of Finance, tobacco tax revenue is budgeted to be \$24.4 million which is a 4% increase from the

current-year budget. This revenue projection was presented as part of the updated Long-Term Financial Plan at the April Commission meeting and represents the most current estimate provided by the CA Department of Finance before consideration of a potential tobacco flavor ban on the November ballot.

- Estimated revenue has been budgeted for First 5 Orange County's pass-through and subcontracted programs: First 5 California funded Childcare Quality Improvements (\$1 million) and CalWORKS Home Visitation (\$2 million).
- Other revenue sources consist of contributions for both the Conditions of Children Report, investment earnings, and other miscellaneous anticipated reimbursements and payments.
- Total revenue exceeds budgeted expenses by \$4.3 million in the proposed budget.

#### *Program Funding*

- The current budget presents program funding under the goal areas of Prenatal-to-Three, School Readiness Initiative, Homeless Prevention, Children's Dental, and Systems Building.
- All budget program areas are consistent with the February 2020 Commission three-year funding actions.
- One-time Systems Building projects are tracked separately from annual budgeted programs. Estimates of System Building expenses are included in the proposed Fiscal Year 2022-2023 budget. \$350,000 of the total \$1 million funding is included for HealthySteps expansion. \$250,000 is included for Homeless System Building expenses.
- Program management, evaluation and administrative consultants are included in the proposed budget.
- Staff salaries and benefits supporting a specific First 5 Orange County program or project are allocated to the related program goal area totaling approximately \$1.9 million. Allocations are based on First 5's organizational staffing chart and consider specific job descriptions and staff assignments. The budgeted salaries reflect the organizational structure discussed in a staff report at the April Commission meeting and align with the priorities and responsibilities articulated in the current strategic plan.

#### *Administrative Budget*

- Total administrative expenses of \$1.6 million are 5% higher than the previous year due to small increases in staff benefits and office expenses.
- All staff salaries and benefits dedicated to administrative activities are included along with office operations, travel, meetings, communications, and professional services.
- The proposed administrative budget is 6.8% of the total annual operating budget of \$23.4 million. Administrative staff salaries and benefits are budgeted at \$.63 million compared to \$.58 million in Fiscal Year 2021-2022. The staffing budget reflects the organizational structure discussed in a staff report at the April Commission meeting and aligns with the priorities and responsibilities articulated in the current strategic plan. Benefits are provided through the County of Orange and budgeted at the current rates.

The Fiscal Year 2022-2023 Proposed Budget is fully compliant with the policy to limit administrative expenses to 10% of the annual budget. California Health and Safety Code Section 130140 requires the Commission to adopt a limit on the percentage of the operating budget that may be spent on administrative functions. Administrative costs and functions are defined by the First 5 California Commission guidelines pursuant to Chapter 284, Statutes of 2005 (AB 109). Adoption of the Fiscal Year 2022-2023 budget includes a 10% limitation of the operating budget on administrative function expenditures.

Approval of the Fiscal Year 2022-2023 Proposed Budget (Attachment 2) is requested.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The Fiscal Year 2022-2023 proposed Operating Budget and recommended actions presented in this staff report have been reviewed in relation to First 5 Orange County's Strategic Plan and are consistent with applicable goals. The proposed evaluation priority areas are consistent with the Strategic Plan and statutory requirements related to evaluation.

**PRIOR COMMISSION ACTIONS:**

- April 2022 – Received Financial Update
- June 2021 – Conducted Public Hearing and Approved 2021-2022 Proposed Budget
- February 2020 – Approved Renewal Funding Actions

**RECOMMENDED ACTIONS:**

1. Conduct Public Hearing.
2. Adopt resolution (Attachment 1) approving the Annual Operating Budget for Fiscal Year 2022-2023 (Attachment 2) and confirming the 10% limitation on administrative expenditures for the operating budget.

**ATTACHMENTS:**

1. Resolution – Fiscal Year 2022-2023 Operating Budget
2. Fiscal Year 2022-2023 Proposed Budget

**CONTACT:** Michael Garcell

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES  
COMMISSION OF ORANGE COUNTY (1) ADOPTING THE  
FISCAL YEAR 2022-2023 OPERATING BUDGET, AND (2)  
CONFIRMING A 10% LIMIT ON ADMINISTRATIVE  
EXPENSES**

**WHEREAS**, the Children and Families Act of 1998 requires the Children and Families Commission of Orange County (“Commission”) to adopt and annually review its Strategic Plan in order 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 Act requires the Commission to conduct a public hearing with respect to (1) its adoption of an Annual Operating Budget, and (2) adoption of a percentage limitation of its operating budget that may be spent on administrative functions; and

**WHEREAS**, at its meeting of June 1, 2022, the Commission conducted a public hearing and reviewed the following documents prepared and recommended by staff and identified in the staff report for the June 1, 2022 Commission meeting with the Attachment number set forth herein: The Annual Operating Budget for the Fiscal Year 2022-23 (Attachment 2).

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

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

**Section 2** The Commission hereby adopts the Annual Operating Budget for Fiscal Year 2022-23.

**Section 3** Pursuant to California Health and Safety Code Section 130140(d)(5), the Commission confirms 10% of the operating budget as the limit that may be expended on administrative functions.

**Section 4** Notwithstanding the approval of the budget, no expenditures from the line item categories for grant funding for Program Services (or any subcategory within such categories) is authorized or may be approved except by subsequent action of the Board of Commissioners, no category is required to be funded at any particular level, no grant funding decisions for individual applicants or types of applicant will be made except in connection with specific grant processes, and no ceiling or floor for such categories is established by this budget.

**Section 5** Approval by the Board of Commissioners is required to increase or decrease the existing total amount of budgeted appropriations, revenues, and/or reserves as adopted by the Board of Commissioners. The President/CEO, or designee, is authorized to transfer existing budgeted

appropriations mid-fiscal year between existing budget categories and accounts in order to pay for required operating expenses. In accordance with the Commission's Budgetary Control policy, the Commission renews its delegation of authority to approve budgetary transfers to the Executive Director for Fiscal Year 2022-23.

**Section 6** The Clerk of the Commission shall append to this Resolution a copy of the Annual Operating Budget for Fiscal Year 2022-23 set forth in Section 2, as Exhibit A (which shall correspond to Attachment 2 of the June 1, 2022 staff report). Exhibit A is hereby fully incorporated as part of this Resolution by this reference and made a part hereof as though fully set forth herein.

**Section 7** 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 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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_\_\_



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

ROBIN STEILER, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**  
**(ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2022-2023)**  
**(attached)**

# First 5 Orange County Children and Families Commission

## Fiscal Year 2022-2023 Proposed Budget

	<u>22/23 Proposed Budget</u>
<b><u>FINANCING</u></b>	
<b>Prop 10 Tax Allocations</b>	24,350,000
<b>Other Revenues</b>	
Investment Earnings	100,000
MAA Revenue	250,000
Childcare Quality Improvement: First 5 CA	1,000,000
CalWORKS Home Visitation Program	2,000,000
Other Revenue	232,700
	<u>27,932,700</u>
<b><u>PROGRAM SERVICES</u></b>	
<b>Prenatal-to-Three</b>	
Bridges: Maternal Child Health Network Hospitals	1,248,500
Bridges: Maternal Child Health Network Home Visiting Services	4,040,000
CalWORKS Home Visitation Program	2,000,000
Early Relational and Mental Health Systems	310,000
Autism and Pediatric Support	875,240
Prenatal-to-Three Catalytic Funding	350,000
Prenatal-to-Three Program Support	905,284
	<u>9,729,024</u>
	Prenatal-to-Three Subtotal
<b>School Readiness Initiative</b>	
School District Partnerships	5,950,400
Childcare	1,311,000
Early Literacy and Math Programs	35,260
School Readiness Initiative Program Support	700,156
	<u>7,996,816</u>
	School Readiness Initiative Subtotal



# First 5 Orange County Children and Families Commission

## Fiscal Year 2022-2023 Proposed Budget

	<b>22/23 Proposed Budget</b>
<b>Homeless Prevention</b>	
Homeless Prevention Operational Support	1,168,000
Homeless Prevention Systems Building	<u>250,000</u>
Homeless Prevention Subtotal	1,418,000
<b>System Building</b>	
System Building	475,000
Engaged Neighborhoods	708,000
System Building Support	<u>795,573</u>
Systems Building Subtotal	1,978,573
<b>Performance Evaluation</b>	
Performance Management - Data Systems Platforms	305,000
Evaluation and Performance Management Support	<u>575,750</u>
Performance Evaluation Subtotal	880,750
<b>Total Program</b>	<b>22,003,163</b>
<b>Administrative Functions</b>	
Administrative Staff Salary and Benefits	631,116
Strategic Communications	142,600
Professional and Technical Services	549,000
Office, Training & Operating Costs	<u>290,690</u>
Administrative Functions Subtotal	1,613,406
<b>Fiscal Year 2022-2023 Proposed Budget Total</b>	<b>23,616,569</b>

**DATE:** April 21, 2022

**TO:** First 5 Orange County

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



**ACTION:** Authorize Funding for the Kid Builders Update and Adopt Resolution Authorizing an Agreement with Luis Alvarado Design

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**SUMMARY:**

This item requests approval of funding to update Kid Builders activities. Funding will support the content creation, graphics, community outreach, and launch plan. Updating the Kid Builder activities and graphics will allow for a launch of First 5 Orange County's Instagram and supports implementation of several Protective Factors to strengthen families.

**DISCUSSION:**

One of the focus areas of First 5 Orange County's Strategic Plan is strengthening children and families using the Protective Factors. There are five Protective Factors including:

1. Parental Resilience: Managing stress and functioning well when faced with challenges, adversity, and trauma
2. Social Connections: Positive relationships that provide emotional, informational, instrumental, and spiritual support
3. Concrete Support in Times of Need: Access to concrete support and services that address a family's needs and help minimize stress caused by challenges
4. Knowledge of Parenting and Child Development: Understanding child development and parenting strategies that support physical, cognitive, language, social and emotional development
5. Social and Emotional Competence of Children: Family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions and establish and maintain relationships

First 5 is working to incorporate Protective Factors into our work.

Additionally, our early development index (EDI) data reveal how ready Orange County's young children are when they enter kindergarten, across a range of health and development indicators. The EDI domains include physical health and wellbeing, emotional maturity, communication skills, language and cognitive development, and social competence.

One opportunity to build Protective Factors into our work, and to address areas of health and development where the need is highlighted through EDI data, is through a reboot of Kid Builders. Kid Builders provides parents and caregivers with easy-to-do activities to help young children grow in six critical areas: body, health, mind, relationships, safety, and words. Activities are grouped by domain (body, mind, health, etc.) and age (babies, one-year-old, two-year-old, three-

year-old, and four and five-year-old). All activities are available in English, Spanish and Vietnamese. When parents do these activities with their children, it builds “Knowledge of Parenting and Child Development,” and “Social and Emotional Competence of Children.” And, the activities map well to each of the EDI domains.

First 5 Orange County developed the original set of Kid Builder activities more than 15 years ago. We gathered a task force of experts in child development to help identify the domains that should be included and to develop activities that were developmentally appropriate for each age and stage of development. The task force worked to include activities that use everyday objects or materials that families have readily available. Additionally, the task force developed a one-sentence “why statement” for each activity, so parents can link the fun activity with its important child health and/or development benefit. A design firm developed graphics that would be fun and engaging for both parents and children, and the activities were translated.

While Kid Builders were originally produced as printed materials in a binder, today the Kid Builder activities are available on an app and our website. We often link our social media to these activities. The Kid Builders social media posts and webpage are some of our most popular, and we have had requests from other organizations and providers to use Kid Builder materials. However, some of the content is outdated and we have had difficulty in recent years keeping the app updated and operational since it was built several years ago.

Staff recommends that we reinvigorate Kid Builders by updating the content and graphics, adding video clips to describe the “why statements” for activities or to show families doing the activities, and moving from an app to a web-based platform. Moving to a webpage on First 5 OC’s website will allow for easier maintenance and updates over time.

The current set of Kid Builder activities have graphics for about three activities within each domain and age. We recommend reducing the activities from 10 per domain to five per domain and creating a corresponding graphic for each activity. This will allow us to use the graphics to launch First 5’s Instagram. Instagram is dependent on visuals for posts, and to date, we have not had the visuals to keep up a strong Instagram presence. With the development of Kid Builder activities and graphics, we can launch an Instagram strategy focused on Kid Builder activities.

Additionally, we see the potential to develop parent groups around Kid Builders which would further build social connections among caregivers and provide families with tangible developmental activities and resources.

To relaunch Kid Builders requires several actions:

- Gather a task force of experts and parents to review and update the activities including translation (adding parents to this process is new and aligns with our approach of engaging parents in our work)
- Create the graphics and video clips
- Build the webpage where the Kid Builder activities will “live”
- Develop and implement a communications plan to launch Instagram and raise community awareness

The proposed costs for the Kid Builders update are outlined below. The project will be completed primarily through contractors using agreements executed under President/CEO authority and purchase limits. A new agreement is needed with Luis Alvarado Design (LAD). Staff proposes

contracting with LAD, the firm that created the original artwork for Kid Builders, to complete the design and production for this project, including updating the Kid Builder illustrations and animations as well as web production.

<b>Activity</b>	<b>Cost</b>
Task Force/Activity Update	\$10,000
Translation	\$10,000
Design and Production, Web Production, Illustrations and Animations	\$67,000
Video Production	\$22,000
Communications Plan, Implementation, and Instagram Launch	\$5,000
<b>Total</b>	<b>\$114,000</b>

During the Commission meeting, Lisa Burke will share examples of the proposed updated graphics and how they would be integrated into the First 5 website.

#### **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 and outcomes. Funding for this item is included in the Fiscal Year 2022-2023 Proposed Budget.

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

- March 2016 – Received funding and authorized to design, build and implement the Kid Builders Mobile Application.
- January 2007 – Adopted resolution authorizing agreement to print 60,000 sets of Kid Builders books

#### **RECOMMENDED ACTIONS:**

1. Authorize funding for the Kid Builders update.
2. Adopt resolution authorizing the President/CEO, or designee, and the Commission Counsel to prepare and negotiate Agreement No. PS-278 in the amount of \$67,000 with Luis Alvarado Design for the term of July 1, 2022 to June 30, 2023.

#### **ATTACHMENTS:**

1. Proposed Updated Webpage and Kid Builder Graphics
2. Resolution

**CONTACT:** Lisa Burke

# Kid Builders Update

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June 1, 2022

# Background

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## Kid Builder Activities

- Six domains: Body, Mind, Health, Safety, Words, Relationships
- Five developmentally unique age groups: baby, 1-year, 2-years, 3-years, and 4/5 years

## Opportunity to:

- Update content and illustrations
- Add video clips
- Modernize delivery platform
- Launch First 5 OC's Instagram



# Building Healthy Bodies & Growing Minds

## Kid Builders Activities



Kid Builders logo featuring the text "kid builders" in a blue, rounded font, with a colorful ball icon above the word "builders".



 <b>FIRST5</b> ORANGE COUNTY		 <b>EARLY CHILDHOOD</b> PARTNERS				
Family Choices for Early Learning and Care						
	Age Requirement	Income Eligibility	Length of Day	Teacher/Staff Ratio	Teacher Education Requirements	Local Contact Information
<b>California State Preschool</b>	<b>3-5 years</b>  Must have first birthday on or before December 31st	<b>Based on family's income and in some cases, based on need</b>  Example: A family of 4 may not exceed an income of \$93,267	<b>Full Day and Full Day Options</b>	<b>Infants: 1:3 Toddlers: 1:4 Preschool: 1:8</b>	<b>Teacher Child Development Permit</b> . Program must also have staff with a Site Supervisor or Program Director Permit.	<a href="http://www.ccsd.org">http://www.ccsd.org</a>  714-845-5773 (442) 484-6700
<b>Early Head Start</b>	<b>Pregnant and Infants (0-18 months)</b> Toddlers (18-36 mos)	<b>Based on family's income and in some cases, based on need</b>  The Head Start Program (and Early Head Start programs) are designed to help low-income families.  Example: A family of 4 may not exceed an income of \$26,500	<b>Center Based: Full Day or Half Day</b>  <b>Home Based Services:</b> One-on-one, week and group socializations	<b>Infants: 1:3 (no more than 3 children in a classroom)  Toddlers: 1:4 (no more than ten children in a classroom)</b>	<b>CA Child Development Permit</b> . BA or AA in Early Childhood Education or Child Development	<a href="http://www.ccsd.org">http://www.ccsd.org</a>  714 (241-8820)  JANAS  714-484-7548
<b>Head Start</b>	<b>3-5 years</b>	<b>Based on family's income</b>  The Head Start Program (and Head Start's licensing program) are designed to help low-income families.  Example: A family of 4 may not exceed an income of \$26,500	<b>Center Based: Full Day (3-5 hours)</b>	<b>Part Day: 2:18 Full Day: 2:20 Children in a classrooms at any time</b>	<b>BA or AA in Early Childhood Education or Child Development</b>	<a href="http://www.bccs.org">http://www.bccs.org</a>  714 (241-8820)

# Child Care, TK, Preschool Guide

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[Explore More](#)

## Building Healthy Bodies & Growing Minds



**Kid Builders** is an easy way to help your child grow in six areas: his or her mind, words, body, relationships, safety and health. All of these areas are important for your child to be healthy and ready to succeed in school and in life! Learning and growing is fun with activities and information from Kid Builders.



# Baby

## Building Healthy Bodies & Growing Minds

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Activities



# 1 Year

## Building Healthy Bodies & Growing Minds

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Activities

# 2 Years

# Baby

## Building Healthy Bodies & Growing Minds

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## Baby Activities



### Minds Builders

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### Baby Body builders

### Body Builders

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### Baby Safety builders

### Safety Builders

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### Minds Builders

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### Health Builders

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## Baby Mind builders



### Look, Baby, Look!

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## Bubbles

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# Next Steps

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- Gather expert and parent input into updated activities
- Translation
- Build webpage
- Create graphics and video clips
- Launch Instagram and communications campaign

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT NO. PS-278 WITH LUIS ALVARADO DESIGN FOR DESIGN AND PRODUCTION SERVICES TO UPDATE KID BUILDERS; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the President/CEO and Commission Counsel have prepared a standard Professional Services Agreement, which was approved by the Commission; and

**WHEREAS**, Commission desires to enter into Agreement No. PS-278 (“Agreement”) with Luis Alvarado Design, hereinafter referred to as “Contractor,” to provide design and production services to assist with updates to Kid Builders, for the terms and in the amount as specified in the June 1, 2022 staff report for this Agenda Item; and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the June 1, 2022 staff report for this Agenda Item;

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



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

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor to provide design and production services to assist with updates to Kid Builders in the amount and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement 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 Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Contractor in the amount and for the terms as specified in the June 1, 2022 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 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 Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

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

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_



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

ROBIN STIELER, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)



**Agenda Item 6**  
**June 1, 2022**

**DATE:** May 16, 2022

**TO:** First 5 Orange County

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

A handwritten signature in black ink, appearing to read "Kimberly Goll", is written over the printed name.

**ACTION:** Adopt Resolution Authorizing an Agreement with Charitable Ventures of Orange County as the Fiscal Agent for the Family Solutions Collaborative

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**SUMMARY:**

In 2020 and 2021, First 5 Orange County approved agreements with Families Forward as the fiscal agent for the Family Solutions Collaborative (FSC) to focus on a systems approach to providing services to families with children ages 0-5 in Orange County. The FSC is changing fiscal agents from Families Forward to Charitable Ventures of Orange County (CVOC). This agenda item requests authorization to execute a new agreement with CVOC for Fiscal Year 2022-2023.

**DISCUSSION:**

First 5 Orange County has made a long-term commitment to the development of a robust support system for homeless families with young children. Our investments have included capital infrastructure, direct services, and in 2016, we expanded to support the development of a collaborative of family-focused homeless service providers (now referred to as Family Solutions Collaborative, or FSC). The FSC is a coalition of 24 homeless family service organizations in Orange County working to prevent, divert, and house homeless families. The FSC functions as the "system" supporting the direct service providers who make up the FSC member organizations.

During the last funding cycle, First 5 Orange County approved agreements with Families Forward to serve as the fiscal agent for the FSC to provide services for Emergency Shelter, Housing Navigation, and Diversion. Because the FSC does not have 501(c)(3) status, Families Forward has been serving in the role of fiscal agent since 2018. When Families Forward took on that role, it was with the intent that the FSC would find a new fiscal agent or become its own nonprofit organization within a few years; however, COVID delayed that process. After vetting potential fiscal sponsors, FSC leadership determined that CVOC was the best agency to fit the needs of the FSC to serve as their fiscal agent beginning July 1, 2022.

Authorization is requested for First 5 Orange County to enter into Agreement No. FCI-FSC-05 with CVOC to serve as the fiscal agent for the FSC for the term July 1, 2022 through June 30, 2023 for Emergency Shelter, Housing Navigation, and Diversion programs. The scope of work and anticipated outcomes will remain the same as the agreements with Families Forward that were previously approved by the Commission in February and June of 2020 (FCI-FSC-01 and FCI-FSC-02). These agreements with Families Forward will be terminated.

**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 2022-2023 Commission Budget.

**PRIOR COMMISSION ACTIONS:**

- June 2020 – Approved Revisions to Funding Renewal Actions
- February 2020 – Approved Funding Renewal Actions

**RECOMMENDED ACTION:**

Adopt resolution authorizing the President/CEO, or designee, and the Commission Counsel to prepare and negotiate Agreement No. FCI-FSC-05 in the amount of \$903,000 with Charitable Ventures of Orange County to serve as the fiscal agent for the Family Solutions Collaborative for the term of July 1, 2022 to June 30, 2023.

**ATTACHMENT:**

1. Resolution

**CONTACT:** Mike Anderson

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT NO. FCI-FSC-05 WITH CHARITABLE VENTURES OF ORANGE COUNTY TO SERVE AS FISCAL AGENT FOR THE FAMILY SOLUTIONS COLLABORATIVE FOR FISCAL YEAR 2022-23; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the President/CEO and Commission Counsel have prepared a standard Non-Profit Services Agreement, which was approved by the Commission; and

**WHEREAS**, Commission desires to enter into Agreement No. FCI-FSC-05 (“Agreement”) with Charitable Ventures of Orange County, hereinafter referred to as “Contractor”, to serve as the fiscal agent for the Family Solutions Collaborative, for the terms and in the amount as specified in the June 1, 2022 staff report for this Agenda Item; and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the June 1, 2022 staff report for this Agenda Item;

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

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

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor to serve as the fiscal agent for the Family Solutions Collaborative in the amount and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement with the Contractor shall be substantially similar to the form of the standard Non-Profit 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 Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Contractor in the amount and for the terms as specified in the June 1, 2022 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 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 Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

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

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_



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

ROBIN STIELER, Clerk of the Commission

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



**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)



**Agenda Item 7  
June 1, 2022**

**DATE:** May 18, 2022

**TO:** First 5 Orange County

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

**ACTION:** Approve Roster of Qualified Applicants and Adopt Resolutions Authorizing Agreements and Amendments to Agreements with Designated Individuals and Organizations to Provide Consulting and Data Collection and Management Services

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**SUMMARY:**

First 5 Orange County's core business is to allocate public funds to improve outcomes for children in Orange County. To optimize the effective and efficient use of public funds, First 5 OC uses subject matter experts in each of its program areas. This item requests approval of the roster of qualified applicants as well as the authority to enter into new consultant and vendor agreements, or amendments to existing agreements, for Fiscal Year 2022-2023.

**DISCUSSION:**

Since the inception of First 5 Orange County, the organizational structure has relied on a small staff for operations and utilizes consultants with various subject matter expertise. This structure maximizes flexibility and responsiveness to changing needs of the early childhood system and minimizes ongoing administrative costs to manage declining revenue. First 5 currently contracts with approximately 20 individuals and organizations for various consulting and professional services.

In order to maintain a comprehensive pool of qualified consultants and firms, a Request for Qualifications (RFQ) is periodically released. The most recent RFQ was completed in March 2022. Fifty-two individuals and organizations submitted qualifications and have been placed on a Roster of Qualified Applicants (Attachment 1). Approval of the updated roster is recommended. Placing qualifying applicants on the roster does not obligate First 5 Orange County to utilize their services, and no commitment is made to issue contracts to them or engage their services in any way. If expertise is required and not currently addressed by the consultant roster, the most qualified individual or firm will be identified and added to the roster.

Recommendations for contract approval with specific consultants are included in Attachment 2. The attachment includes terms, contract amounts, and descriptions of scopes of work for each consultant. Reflected in these consultant recommendations is an expansion of our work in home visiting services and coordination, family and neighborhood engagement efforts, continuing work on the childcare landscape and cultivation of local solutions, as well as a deepening of our evaluation and communication efforts.

Sole source contracts with additional consultants for data collection and management are also recommended. We currently use evaluation tools for data collection and analysis as well as for

performance measurement. First 5 Orange County's Policy 6.1 provides that "the Commission recognizes circumstances which make a Request for Qualifications (RFQ) process unproductive, when it is generally accepted that only one provider is available or has the specific level of expertise and existing knowledge and involvement in a specific project or functional area." A summary of the expertise of each consultant falling into this category is provided below.

**NetChemistry** – This is an on-line database to collect output and client-level data for funded partners in the Bridges Maternal Child Health Network, including the birthing hospitals and home visiting providers (community-based organizations and public health nursing). The NetChemistry system was developed by experts with capacity to work with hospitals and protect Health Insurance Portability and Accountability Act (HIPAA) data. NetChemistry has exclusive software capabilities, qualifying them as a sole source vendor for hosting the Bridges Connect Data System.

**Parents as Teachers National Center, Inc.** - This agreement supports access to data and reports available through an online database, Penelope, that collects case management data for the Parents as Teachers Home Visiting evidence based model. The system is a case management software with built in reporting and documentation functions that streamline the reporting the home visitors and Commission staff and consultants need to produce to maintain reporting to Orange County Social Service Agency and to ensure model fidelity.

**Salesforce (Carahsoft Technology Corporation)** – In April 2020, the Board approved the design of a new contracts and data management database which enables First 5 Orange County to better measure progress toward systems change that can facilitate reporting at both programmatic and system levels. The database also provides the administrative functions of budgeting and payment and the necessary data for reporting required by the State. In Fall 2020, First 5 Orange County's High 5 contracts and data management system launched successfully.

The new customized system was able to launch within five months of design as it leveraged and customized an existing First 5 Alameda's performance and reporting system, which was built on a Salesforce platform. This unique system provides tools and services to integrate with external applications and provide a responsive layout to users. It is nimble, easily scalable, and is specifically built to allow customization. First 5 Orange County also leveraged the First 5 Alameda system at an exclusively lower cost and significantly shorter development time than building a new system. The High 5 database requires First 5 Orange County to purchase an annual license from the Salesforce data platform. It is recommended that First 5 Orange County continue to contract with Salesforce (through Carahsoft Technology Corporation).

**EightCloud (Navisite LLC)** – EightCloud was approved as First 5 Orange County's High 5 developer to leverage First 5 Alameda's High 5 system. EightCloud has expertise in the Salesforce Application Suite as well as First 5 Orange County's custom solution built on the Salesforce App Cloud platform. It is recommended that First 5 Orange County continue to contract with EightCloud to ensure seamless support for the implementation, ongoing managed services, and any special projects for the First 5 Orange County High 5 System.

For these reasons, it is recommended that the Board authorize entering into sole source agreements with each of these consultants based upon findings that each consultant possesses the specific level of expertise, existing knowledge, and involvement in the specific project or functional areas, as discussed above.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The proposed action has been specifically reviewed in relation to First 5 Orange County's Strategic Plan and is consistent with its goals. Funding for the proposed action will be included in the Proposed Fiscal Year 2022-2023 Budget.

**PRIOR COMMISSION ACTIONS:**

- April 2021– Adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide consultant services.
- April 2020 – Adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide consultant services.
- June 2019 – Adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide consultant services.
- April 2018 – Adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide consultant services.

**RECOMMENDED ACTIONS:**

1. Approve roster (Attachment 1) of qualified applicants.
2. Adopt resolution (Attachment 3) 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 individuals and organizations to provide consultant services for the terms, in the amounts, and on the conditions as specified in Attachment 2.
3. Adopt resolution (Attachment 4) authorizing the President/CEO, or designee, to enter into Agreement No. PS-274 with NetChemistry, Inc. to provide the Bridges Connect Data System for a one-year term from July 1, 2022 to June 30, 2023 in an amount not to exceed \$120,000.
4. Adopt resolution (Attachment 5) authorizing the President/CEO, or designee, to enter into Agreement No. PS-272 with Navisite, LLC to provide implementation, special projects, and managed services for the term from July 1, 2022 to June 30, 2023 in an amount not to exceed \$110,000.
5. Adopt resolution (Attachment 6) authorizing the President/CEO, or designee, to enter into a Second Amendment to Agreement PS-227 with Carahsoft Technology Corporation to add \$50,000 (for a total maximum obligation of \$150,000) and extend the term for an additional 12 months from July 1, 2022 to June 30, 2023 for Salesforce platform subscription services.
6. Adopt resolution (Attachment 7) authorizing the President/CEO, or designee, to enter into a First Amendment to Agreement PS-254 with Parents as Teachers National Center, Inc. to add \$9,300 (for a total maximum obligation of \$32,000) and extend the term for an additional 12 months from July 1, 2022 to June 30, 2023 for platform subscription services.

**ATTACHMENTS:**

1. Roster of Qualified Applicants
2. Consultant Agreements Term Sheet
3. Resolution (Consultants)
4. Resolution (NetChemistry)

5. Resolution (Navisite)
6. Resolution (Carahsoft)
7. Resolution (Parents as Teachers)

**CONTACT:** Kim Goll

## ROSTER OF QUALIFIED APPLICANTS BY SUBJECT MATTER EXPERTISE

<b>Early and Ongoing Health and Development</b>	<ul style="list-style-type: none"> <li>* American Academy of Pediatrics- Orange County Chapter 4</li> <li>* Banafshe Sharifian-Attar</li> <li>* Children and Family Futures</li> <li>* Children's Data Network (USC)</li> <li>* Community Partners FBO: Maternal Mental Health NOW</li> <li>* Debra Mathias</li> </ul>	<ul style="list-style-type: none"> <li>* Dianna Daly</li> <li>* Health Management Associates, Inc.</li> <li>* Hoda Shawky</li> <li>* Jaqueline Tran Nakasone</li> <li>* Mia Hemstad</li> </ul>	<ul style="list-style-type: none"> <li>* MK Consulting Syndicate, Inc.</li> <li>* Parsons Consulting, Inc.</li> <li>* San Diego Strategy Group, LLC dba NP Strategies</li> <li>* Social Impact Advising Group</li> </ul>
<b>Safe, Stable and Nurturing Homes</b>	<ul style="list-style-type: none"> <li>* Anila Neumeister</li> <li>* Banafshe Sharifian</li> <li>* Brandon Lavin Consulting</li> <li>* BRICK (Building Resilience In Communities and Kids)</li> <li>* Children and Families Futures</li> <li>* Children's Data Network (USC)</li> </ul>	<ul style="list-style-type: none"> <li>* Chris Becerra Consulting</li> <li>* Community Partners FBO: Maternal Mental Health NOW</li> <li>* Dianna Daly</li> <li>* Health Management Associates, Inc.</li> <li>* Hoda Shawky</li> <li>* Margarita McCullough</li> </ul>	<ul style="list-style-type: none"> <li>* Mia Hemstad</li> <li>* MK Consulting Syndicate, Inc.</li> <li>* My Team Effort</li> <li>* Parsons Consulting, Inc.</li> <li>* Principal Strategic Advisors</li> <li>* Susanna Diaz</li> </ul>
<b>Neighborhoods that Support Young Children and Families</b>	<ul style="list-style-type: none"> <li>* American Academy of Pediatrics- Orange County Chapter 4</li> <li>* Ana Page</li> <li>* Banafshe Sharifian</li> <li>* BRICK (Building Resilience In Communities and Kids)</li> <li>* Charitable Ventures</li> <li>* Children and Families Futures</li> </ul>	<ul style="list-style-type: none"> <li>* Chris Becerra Consulting</li> <li>* Cristina Blevins</li> <li>* Garrett Maxwell Agency</li> <li>* Jacqueline Tran Nakasone</li> <li>* Jennifer Shepard</li> <li>* Looking Ahead</li> <li>* Los Angeles Universal Preschool DBA Child 360</li> <li>* M &amp; I Educational Consultants</li> <li>* Mia Hemstad</li> </ul>	<ul style="list-style-type: none"> <li>* MK Consulting Syndicate, Inc.</li> <li>* Muckenthaler and Associates</li> <li>* Parsons Consulting, Inc.</li> <li>* San Diego Strategy Group LLC DBA NP Strategies</li> <li>* Social Impact Advising Group</li> <li>* Susanna Diaz</li> <li>* The Center for the Study of Social Policy (CSSP)</li> <li>* Tina Ali</li> </ul>
<b>Equitable Distribution of Resources</b>	<ul style="list-style-type: none"> <li>* Ana Page</li> <li>* Banafshe Sharifian-Attar</li> <li>* Charitable Ventures</li> <li>* Children and Families Futures</li> <li>* Children's Data Network</li> <li>* Chris Becerra Consulting</li> <li>* Cristina Blevins</li> </ul>	<ul style="list-style-type: none"> <li>* Erikson Institute</li> <li>* Garrett Maxwell Agency</li> <li>* Health Management Associates, Inc.</li> <li>* Hoda Shawky</li> <li>* Jacqueline Tran Nakasone</li> <li>* Los Angeles Universal Preschool DBA Child 360</li> </ul>	<ul style="list-style-type: none"> <li>* Mia Hemstad</li> <li>* MK Consulting Syndicate, Inc.</li> <li>* Muckenthaler and Associates</li> <li>* Parsons Consulting, Inc.</li> <li>* Susanna Diaz</li> <li>* The Center for the Study of Social Policy (CSSP)</li> <li>* Tina Ali</li> </ul>

## ROSTER OF QUALIFIED APPLICANTS BY SUBJECT MATTER EXPERTISE

<b>Data Analysis, Evaluation, and Focus groups</b>	<ul style="list-style-type: none"> <li>* Banafshe Sharifian-Attar</li> <li>* Charitable Ventures</li> <li>* Children and Families Futures</li> <li>* Children's Data Network</li> <li>* Chris Becerra Consulting</li> <li>* Erikson Institute</li> <li>*EVALCORP</li> <li>*Garrett Maxwell Agency</li> </ul>	<ul style="list-style-type: none"> <li>*Harder +Company Community Research</li> <li>* Health Management Associates, Inc.</li> <li>* Jacqueline Tran Nakasone</li> <li>* Limor Consulting, Inc.</li> <li>* Los Angeles Universal Preschool DBA Child 360</li> <li>* M &amp; I Educational Consultants</li> </ul>	<ul style="list-style-type: none"> <li>* MK Consulting Syndicate, Inc.</li> <li>* Parsons Consulting, Inc.</li> <li>* San Diego Strategy Group, LLC dba NP Strategies</li> <li>* Social Impact Advising Group</li> <li>* Wallace Walrod</li> <li>*Tina Ali</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>* American Academy of Pediatrics- Orange County Chapter 4</li> <li>* Ana Page</li> <li>* Anila Neumeister</li> <li>* Banafshe Sharifian-Attar</li> <li>* Career MatchPro</li> <li>* Charitable Ventures</li> <li>* Chris Becerra Consulting</li> <li>* Cristina Blevins</li> <li>* Debra Mathias</li> </ul>	<ul style="list-style-type: none"> <li>* Dianna Daly</li> <li>* Garrett Maxwell Agency</li> <li>* Health Management Associates, Inc.</li> <li>* Hoda Shawky</li> <li>* Jaqueline Tran Nakasone</li> <li>* Jennifer Shepard</li> <li>* Looking Ahead</li> <li>* Los Angeles Universal Preschool DBA Child 360</li> <li>* Margarita McCullough</li> </ul>	<ul style="list-style-type: none"> <li>* MK Consulting Syndicate, Inc.</li> <li>* Muckenthaler and Associates</li> <li>* Parsons Consulting, Inc.</li> <li>* Principal Strategic Advisors</li> <li>* San Diego Strategy Group, LLC dba NP Strategies</li> <li>* Social Impact Advising Group</li> <li>* Susanna Diaz</li> <li>* Wallace Walrod</li> <li>* Tina Ali</li> </ul>
<b>Strategic Communications</b>	<ul style="list-style-type: none"> <li>* AdGyld</li> <li>* Ana Page</li> <li>* Charitable Ventures</li> <li>* Cornerstone Communications</li> <li>* Curt Pringles &amp; Associates</li> </ul>	<ul style="list-style-type: none"> <li>* Growth Mindset Communications</li> <li>* Mia Hemstad</li> <li>* Looking Ahead</li> <li>* Los Angeles Universal Preschool DBA Child 360</li> </ul>	<ul style="list-style-type: none"> <li>* Luis Alvarado Designs</li> <li>* Wallace Walrod</li> <li>* Tina Ali</li> </ul>
<b>Contract Compliance and Audit</b>	<ul style="list-style-type: none"> <li>* Anila Neumeister</li> <li>* Charitable Ventures</li> </ul>	<ul style="list-style-type: none"> <li>* Conrad, LLP</li> <li>* Health Management Associates, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>* Los Angeles Universal Preschool DBA Child 360</li> <li>* Sherry Gilbey</li> </ul>
<b>Organizational &amp; Professional Development</b>	<ul style="list-style-type: none"> <li>* Ana Page</li> <li>* Charitable Ventures</li> <li>* Chris Becerra Consulting</li> <li>* Garrett Maxwell Consulting</li> <li>* Health Management Associates, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>* Mk Consulting Syndicate, Inc.</li> <li>* Muckenthaler and Associates</li> <li>*PeakePotential, Inc</li> <li>* San Diego Strategy Group, LLC dba NP Strategies</li> </ul>	<ul style="list-style-type: none"> <li>* Simply Support for ECE</li> <li>*Social Impact Advising Group</li> <li>*The Center for the Study of Social Policy (CSSP)</li> <li>*Tina Ali</li> </ul>

**ROSTER OF QUALIFIED APPLICANTS  
BY SUBJECT MATTER EXPERTISE**

	* Jennifer Shepard * Los Angeles Universal Preschool DBA Child 360	
<b>Language Translation</b>	* Alicia Ramirez * Ana Anaya * Ana Page * Banafshe Sharifian-Attar	* Charitable Ventures * Cristina Belvins * Ivonne Velasquez Borja * Los Angeles Universal Preschool DBA Child 360



Contract Number	Consultant	Term	Maximum Payment Obligation	Scope of Work
PS-265	American Academy of Pediatrics – Orange County Chapter	07/01/2022 - 06/30/2023	\$75,000	Provide pediatric expertise in support of First 5's goals of increasing access to, compliance with well-child visits and screenings, and establishing and tracking related community targets through leadership in Detect & Connect OC; provide pediatric expertise for updating the Kid Builders content; support for family resilience-building.
PS-276	Center for the Study of Social Policy	07/01/2022 - 06/30/2023	\$80,000	Provide expertise in addressing issues of racial equity, anti-racism and parent engagement including facilitation of, and participation in, the equity commitment, board recruitment, and fatherhood engagement workgroups. Provide support and advice for development of trusted messengers, and provide research and recommend training opportunities for incorporating Protective Factors into First 5 work.
PS-266	Cornerstone Communications	07/01/2022 - 06/30/2023	\$210,000	Provide expertise in strategic communications, including the development and implementation of communications campaigns, media outreach, social media, and collateral materials. Communications campaigns may include well-child visits and screenings, child care solutions, Medi-Cal continuous eligibility. Lead the update of Kid Builders. Support for policy and advocacy efforts.
PS-267	Health Management Associates	06/01/2022 - 06/30/2023	\$180,000	Provide technical expertise in developing a home visiting and prenatal to three outreach and service strategy. HMA will facilitate and support the planned work of the Countywide Home Visiting Collaborative, including a referral pathway for home visiting services, provider training and support, and service level agreements among providers. Additionally, HMA will provide technical expertise to assist First 5 in maximizing Cal Aim implementation and expansion of MediCal reimbursements such as postpartum care and dyaic care benefits. Payment against this contract will satisfy the match obligation to First 5 CA for Home Visiting Grant.
C-444	Limor Zimskind dba Datalink Partners	07/01/2022 - 06/30/2023	\$130,000	Provide evaluation support including programmatic, system change, and population level data collection and analysis. Provide support for Early Development Index data collection, mapping, reports and coordination with UCLA. Support activities in Action Plans including leveraging data to set community targets for well-child visits and screenings; and support for the child care cross-sector task force. Assist with development of First 5's annual report and strategic plan; responding to data and mapping requests; support with data and reporting within High 5; and equity related use of data.
C-445	MK Consulting Syndicate, Inc.	07/01/2022 - 06/30/2023	\$110,000	Conduct strategic and collaborative work to build capacity of the child care system in Orange County. Provide expertise to infuse Protective Factors in First 5 OC's work. Project management for the High 5 database and children's oral health; support on First 5 Orange County Strategic Plan implementation.

Contract Number	Consultant	Term	Maximum Payment Obligation	Scope of Work
PS-268	San Diego Strategy Group dba NP Strategies	07/01/2022 - 06/30/2023	\$75,000	Provide project management for the Developmental Screening Initiative including facilitating Detect & Connect OC; provide project management for Phase III of the Child Care Landscape Analysis and solutions; and provide support for Strategic Plan related projects such as First 5 Orange County's equity work; facilitation of focus groups.
C-446	Wallace Walrod	07/01/2022 - 06/30/2023	\$60,000	Provide additional research and support to develop individual city child care landscape reports. Support partnerships with local, regional and statewide business organizations on child care and family friendly policies. Work with First 5 and partners to identify and prioritize opportunities with the business community (OCBC, chambers, employers) and philanthropy to support child care in Orange County.
PS-269	Curt Pringle & Associates	07/01/2022 - 06/30/2023	\$75,000	Provide legislative support with cities and community partners, and public awareness activities on infant and toddler child care and additional activities as requested.
C-447	Cristina Blevins	07/01/2022 - 06/30/2023	\$163,000	Provide coordination, technical assistance, and First 5 Orange County representation on community collaboratives for engaged neighborhoods, with focus on creation/implementation of a theory of change. Support First 5 Orange County efforts in elevating family engagement activities among funded partners.
C-448	Muckenthaler & Associates, Inc. (Cinda Muckenthaler)	07/01/2022 - 06/30/2023	\$150,000	Provide individualized support to child care providers and other community partners to increase infant and toddler child care expansion opportunities and systems-level improvements. Focus on alignment of investments and collaboration among school districts, community early learning programs. Support Family Engagement efforts.
C-449	Jennifer Shepard	07/01/2022 - 06/30/2023	\$104,000	Coordinate and provide customized technical assistance for implementation of the First 5 OC Scope of Work to the 25 Orange County public school districts with kindergarten populations. Assist in the development of the following: future planning for the 2023-24 (or other term) school district Scopes of Work, EDI strategic plan for use of results/reports, long term planning re: health and developmental screenings for early learners, expansion and/or start up of CSPP, enhancement and/or start up of Learning Links, and interconnectedness of 0-5 early learning programs with school district implementation of Universal Pre-K/Universal Transitional Kindergarten.

Contract Number	Consultant	Term	Maximum Payment Obligation	Scope of Work
C-450	Jacqueline Tran	07/01/2022 - 06/30/2023	\$70,000	Work with school districts to ensure connections for school health services to build a more seamless network of resources for children and their families. Support First 5 to address gaps and ensure health services are connected at the systems level; support fatherhood engagement workgroups; integrate Detect & Connect OC and reflect parent experiences and needs. Continue to promote consideration and utilization of the OC Children's Screening Registry, in partnership with Help Me Grow.
C-451	Ana Page	07/01/2022 - 06/30/2023	\$110,000	Coordinate and provide technical assistance for MLPB programs through Train the Trainer models, raising parent leaders, and bridging gaps of accessibility to resources. Provide coordination, technical assistance, and First 5 Orange County representation on community collaboratives for engaged neighborhoods, with focus on creation/implementation of a theory of change for collaboratives. Provide coordination, technical assistance, and support First 5 OC efforts in elevating family engagement internally and with funded partners. Provide technical assistance for OC Reads.
C-452	Anila Neumeister	07/01/2022 - 06/30/2023	\$100,000	Provide homeless prevention subject-matter expertise; monitor data compliance; and identify program improvements for all homeless prevention projects. Manage communication among subcontractors and stakeholders. Support implementation of First 5's strategic plan through project management. Develop action plan for Neighborhood Resource Network (NRN) Program. Assist in special projects as requested
C-453	Susan Carter Diaz	07/01/2022 - 06/30/2023	\$120,000	Provide support for the implementation of the CalWORKs Home Visiting program ensuring compliance with state and local guidelines. Support the implementation of the Parents as Teachers Home Visiting model with community providers.
C-454	Margarita McCullough	07/01/2022 - 06/30/2023	\$115,000	Provide centralized coordination monitor data compliance and identify program improvements for the Bridges Maternal Child Health Network (Bridges) including implementation of the Parents as Teachers (PAT) evidence-based model and integration with the CalWORKs Home Visiting Program. Serve as the DULCE liaison for the First 5 OC.
C-455	Diana Daly	07/01/2022 - 06/30/2023	\$105,000	Coordinate work as a Backbone for Be Well Orange County. Serve on the Executive Committee and steering committee for ACES Aware Trauma Informed Network of Care Implementation Grant. Participate in community initiatives to improve care for infants and families affected by substance use disorder. Promote increased integration and capacity of support services for young children and pregnant women by advancing First 5 OC's work on early childhood mental health and perinatal mood and anxiety disorder. Support the development of fatherhood engagement workgroups.

Contract Number	Consultant	Term	Maximum Payment Obligation	Scope of Work
C-456	Hoda Shawkey, PNP	07/01/2022 - 06/30/2023	\$130,000	Provide technical assistance to a diverse group of stakeholders and promote early relational health and improve prevention, early detection, intervention and treatment for perinatal mental health, substance use, and recovery. Provide clinical support and technical assistance to Federally Qualified Health Centers Implementing HealthySteps.
C-457	Debra Mathias	07/01/2022 - 06/30/2023	\$175,000	Provide technical support to implement HealthySteps, in Federally Qualified Health Centers (FQHCs). Coordinate with HealthySteps' national office to ensure smooth implementation. Work with community programs and leaders to develop a more seamless referral process. Ensure coordination and linkages to additional prenatal to five programs.
C-458	Sherry Gilbey	07/01/2022 - 06/30/2023	\$100,000	Perform risk assessments and compliance audits of programs requiring more intensive compliance reviews.
PS-273	Conrad, LLP			
PS-275	Children and Family Futures	7/1/2022-12/31/2022	\$75,000	Provide technical expertise to develop and promote a Plan of Safe Care (PoSC) toolkit sharing best practices in the implementation, use and integration of PoSC into stakeholder practices through the development of targeted trainings and stakeholder support. Acting as subject matter expert to the Family Treatment Task Force on best practices in governance, system-improvement, and sustainability strategies for successful integration of PoSC in the Orange County perinatal health and social services systems.
PS-277	Looking Ahead LLC	7/1/2022-6/30/2022	\$50,000	Provide technical expertise to support First 5's work with cities to build individualized plans to engage and enhance city support for early childhood, and connections for child care providers and families.

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**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 INDIVIDUALS AND ORGANIZATIONS TO PROVIDE CONSULTANT SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the Commission desires to enter into new agreements or amendments to current agreements, at the President/CEO's sole discretion, with the individuals and organizations, hereinafter referred to as the "Contractors," identified in the staff report for the June 1, 2022 Commission meeting for this Agenda Item (hereinafter collectively referred to as "Agreements"). Contractors will provide consultant services for the terms and in the amounts and on the conditions as described in Attachment 2 therein; and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 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 2 to the June 1, 2022 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 consultant services for the terms and in the amounts and on the conditions consistent with the June 1, 2022 staff report and Attachment 2 referenced therein; and

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

**Section 4** Commission hereby approves the Agreements, to be entered into at the President/CEO's sole discretion, with each of the Contractors as described in Attachment 2 to the June 1, 2022 staff report for this Agenda Item to provide consultant services for the terms and in the amounts and on the conditions as specified in the June 1, 2022 staff report for this Agenda Item.

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

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

**Section 7** In addition to the authorization of Section 2 above, the President/CEO, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement(s), including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

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)



**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT NO. PS-274 WITH NETCHEMISTRY, INC. TO PROVIDE THE BRIDGES CONNECT DATA SYSTEM; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the President/CEO and Commission Counsel have prepared a standard Consultant Services Agreement, which was approved by the Commission; and

**WHEREAS**, the Commission desires to enter into Agreement No. PS-274 (“Agreement”) with Netchemistry, Inc. (hereinafter referred to as “Contractor”) to provide the Bridges Connect Data System for the terms and in the amounts as specified in the June 1, 2022 staff report for this Agenda Item; and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the June 1, 2022 staff report for this Agenda Item;

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

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

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor to provide the Bridges Connect Data System in the amounts and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement 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 Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Contractor to provide the Bridges Connect System in the amounts and for the terms as specified in the June 1, 2022 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 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 Agreement(s), including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_



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

ROBIN STIELER, Clerk of the Commission

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

Deputy

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT NO. PS-272 WITH NAVISITE, LLC TO PROVIDE IMPLEMENTATION, SPECIAL PROJECTS, AND MANAGED SERVICES; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the 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 Agreement No. PS-272 (“Agreement”) with NAVISITE, LLC (hereinafter referred to as “Contractor”) to provide implementation, special projects, and managed services for the terms and in the amounts as specified in the June 1, 2022 staff report for this Agenda Item; and

**WHEREAS**, Commission desires to enter into the Agreement with Contractor 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 June 1, 2022 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the June 1, 2022 staff report for this Agenda Item;

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

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

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor to provide implementation, special projects, and managed services in the amounts and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement 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 Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Contractor for the terms as specified in the June 1, 2022 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 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 Agreement(s), including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_



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

ROBIN STIELER, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)



**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE SECOND AMENDMENT TO AGREEMENT NO. PS-227 WITH CARAHSOFT TECHNOLOGY CORPORATION FOR SALESFORCE PLATFORM SUBSCRIPTION SERVICES; 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**, Commission previously entered into Agreement No. PS-227 (hereinafter referred to as the “Agreement”) with Carahsoft Technology Corporation (hereinafter referred to as “Contractor”), which was subsequently amended, for Salesforce platform subscription services;

**WHEREAS**, the Commission desires to enter into the Second Amendment to the Agreement (“Amendment”) with Contractor for Salesforce platform subscription services for the terms and in the amounts as specified in the June 1, 2022 staff report for this Agenda Item; 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 applicable Amendment; and

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 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 June 1, 2022 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 Salesforce platform subscription services in the amounts and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Amendment with the Contractor shall be reviewed and approved by the President/CEO, or designee, and Commission Counsel. The approval by the President/CEO, or designee, of the Amendment 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 platform subscription services in the amounts and for the terms as specified in the June 1, 2022 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(s), including any amendments; (ii) to cause the issuance of warrants; (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Amendment(s); 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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

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)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE SECOND AMENDMENT TO AGREEMENT NO. PS-254 WITH PARENTS AS TEACHERS NATIONAL CENTER, INC. FOR PLATFORM SUBSCRIPTION SERVICES; 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**, Commission previously entered into Agreement No. PS-254 (hereinafter referred to as the “Agreement”) with Parents as Teachers National Center, Inc. (hereinafter referred to as “Contractor”) for platform subscription services;

**WHEREAS**, the Commission desires to enter into the First Amendment to the Agreement (“Amendment”) with Contractor for platform subscription services for the terms and in the amounts as specified in the June 1, 2022 staff report for this Agenda Item; 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 applicable Amendment; and

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 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 June 1, 2022 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 platform subscription services in the amounts and for the terms consistent with the June 1, 2022 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 Amendment 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 platform subscription services in the amounts and for the terms as specified in the June 1, 2022 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(s), including any amendments; (ii) to cause the issuance of warrants; (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such Amendment(s); 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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

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)



**DATE:** May 20, 2022

**TO:** First 5 Orange County

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



**ACTION:** Adopt Resolution Authorizing an Agreement with Charitable Ventures of Orange County to Support Organizations Serving Afghan Refugees

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**SUMMARY:**

Orange County has more than 350 Afghan families that are recognized as refugees and receiving resettlement support. This agenda item requests authorization to enter into an agreement with Charitable Ventures of Orange County to support a collaborative local effort of funders who are pooling funds to support the distribution of resources to refugee-serving organizations.

**DISCUSSION:**

First 5 Orange County is an active participant in conversations among local funders to identify and support the needs of Orange County's refugee-serving organizations. The local group of funders is focused on building awareness, increasing and aligning funding to targeted needs, and reducing the administrative burden of applying for and using funds by respecting the capacity of the current providers.

The initial work, administratively supported by Charitable Ventures of Orange County (CVOC), began with gathering agencies that have been verified as serving refugees. A focus group was held to identify the unmet needs of the refugee families these providers are serving. Following the focus group, CVOC issued a request for information (RFI) to the agencies that attended to solicit levels of interest across four focus areas including:

- Coordinating and cultivating translators that can be shared across agencies;
- Providing specialized case management for families that are pregnant and/or parenting children aged five and under;
- Serving as a backbone agency among the service providers to help organize coalition meetings, provide ongoing communication, and coordinate available resources with refugee needs; and
- Growing the capacity and coordination of pro bono legal services.

Responses to the RFI were due at the end of May and will be followed by additional meetings and information sessions to define the work and identify roles and responsibilities for each lead agency. The intent of using this model is to reduce competition among providers, reduce the work effort needed to respond to an application process, and build collaboration.

Staff recommends an allocation of up to \$100,000 to CVOC. This allocation would be used to provide direct funding to organizations that are identified through the RFI process to meet the needs of refugee families, specifically, translation services and case management services for

families with children ages 0-5. First 5 OC participated in a similar model for the COVID relief fund in 2020, which met our funding requirements and allowed for provider flexibility by attracting funding from non-age-restricted funders.

If funding is allocated to support these efforts, First 5 staff and consultants will continue to engage in conversation with agencies that respond to the RFI. We will return to the Board with an update as the work progresses.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. Funding for this item will be included in the Fiscal Year 2022-2023 Budget.

**PRIOR COMMISSION ACTIONS:**

None.

**RECOMMENDED ACTION:**

Adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate an Agreement No. FCI-SAR-01 with Charitable Ventures of Orange County for a maximum obligation of \$100,000 for a term of July 1, 2022 to June 30, 2023.

**ATTACHMENT:**

1. Resolution

**CONTACT:** Kim Goll

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

**RESOLUTION NO. \_\_\_\_-22-C&FC**

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT NO. FCI-SAR-01 WITH CHARITABLE VENTURES OF ORANGE COUNTY FOR REFUGEE RESETTLEMENT SUPPORT; AND AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION**

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

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

**WHEREAS**, the President/CEO and Commission Counsel have prepared a standard Non-Profit Services Agreement, which was approved by the Commission; and

**WHEREAS**, Commission desires to enter into Agreement No. FCI-SAR-01 (“Agreement”) with Charitable Ventures of Orange County, hereinafter referred to as “Contractor,” to provide refugee resettlement support for the terms and in the amount as specified in the June 1, 2022 staff report for this Agenda Item; and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

**WHEREAS**, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreement with the Contractor in the amount and for the terms as specified in the June 1, 2022 staff report for this Agenda Item;

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

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

**Section 2** Commission authorizes the President/CEO, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor to provide refugee resettlement support in the amount and for the terms consistent with the June 1, 2022 staff report and scope of services referenced therein.

**Section 3** The form of the Agreement with the Contractor shall be substantially similar to the form of the standard Non-Profit 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 Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Agreement with Contractor in the amount and for the terms as specified in the June 1, 2022 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 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 Agreement(s), including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

Item No. \_\_



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

ROBIN STIELER, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreement)



**Agenda Item 9**  
**June 1, 2022**

**DATE:** May 13, 2022

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

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

**ACTION:** Adopt Resolution Authorizing Amendments to Home Visiting Provider Agreements with Children's Bureau of Southern California and the Priority Center

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**SUMMARY:**

In February of 2020, the First 5 OC Commissioners approved agreements with two home visiting providers and authorized the training and support for the implementation of Parents as Teachers (PAT), an evidence-based model, for home visiting services through June 30, 2023. This agenda item includes a request to increase the maximum payment obligation to add additional home visitors to each provider's agreement.

**DISCUSSION:**

First 5 Orange County currently provides nearly \$1,800,000 of funding annually to two community-based providers for home visiting services. An estimated 400 families benefit from these services annually with referrals coming primarily from our Bridges birthing hospitals and the child abuse registry.

In 2020 and 2021, First 5 supported the transition to and implementation of Parents as Teachers, an evidence-based home visiting model. This transition required significant adjustments to service practices and respective training to ensure that providers were on a trajectory to operate the model to fidelity. Out of necessity for continuity of services during the pandemic, providers had to simultaneously adapt to a divergence from the model's standard in-person practice to largely virtual service delivery. After nearly a year of implementation and evolving demand for the re-integration of in-person services, First 5 OC staff is requesting an increase in the provider agreements.

The recommended increases will allow the providers to hire an additional parent educator (also known as a home visitor) and fund supplemental trainings within the evidence-based model. The additional \$70,000 per provider will reduce caseloads for current home visitors, which will be in closer alignment with model best practices. This will also permit time for home visitors and supervisors to participate in additional Parents as Teachers trainings and receive technical assistance, thereby increasing each provider's ability to achieve fidelity to the model's performance measures, called the 21 Essential Requirements. Furthermore, augmenting home visiting staff will assist with clearing waitlists that have occurred for each provider throughout the year.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions have been reviewed in relation to the Strategic Plan and are consistent with all goal areas. Funding for this item will be included in the Fiscal Year 2022-2023 Budget.

**PRIOR ACTIONS:**

- February 5, 2020 Funding authorization for Community-based Home Visiting Providers

**RECOMMENDED ACTIONS:**

1. Adopt resolution (Attachment 1) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate an amendment to Agreement No. FCI-BN4-12 with the Children's Bureau of Southern California to add \$70,000 for a maximum obligation of \$3,589,032.
2. Adopt resolution (Attachment 2) authorizing the President/CEO, or designee, and Commission Counsel to prepare and negotiate an amendment to Agreement No. FCI-BN4-13 with The Priority Center to add \$70,000 for a maximum obligation of \$3,711,456.

**ATTACHMENTS:**

1. Resolution for Children's Bureau
2. Resolution for The Priority Center

**CONTACT:** Kim Goll



**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

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

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FIRST AMENDMENT TO AGREEMENT FCI-BN4-12 WITH THE CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA FOR IMPLEMENTATION OF THE HOME VISITING PROGRAM; 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 previously entered into Agreement No. FCI-BN4-12 (hereinafter referred to as the "Agreement") with the Children's Bureau of Southern California (hereinafter referred to as "Contractor") for implementation of the Home Visiting Program;

**WHEREAS**, Commission desires to prepare and negotiate a First Amendment to the Agreement for the terms and in the amount as described in June 1, 2022 staff report for this Agenda Item ("Amendment"); and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scope 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 Contractor for the terms and in the amount specified in the June 1, 2022 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 for the implementation of the

Home Visiting Program for the terms and in the amount consistent with the June 1, 2022 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 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 Amendment shall be conclusively evidenced by the execution of the Amendment by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Amendment with Contractor for the implementation of the Home Visiting Program for the terms and in the amount specified in the June 1, 2022 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. Each final executed Agreement and 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 Agreement, including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

Agenda Date: June 1, 2022

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 Agreements)

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY**

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

**June 1, 2022**

**A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE PRESIDENT/CEO AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FIRST AMENDMENT TO AGREEMENT FCI-BN4-13 WITH THE PRIORITY CENTER FOR IMPLEMENTATION OF THE HOME VISITING PROGRAM; 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 previously entered into Agreement No. FCI-BN4-13 (hereinafter referred to as the “Agreement”) with the Priority Center (hereinafter referred to as “Contractor”) for implementation of the Home Visiting Program;

**WHEREAS**, Commission desires to prepare and negotiate a First Amendment to the Agreement for the terms and in the amount as described in June 1, 2022 staff report for this Agenda Item (“Amendment”); and

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

**WHEREAS**, Commission has reviewed the staff report for the June 1, 2022 Commission meeting relating to the scope 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 Contractor for the terms and in the amount specified in the June 1, 2022 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 for the implementation of the

Home Visiting Program for the terms and in the amount consistent with the June 1, 2022 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 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 Amendment shall be conclusively evidenced by the execution of the Amendment by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4** Commission hereby approves the Amendment with Contractor for the implementation of the Home Visiting Program for the terms and in the amount specified in the June 1, 2022 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. Each final executed Agreement and 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 Agreement, including any Amendment(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 June 1, 2022 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: \_\_-22-C&FC

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ROBIN STIELER, Clerk of the Commission

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

**EXHIBIT A TO RESOLUTION OF COMMISSION**

(Attach copy(ies) of final executed Agreements)



**Agenda Item 10**  
**June 1, 2022**

**DATE:** May 23, 2022

**TO:** First 5 Orange County

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



**ACTION:** Receive the President/CEO's Report

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**Financial Update**

Financial highlight reports for the months of March (Attachment 1) and April (Attachment 2) are attached. The reports summarize information regarding year-to-date revenue, expenses, and encumbrances. Pursuant to First 5 Orange County's Fiscal Year 2021-2022 Investment Policy Statement, the Orange County Treasurer submits Quarterly Investment Reports to the Commission. This Investment Report (Attachment 3) summarizes investment activities for the three-month period from January 1 through March 31, 2022. The primary objective of the Treasurer is to invest the Commission's funds to provide safety of principal and liquidity, while providing a reasonable return on investments. Currently, the Treasurer has invested 100 percent of the Commission's funds in the Orange County Investment Pool (OCIP). A summary of key OCIP investment information is in Attachment 3.

**Legislative Update**

On May 13<sup>th</sup>, Governor Newsom announced his revision to the 2022-2023 budget proposal (known as the May Revise) and laid out how he proposes to spend a discretionary surplus of \$49.2 billion. The proposal, which will now make its way to the State Legislature for consideration and a final adopted budget, must be approved before the June 15<sup>th</sup> deadline.

The May Revise includes critical investments in healthcare, early literacy, early intervention, and transitional kindergarten. It provides funding to support redetermining eligibility for Medi-Cal enrollees if the federal public health emergency ensuring uninterrupted coverage ends, as expected on July 15, 2022. Additionally, the inclusion of Early Start eligibility threshold changes demonstrates a clear commitment to identifying and addressing developmental delays in our youngest children as early as possible.

The budget proposal continues a commitment to make comprehensive improvements to child care and early learning by building upon historic investments. It includes \$6.3 billion (\$2.7 billion from the General Fund) for child care programs, including increases in provider reimbursement rates for subsidized child care. The proposed budget extends universal transitional kindergarten and expands the State's child care system, increasing subsidized child care slots to 200,000 by 2025-2026. The May Revise also proposes to develop and repair existing child care infrastructure in low-income communities, extend family fee waivers, address the mental health needs of children, and reimburse child care and state preschool providers based on contracted hours of care instead of attendance.

However, it was disappointing to see that the Governor did not maintain continuous Medi-Cal eligibility for children up to their 5<sup>th</sup> birthday without need of an eligibility review. This could mean that thousands of California's youngest children will lose coverage for well-child visits and preventive services, including immunizations and developmental screenings.

The First 5 Network encourages the Governor to build upon the Senate's "Putting Wealth to Work Plan" priorities, which includes \$10 million for continuous Medi-Cal Eligibility for children from birth to age 5, that is part of AB 2402 by Assemblymember Blanca Rubio, a co-sponsored legislation by the First 5 Association of California.

While the May Revise includes new investments in behavioral health services for children and youth, such as vital funding for youth suicide prevention, it did not direct funding for children ages 0-5. We know the pandemic has exacerbated the need for mental health services for young children and dedicated new funding for mental health prevention and early intervention for our youngest children is needed so they can thrive and be ready to succeed in life and in school.

To review the full May Revised can be found <https://ebudget.ca.gov/>.

### **Request for Information – Trusted Messengers**

First 5 Orange County is striving to advance our understanding of race, equity, diversity, and inclusion and in so doing, positively changing our policies and practices to reduce equity gaps among Orange County's young children and their families. We have identified a need to better tailor our outreach to racial and ethnic groups throughout Orange County. Staff are drafting a Request for Information (RFI) to invite agencies to identify the racial and ethnic populations they work with by volume and need to create a trusted messenger list.

The purpose of the RFI is to develop a consortium of culturally competent agencies to serve in the role of a trusted messenger for First 5 Orange County. Trusted messengers are key to the delivery of critical information to communities in a culturally competent manner. We believe that agencies who have specialized knowledge and experience working with specific racial and ethnic communities are in the unique position to gather and share information with those communities in a manner in which it will be positively received. The RFI is anticipated to be released later this summer.

### **Early Childhood Stigma Free OC Rollout**

As part of May's Mental Health Awareness Month, First 5 Orange County partnered with the Orange County Health Care Agency and other organizations to unveil a media campaign centered around the mental health of young children and families and to erase the stigma of asking for and receiving help.

The campaign includes images featuring young children, mothers, pregnant mothers, and fathers with messaging that asks others to see the person, not the condition, such as "I am not a label," "I am more than my behavior," and "I am not my diagnosis."

To launch the campaign, we developed a social media toolkit, and we have invited our partners and the community to help spread the word. Additionally, we developed an action plan template for providers, parents and caregivers to help young children to build empathy and learn how to process their feelings.

The last element of the campaign is a series of posters that can be ordered and printed for display to continue normalizing messages of children's mental health.

The full Stigma Free OC campaign, images, toolkit, posters and more can be found at [StigmaFreeOC.com](http://StigmaFreeOC.com). We encourage everyone to continue sharing the images year-round.

**ATTACHMENTS:**

1. March Financial Update
2. April Financial Update
3. Investment Report



# Financial Highlights as of March 31, 2022

## Comparison of Budget vs. Actual Fiscal Year 2021-2022 Unaudited Period Ending 3/31/22

	<u>FY 2021-22 Budget</u>	<u>FY 2021-22 Actuals</u>	
<b><u>Financing Sources</u></b>			
Tobacco Tax Revenue	\$23,354,480	\$17,270,647	74.0%
Interest Earnings	100,000	56,646	56.6%
Other Revenue	<u>4,105,234</u>	<u>2,446,224</u>	59.6%
<b>Revenue Total</b>	<b>\$27,559,714</b>	<b>\$19,773,517</b>	
<b><u>Expenses*</u></b>			
Prenatal-to-Three*	\$10,424,567	\$4,633,866	44.5%
School Readiness Initiative	8,913,740	3,268,996	36.7%
Homeless Prevention	1,049,000	268,856	25.6%
Children's Dental*	1,400,000	128,250	9.2%
Systems Building	1,092,750	620,009	56.7%
Performance Evaluation	<u>1,036,125</u>	<u>423,844</u>	40.9%
<b>Program Services</b>	<b>\$23,916,182</b>	<b>\$9,343,820</b>	
Admin. Functions**	<u>1,534,090</u>	<u>863,854</u>	56.3%
<b>Total Operating Exp.</b>	<b>\$25,450,272</b>	<b>\$10,207,674</b>	

\*Including One-Time System 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 \$863,854 and encumbrances of \$394,760 were 4.9% of the Fiscal Year 2021-2022 Budget of \$25.5 million. Final administrative expenses are projected to be 7% at year-end.

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

Prenatal-to-Three	\$20,834,071
School Readiness Initiative	\$13,058,552
Homeless Prevention	\$843,627
Children's Dental	\$4,807,839
System Building	\$1,098,868
Performance Evaluation	\$824,509
Admin. Functions	\$394,760

## Revenue and Cash Balance Update

Tobacco Tax Revenue has been received through February 2022. Current year revenue (July 2021 – February 2022) as reported by First 5 California is \$17.3 million including the annual backfill amount of \$6 million and revenue through February.

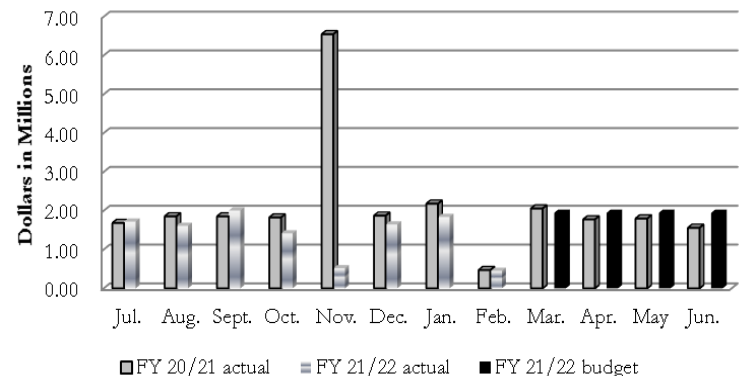
Interest earnings for July 2021 through March 2022 are \$56,646. Adjustments have been posted against revenue to reflect year-end accrual reversals and are presented in revenue totals for March.

## Systems Funding Update

\$44,834,199 in One-Time System Funding was expensed from Fiscal Year 2012-2013 through Fiscal Year 2020-2021.

As of March 31, 2022, \$7.9 million was encumbered for one-time System Building programs. \$3.4 million is encumbered for Children's Dental and \$4.5 million for Prenatal to Three Services.

Fiscal Year 2020-21 & 2021-22 Tobacco Monthly Revenues



## Fiscal Year 2020-2021 Ending Fund Balance From Commission Long Term Financial Plan

Beginning Fund Balance, July 1, 2020	\$43,325,669
Total Revenue	40,021,048
Total Program Expenses	(26,308,485)
Fund Balance for System Building Projects	<u>(21,065,801)</u>

**June 30, 2021 Fund Balance \$35,972,431\***

\*Based on Commission action through December 2020 and financial results through June 30, 2021. Final fund balance does not include One-time System Building Projects. For financial planning purposes, One-time System Building Projects have been designated by Commission action and removed from available fund balance.



# Financial Highlights as of April 30, 2022

## Comparison of Budget vs. Actual Fiscal Year 2021-2022 Unaudited Period Ending 4/30/22

	<u>FY 2021-22 Budget</u>	<u>FY 2021-22 Actuals</u>	
<b>Financing Sources</b>			
Tobacco Tax Revenue	\$23,354,480	\$17,270,647	74.0%
Interest Earnings	100,000	82,251	82.3%
Other Revenue	<u>4,105,234</u>	<u>2,949,382</u>	71.8%
<b>Revenue Total</b>	<b>\$27,559,714</b>	<b>\$20,302,279</b>	
<b>Expenses*</b>			
Prenatal-to-Three*	\$10,424,567	\$4,924,216	47.2%
School Readiness Initiative	8,913,740	3,979,004	44.6%
Homeless Prevention	1,049,000	428,711	40.9%
Children's Dental*	1,400,000	128,250	9.2%
Systems Building	1,092,750	694,313	63.5%
Performance Evaluation	<u>1,036,125</u>	<u>466,383</u>	45.0%
<b>Program Services</b>	<b>\$23,916,182</b>	<b>\$10,620,876</b>	
Admin. Functions**	<u>1,534,090</u>	<u>965,904</u>	63.0%
<b>Total Operating Exp.</b>	<b>\$25,450,272</b>	<b>\$11,586,780</b>	

\*Including One-Time System 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 \$965,904 and encumbrances of \$365,639 were 5.2% of the Fiscal Year 2021-2022 Budget of \$25.5 million. Final administrative expenses are projected to be 7% at year-end.

### **Total Encumbrances as of April 30, 2022 including multi-year contracts through Fiscal Year 2022/2023**

Prenatal-to-Three	\$20,400,164
School Readiness Initiative	\$12,368,899
Homeless Prevention	\$1,787,537
Children's Dental	\$3,448,410
System Building	\$1,038,458
Performance Evaluation	\$806,971
Admin. Functions	\$365,639

## Revenue and Cash Balance Update

Tobacco Tax Revenue has been received through March 2022. Current year revenue (July 2021 – March 2022) as reported by First 5 California is \$19.3 million including the annual backfill amount of \$6 million and revenue through March.

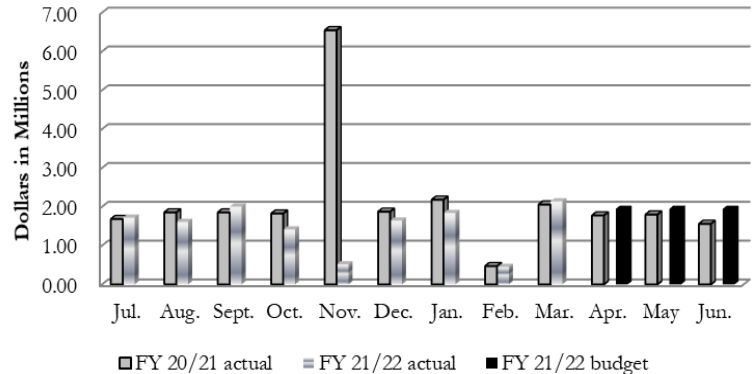
Interest earnings for July 2021 through April 2022 are \$82,251.

## Systems Funding Update

\$44,834,199 in One-Time System Funding was expensed from Fiscal Year 2012-2013 through Fiscal Year 2020-2021.

As of April 30, 2022, \$7.9 million was encumbered for one-time System Building programs. \$3.4 million is encumbered for Children's Dental and \$4.5 million for Prenatal to Three Services

Fiscal Year 2020-21 & 2021-22 Tobacco Monthly Revenues



## Fiscal Year 2020-2021 Ending Fund Balance From Commission Long Term Financial Plan

Beginning Fund Balance, July 1, 2020	\$43,325,669
Total Revenue	40,021,048
Total Program Expenses	(26,308,485)
Fund Balance for System Building Projects	<u>(21,065,801)</u>

**June 30, 2021 Fund Balance** **\$35,972,431\***

\*Based on Commission action through December 2020 and financial results through June 30, 2021. Final fund balance does not include One-time System Building Projects. For financial planning purposes, One-time System Building Projects have been designated by Commission action and removed from available fund balance.

**First 5 Orange County, Children & Families Commission**  
**Quarterly Investment Report**  
**January 1, 2022 through March 31, 2022**

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## **OVERVIEW**

Pursuant to the First 5 Orange County, Children & Families Commission (Commission) fiscal year 2021/2022 Investment Policy Statement (IPS), the Treasurer submits this Quarterly Investment Report to the Commission. This Investment Report summarizes investment activities for the Commission for the three-month period from January 1 through March 31, 2022.

## **COMMISSION INVESTMENTS**

The primary objective of the Treasurer is to invest the Commission's funds to provide safety of principal and liquidity, while providing a reasonable return on investments. Currently, the Treasurer has invested 100% of the Commission's funds in the Orange County Investment Pool (OCIP). As of March 31, 2022, these totaled \$65,196,261. All funds are managed by the Office of the Orange County Treasurer. We have attached a summary of key OCIP investment information (Attachment A).

## **ORANGE COUNTY INVESTMENT POOL**

The primary goal of the OCIP is to invest public funds in a manner which will provide the maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return.

## **PORTFOLIO PERFORMANCE SUMMARY – QUARTERLY**

The following table presents an overview of the Commission's investments for the months of January, February and March 2022, which are invested 100% in OCIP. The net year-to-date yield for fiscal year 2021/2022 is 0.431%, net of the estimated investment administrative fee of 5.8 basis points. We expect to provide our updated forecasted gross and net yields for fiscal year 2021/2022 in the next Monthly Investment report.

Month Ended	Commission's Month End Book Balance	Commission's Monthly Gross Yield	OCIP Market Value	OCIP Book Value	Weighted Average Maturity	Net Asset Value	Modified Duration
January	\$59,693,035	0.402%	\$5,751,675,626	\$5,781,469,836	371 days	.9948	1.03
February	\$64,039,275	0.439%	\$5,991,013,935	\$6,033,341,535	359 days	.9930	0.99
March	\$65,196,261	0.462%	\$6,258,292,832	\$6,336,387,507	338 days	.9877	0.93

During the first quarter, short-term rates have risen slightly causing the OCIP market value to drop below book value (see the U.S. Treasury Yield Curve below). The OCIP maintains sufficient liquidity to meet projected cash flow needs. The OCIP market value is sensitive to changes of interest rates as it invests 100% in fixed income investments. With an OCIP market value of \$6.3 billion and a duration of 0.93, every 1% increase in short-term interest rates would have an additional estimated \$58 million decrease in the OCIP market value below book value.

## **ECONOMIC UPDATE**

The U.S. economic expansion continued in the first quarter of 2022 with strong employment and elevated inflation. Gross Domestic Product in the fourth quarter of 2021 increased to 6.9% from 2.3% in the third quarter. Employment remained robust with an increase of 1.7 million, slowing from the prior quarter's 1.9 million. The unemployment rate decreased to 3.6% from 3.9% and is approaching the 70-year low of 3.5%. The Consumer Price Index rose 8.5% year/year as higher commodity prices drove the rate above the prior quarter's 7.0%. The Federal Open Market Committee (FOMC) raised the Fed Funds Rate (Rate) to a range of 0.50-1.00% from 0.25-0.50% on May 4<sup>th</sup>, 2022 and indicated they will commence reducing their balance sheet. The FOMC indicated they intend to raise the Rate at subsequent meetings as the economy remains strong with inflation higher than their target rate.

U.S. Treasury Yield Curve: Yields increased for all key terms during the quarter.

	Quarter Ended December 31, 2021	Quarter Ended March 31, 2022
3 - Month	0.06%	0.52%
2 - Year	0.73%	2.28%
5 - Year	1.26%	2.42%
10 - Year	1.52%	2.32%
30 - Year	1.90%	2.44%

### COMPLIANCE MONITORING

As of March 31, 2022, 100% of the holdings of the Commission are in compliance with the Commission's IPS. The investment portfolio had no compliance exceptions for the quarter ended March 31, 2022.

The County Treasurer's investments are audited regularly by the County Auditor-Controller, Internal Division (ACID). The ACID issued four reports (Attachments D, E, F, and G) during the quarter ended March 31, 2022, as follows:

Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended September 30, 2021.

In the report issued on January 18, 2022, the Auditor-Controller stated no compliance exceptions were identified.

Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended December 31, 2021.

In the report issued on March 8, 2022, the Auditor-Controller stated no compliance exceptions were identified.

Review of the Schedule of Assets Held by the County Treasury as of September 30, 2021.

On January 21, 2022 the Auditor-Controller issued their review stating that they were not aware of any material modifications, except that Management has elected to omit disclosures, which is consistent with prior review reports.

First Follow-up Audit of Management Letter on Review of the Schedule of Assets Held by the County Treasury as of December 31, 2020.

On February 10, 2022, the Auditor-Controller issued the First Follow-Up Audit stating that the one outstanding recommendation is currently being tested and will be completed by March 31, 2022.

We have attached the Investment Policy (IPS) and Treasury Oversight Committee Compliance Summary as reported in the Treasurer's Monthly Report for the months of January, February and March 2022 (Attachment B). This summary tracks compliance in a variety of areas.

### PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS

Under guidelines outlined in the County's current IPS, the County Treasurer may invest in AA or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. OCIP may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. As of March 31, 2022, OCIP has a total market value of \$329 million in County of Orange debt, which represents approximately 5.3% of total OCIP assets.

### STATEMENT OF ACTIVITY

We have attached the Statement of Activity for the months of January, February and March 2022. (Attachment C). These Statements report the beginning and ending balances of the Commission's funds invested in the OCIP.

#### Attachments:

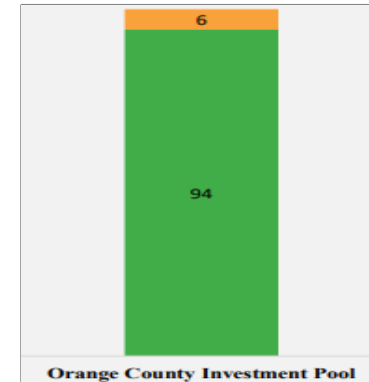
- A. Orange County Investment Pool Summary.
- B. Investment Policy and Treasury Oversight Committee Compliance Summary for January, February and March 2022.
- C. Statement of Activity for the months of January, February and March 2022.
- D. Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended September 30, 2021.
- E. Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended December 31, 2021.
- F. Review of the Schedule of Assets Held by the County Treasury as of September 30, 2021.
- G. First Follow-up Audit of Management Letter on Review of the Schedule of Assets Held by the County Treasury as of December 31, 2020.



# ATTACHMENT A

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
ORANGE COUNTY INVESTMENT POOL  
INVESTMENT POOL SUMMARY  
AT March 31, 2022**

OCIP PORTFOLIO COMPOSITION				
Security Type	Market Value <sup>1</sup>	% of Market Value	Book Value <sup>1</sup>	Unrealized Gain (Loss)
U.S. TREASURIES	\$ 3,175,806,073	50.76%	\$ 3,233,480,776	\$ (57,674,703)
U.S. GOVERNMENT AGENCIES	1,808,249,729	28.90%	1,828,669,701	(20,419,972)
MONEY MARKET MUTUAL FUNDS	906,789,253	14.49%	906,789,253	-
MUNICIPAL DEBT	327,590,108	5.24%	329,340,465	(1,750,357)
LOCAL AGENCY INVESTMENT FUND	38,107,312	0.61%	38,107,312	-
<b>TOTAL</b>	<b>\$ 6,256,542,475</b>	<b>100.00%</b>	<b>\$ 6,336,387,507</b>	<b>\$ (79,845,032)</b>



■ US GOV Includes Agency Debt, Treasury Debt and US Gov. MMMF's  
■ NR Includes LAIF and Orange County Pension Obligation Bonds

**SUMMARY OF INVESTMENT DATA  
INVESTMENT TRENDS  
OCIP**

	MARCH 2022	FEBRUARY 2022	INCREASE (DECREASE)	NET CHANGE %	MARCH 2021	INCREASE (DECREASE)	NET CHANGE %
<b>Orange County Investment Pool (OCIP)</b>							
End Of Month Market Value <sup>1,2</sup>	\$ 6,256,542,475	\$ 5,991,013,935	\$ 265,528,540	4.43%	\$5,549,386,374	\$ 707,156,101	12.74%
End Of Month Book Value <sup>2</sup>	\$ 6,336,387,507	\$ 6,033,341,535	\$ 303,045,972	5.02%	\$5,528,689,718	\$ 807,697,789	14.61%
Monthly Average Balance	\$ 6,002,731,714	\$ 5,816,142,612	\$ 186,589,102	3.21%	\$5,507,323,509	\$ 495,408,205	9.00%
Year-To-Date Average Balance	\$ 5,663,651,027	\$ 5,621,265,941	\$ 42,385,086	0.75%	\$5,164,199,328	\$ 499,451,699	9.67%
Monthly Accrued Earnings <sup>3</sup>	\$ 2,388,242	\$ 1,994,182	\$ 394,060	19.76%	\$2,864,210	\$ (475,968)	-16.62%
Monthly Net Yield <sup>3</sup>	0.404%	0.381%	0.023%	6.04%	0.565%	-0.161%	-28.50%
Year-To-Date Net Yield <sup>3</sup>	0.431%	0.435%	-0.004%	-0.92%	0.835%	-0.404%	-48.38%
Annual Estimated Gross Yield <sup>3</sup>	0.360%	0.360%	0.000%	0.00%	0.802%	-0.442%	-55.11%
Weighted Average Maturity (WAM) <sup>4</sup>	338	359	(21)	-5.85%	274	64	23.36%

<sup>1</sup> Market values provided by Bloomberg and Northern Trust.

<sup>2</sup> Market values for OCIP are lower than book values. Short-term rates have risen slightly causing the market values of this pool to continue to drop slightly. The OCIP has sufficient liquidity to meet projected cash flow needs. The OCIP End Of Month Market Values and End Of Month Book Values were higher than the prior year due to the unspent ARRA funds and higher capital projects balances.

<sup>3</sup> The OCIP Monthly Accrued Earnings are higher than the prior month due to a higher Monthly Average Balance and slightly higher yields. The OCIP Monthly Accrued Earnings, Monthly Net Yields, Year-To-Date Net Yields and Annual Estimated Gross Yields were lower than the prior year primarily due to the five Federal Reserve (Fed) short-term rate cuts totaling 2.25% since June 2019 offset by the Fed short-term rate increase of 0.25% on March 16, 2022 and anticipated Fed short-term rate increases. The OCIP Annual Estimated Gross Yields for March 2021 are reported at the actual annual adjusted gross yields for FY 20-21.

<sup>4</sup> The OCIP WAM increased from the prior year as portfolio duration is being extended as current liquidity is sufficient to cover expected expenditures.



**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY  
January 31, 2022**

**ATTACHMENT B**

COMPLIANCE CATEGORY	RESPONSIBLE PARTY	REGULATORY/POLICY GUIDELINES	CURRENT STATUS
Annual Compliance Audit	TOC	Performance Evaluation-Cal Govt. Code 27134	June 30, 2021 in progress.
Quarterly Compliance Monitoring	TOC	TOC Directive	September 30, 2021 completed. December 31, 2021 in progress.
Annual Schedule of Assets Audit	AC	Performance Evaluation-Cal Govt. Code 26920(b)	June 30, 2021 in progress.
Quarterly Schedule of Assets Review	AC	Performance Evaluation-Cal Govt. Code 26920(a)	September 30, 2021 completed. December 31, 2021 in progress.
Investment Administrative Fee	TTC	Compensation Agreement-Cal Govt. Code 27013 and IPS Section XVI.	FY 17/18, FY 18/19, FY 19/20 and FY 20/21 in progress.
Annual Broker/Dealer Review	TTC	Authorized Financial Dealers and Qualified Institutions	Calendar year 2020 in progress.
Annual Broker/Dealer IPS Certification	TTC	Authorized Financial Dealers and Qualified Institutions	2021 IPS certifications received for all active approved brokers.
IPS Compliance Deficiencies	TTC	Investment/Diversification/Maturity Restrictions	As of January 31, 2022 all three compliance exceptions have been self identified for FY 21/22, one in July 2021 and two in October 2021.
TOC Bylaw Changes	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed Bylaws changes at the October 28, 2021 meeting and approved the Bylaw changes. BOS approved on December 14, 2021.
Annual IPS Approval	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed IPS changes at the October 28, 2021 meeting and provided input on the proposed IPS changes. BOS approved on December 14, 2021.
TOC Annual Report	BOS	TOC Bylaws Rule 30 - Oral and Written Report	The TOC 2021 Annual Report was approved by TOC on January 26, 2022 and is scheduled for the BOS March 8, 2022 meeting.
Broker/Financial Institution List	TTC	OC Gift Ban Ordinance and Form 700	The TOC members were provided a list of active TTC Broker/Dealers and Financial Institutions at the TOC meeting on October 28, 2021.
Certificates of Compliance	TTC	TOC Bylaws Rule 34 - Annual	The TOC members are in compliance for calendar year 2021.
Ethics Training	TTC	TOC Bylaws Rule 34 - Every Two Years	The TOC members are in compliance for calendar year 2020.
Conflict of Interest Form 700 Filing	TTC	TOC Bylaws Rule 34 / IPS - Every Year	All current TOC members and designated employees are in compliance for calendar year 2020.

LEGEND	
Auditor-Controller	AC
Board of Supervisors	BOS
Treasury Oversight Committee	TOC
Office of Treasurer-Tax Collector	TTC

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY  
February 28, 2022**

**ATTACHMENT B**

COMPLIANCE CATEGORY	RESPONSIBLE PARTY	REGULATORY/POLICY GUIDELINES	CURRENT STATUS
Annual Compliance Audit	TOC	Performance Evaluation-Cal Govt. Code 27134	June 30, 2021 in progress.
Quarterly Compliance Monitoring	TOC	TOC Directive	December 31, 2021 in progress.
Annual Schedule of Assets Audit	AC	Performance Evaluation-Cal Govt. Code 26920(b)	June 30, 2021 in progress.
Quarterly Schedule of Assets Review	AC	Performance Evaluation-Cal Govt. Code 26920(a)	December 31, 2021 in progress.
Investment Administrative Fee	TTC	Compensation Agreement-Cal Govt. Code 27013 and IPS Section XVI.	FY 17/18, FY 18/19, FY 19/20 are complete and refunds will be posted to accounts over the next several months. FY 20/21 in progress.
Annual Broker/Dealer Review	TTC	Authorized Financial Dealers and Qualified Institutions	Calendar year 2020 completed in March 2022.
Annual Broker/Dealer IPS Certification	TTC	Authorized Financial Dealers and Qualified Institutions	2021 IPS certifications received for all active approved brokers.
IPS Compliance Deficiencies	TTC	Investment/Diversification/Maturity Restrictions	As of February 28, 2022 all three compliance exceptions have been self identified for FY 21/22, one in July 2021 and two in October 2021.
TOC Bylaw Changes	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed Bylaws changes at the October 28, 2021 meeting and approved the Bylaw changes. BOS approved on December 14, 2021.
Annual IPS Approval	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed IPS changes at the October 28, 2021 meeting and provided input on the proposed IPS changes. BOS approved on December 14, 2021.
TOC Annual Report	BOS	TOC Bylaws Rule 30 - Oral and Written Report	The TOC 2021 Annual Report was approved at the BOS meeting on March 8, 2022.
Broker/Financial Institution List	TTC	OC Gift Ban Ordinance and Form 700	The TOC members were provided a list of active TTC Broker/Dealers and Financial Institutions at the TOC meeting on October 28, 2021.
Certificates of Compliance	TTC	TOC Bylaws Rule 34 - Annual	The TOC members are in compliance for calendar year 2021.
Ethics Training	TTC	TOC Bylaws Rule 34 - Every Two Years	The TOC members are in compliance for calendar year 2020.
Conflict of Interest Form 700 Filing	TTC	TOC Bylaws Rule 34 / IPS - Every Year	All current TOC members and designated employees are in compliance for calendar year 2020.

LEGEND	
Auditor-Controller	AC
Board of Supervisors	BOS
Treasury Oversight Committee	TOC
Office of Treasurer-Tax Collector	TTC

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY  
March 31, 2022**

**ATTACHMENT B**

COMPLIANCE CATEGORY	RESPONSIBLE PARTY	REGULATORY/POLICY GUIDELINES	CURRENT STATUS
Annual Compliance Audit	TOC	Performance Evaluation-Cal Govt. Code 27134	June 30, 2021 in progress.
Quarterly Compliance Monitoring	TOC	TOC Directive	December 31, 2021 completed.
Annual Schedule of Assets Audit	AC	Performance Evaluation-Cal Govt. Code 26920(b)	June 30, 2021 in progress.
Quarterly Schedule of Assets Review	AC	Performance Evaluation-Cal Govt. Code 26920(a)	December 31, 2021 in progress.
Investment Administrative Fee	TTC	Compensation Agreement-Cal Govt. Code 27013 and IPS Section XVI.	FY 17/18, FY 18/19, FY 19/20 are complete and refunds will be posted to accounts over the next several months. FY 20/21 in progress.
Annual Broker/Dealer Review	TTC	Authorized Financial Dealers and Qualified Institutions	Calendar year 2021 in progress.
Annual Broker/Dealer IPS Certification	TTC	Authorized Financial Dealers and Qualified Institutions	2022 IPS certification requests in progress.
IPS Compliance Deficiencies	TTC	Investment/Diversification/Maturity Restrictions	As of March 31, 2022 all three compliance exceptions have been self identified for FY 21/22, one in July 2021 and two in October 2021.
TOC Bylaw Changes	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed Bylaws changes at the October 28, 2021 meeting and approved the Bylaw changes. BOS approved on December 14, 2021.
Annual IPS Approval	BOS	TOC Review and BOS Annual Approval	The TOC reviewed proposed IPS changes at the October 28, 2021 meeting and provided input on the proposed IPS changes. BOS approved on December 14, 2021.
TOC Annual Report	BOS	TOC Bylaws Rule 30 - Oral and Written Report	The TOC 2021 Annual Report was approved at the BOS meeting on March 8, 2022.
Broker/Financial Institution List	TTC	OC Gift Ban Ordinance and Form 700	The TOC members were provided a list of active TTC Broker/Dealers and Financial Institutions at the TOC meeting on October 28, 2021.
Certificates of Compliance	TTC	TOC Bylaws Rule 34 - Annual	Review for calendar year 2021 in progress.
Ethics Training	TTC	TOC Bylaws Rule 34 - Every Two Years	The TOC members are in compliance for calendar year 2020.
Conflict of Interest Form 700 Filing	TTC	TOC Bylaws Rule 34 / IPS - Every Year	All current TOC members and designated employees are in compliance for calendar year 2020.

LEGEND	
Auditor-Controller	AC
Board of Supervisors	BOS
Treasury Oversight Committee	TOC
Office of Treasurer-Tax Collector	TTC



COUNTY OF ORANGE  
**OFFICE OF THE TREASURER-TAX COLLECTOR**  
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM  
 P. O. BOX 4515  
 SANTA ANA, CA 92702-4515



[ocgov.com/ocinvestments](http://ocgov.com/ocinvestments)

January 31, 2022

**FIRST 5 ORANGE COUNTY**

Attn: Kimberly Goll, Executive Director  
 1505 E. 17th Street, Suite 230  
 Santa Ana, CA 92705

**Fund Number : 225**

**JANUARY 2022 STATEMENT**

**INVESTMENT BALANCE IN OCIP**

**Transactions**

<b><u>Transaction Date</u></b>	<b><u>Transaction Description</u></b>	<b><u>Amount</u></b>
01/03/2022	December 2021 Investment Admin Fee	\$ (2,917.83)
01/31/2022	October 2021 Interest Paid	\$ 24,341.09

**Summary**

Total Deposit:	\$ 2,460,628.93	Beginning Balance:	\$ 59,215,333.37
Total Withdrawal:	\$ (1,982,926.96)	Ending Balance:	\$ 59,693,035.34

**ACCRUED INVESTMENT INCOME**

**Description**

**Amount**

November 2021 Interest Accrued	\$ 25,166.04
December 2021 Interest Accrued	\$ 19,940.84
Total	<u>\$ 45,106.88</u>

March 2022 Interest to be accrued in April 2022	\$ 20,274.88
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COUNTY OF ORANGE  
**OFFICE OF THE TREASURER-TAX COLLECTOR**  
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM  
 P. O. BOX 4515  
 SANTA ANA, CA 92702-4515



[ocgov.com/ocinvestments](http://ocgov.com/ocinvestments)

February 28, 2022

**FIRST 5 ORANGE COUNTY**

Attn: Kimberly Goll, Executive Director  
 1505 E. 17th Street, Suite 230  
 Santa Ana, CA 92705

**Fund Number : 225**

**FEBRUARY 2022 STATEMENT**

**INVESTMENT BALANCE IN OCIP**

**Transactions**

<b><u>Transaction Date</u></b>	<b><u>Transaction Description</u></b>	<b><u>Amount</u></b>
02/01/2022	January 2022 Investment Admin Fee	\$ (2,925.80)
02/28/2022	November 2021 Interest Paid	\$ 25,166.04

**Summary**

Total Deposit:	\$ 6,453,792.08	Beginning Balance:	\$ 59,693,035.34
Total Withdrawal:	\$ (2,107,551.85)	Ending Balance:	\$ 64,039,275.57

**ACCRUED INVESTMENT INCOME**

**Description**

**Amount**

December 2021 Interest Accrued	\$ 19,940.84
January 2022 Interest Accrued	\$ 20,274.88
Total	<u>\$ 40,215.72</u>

March 2022 Interest to be accrued in April 2022	\$ 21,943.84
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COUNTY OF ORANGE  
**OFFICE OF THE TREASURER-TAX COLLECTOR**  
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM  
 P. O. BOX 4515  
 SANTA ANA, CA 92702-4515



[ocgov.com/ocinvestments](http://ocgov.com/ocinvestments)

March 31, 2022

**FIRST 5 ORANGE COUNTY**

Attn: Kimberly Goll, Executive Director  
 1505 E. 17th Street, Suite 230  
 Santa Ana, CA 92705

**Fund Number : 225**

**MARCH 2022 STATEMENT**

**INVESTMENT BALANCE IN OCIP**

**Transactions**

<b><u>Transaction Date</u></b>	<b><u>Transaction Description</u></b>	<b><u>Amount</u></b>
03/01/2022	February 2022 Investment Admin Fee	\$ (2,901.65)
03/30/2022	December 2021 Interest Paid	\$ 19,940.84

**Summary**

Total Deposit:	\$ 2,679,882.45	Beginning Balance:	\$ 64,039,275.57
Total Withdrawal:	\$ (1,522,896.59)	Ending Balance:	\$ 65,196,261.43

**ACCRUED INVESTMENT INCOME**

**Description**

<b><u>Description</u></b>	<b><u>Amount</u></b>
January 2022 Interest Accrued	\$ 20,274.88
February 2022 Interest Accrued	\$ 21,943.84
Total	<u>\$ 42,218.72</u>

March 2022 Interest to be accrued in April 2022	\$ 25,604.69
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# Frank Davies, CPA

Orange County Auditor-Controller

## Internal Audit



### Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended September 30, 2021

Audit Manager: Michael Steinhaus, CPA, CISA, CGMA  
Auditor II: John Lim

Audit Number 2103  
Report Date: January 18, 2022





OFFICE OF THE  
**ORANGE COUNTY AUDITOR-CONTROLLER**

**FRANK DAVIES, CPA**  
AUDITOR-CONTROLLER

Transmittal Letter

Audit No. 2103

January 18, 2022

TO: Members, Treasury Oversight Committee

SUBJECT: Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended September 30, 2021

At the request of the Treasury Oversight Committee, we have completed our compliance monitoring of the Treasurer's investment portfolio for the quarter ended September 30, 2021. Our final report is attached for your review.

We appreciate the assistance extended to us by the personnel of the Treasurer-Tax Collector during this engagement. If you have any questions please contact me at 714-834-2457 or Michael Steinhaus, Audit Manager, at 714-834-6106.

Frank Davies, CPA  
Auditor-Controller

Other recipients of this report:

Members, Board of Supervisors  
Members, Audit Oversight Committee  
Frank Kim, County Executive Officer  
Shari Freidenrich, Treasurer-Tax Collector  
James Kim, Assistant Treasurer-Tax Collector  
Brian Winn, Accounting/Compliance Manager  
Salvador Lopez, Chief Deputy Auditor-Controller  
Michael Steinhaus, Audit Manager  
Foreperson, Grand Jury  
Robin Stieler, Clerk of the Board of Supervisors  
Eide Bailly LLP, County External Auditors





# Internal Auditor's Report

Alisa Backstrom, CCMT, CPFIM, Chair  
Treasury Oversight Committee

We have completed our compliance monitoring of the Treasurer's investment portfolio for the quarter ended September 30, 2021. The purpose of our engagement was to determine whether the pooled and non-pooled funds complied with the Treasurer's Investment Policy Statement (IPS) and compliance exceptions were reported in the Treasurer's Monthly Investment Report. The funds covered by this engagement include those of the Orange County Investment Pool (OCIP), Orange County Educational Investment Pool (OCEIP), and John Wayne Airport (JWA) Investment Fund. The Treasurer invests pooled funds from the OCIP and OCEIP into three funds: the Orange County Money Market Fund and the Orange County Educational Money Market Fund (collectively referred to as Money Market Funds), and the Extended Fund.

We performed our compliance monitoring of the Treasurer's investment portfolio at the request of the Treasury Oversight Committee. It is designed to provide limited assurance to the Treasury Oversight Committee and the Office of the Treasurer-Tax Collector that the Treasurer's investment portfolio complies with the IPS and the Treasurer reports all compliance exceptions.

Our procedures included judgmentally selecting 15 business days for testing and importing the selected electronic downloads from the Treasurer's Quantum system into TeamMate Analytics, an Excel-based data analytics software, to perform calculations and determine whether investment purchases complied with the IPS.

Based on the procedures performed, no compliance exceptions were identified.

The following lists the procedures performed and the results achieved:

1. Authorized Investments (IPS Sections VI, VII, VIII, IX, and XI): We judgmentally selected 15 investments purchased during the quarter (one investment for each of the 15 business days selected for testing). We confirmed that the investments conformed to the investment requirements at the time of purchase and were purchased from issuers or brokers on the Treasurer's authorized lists per the IPS.

Results: We found no exceptions.

2. Diversification Limits (IPS Section VIII.1): We confirmed that the investments did not exceed the diversification limits for investment types per the IPS.

Results: We found no exceptions.

3. Weighted Average Maturity (WAM) Limits (IPS Section VIII.2): We confirmed that WAM did not exceed 60 days for the Money Market Funds per the IPS, and that WAM did not exceed 90 days for the JWA Investment Fund.

Results: We found no exceptions.



# Internal Auditor's Report

4. Maximum Maturity Limits (IPS Section VIII.2): We confirmed that the maximum maturity of any investment purchased did not exceed 397 days for the Money Market Funds and five years for the Extended Fund per the IPS, and that the maximum maturity did not exceed 15 months for the JWA Investment Fund.

Results: We found no exceptions.

5. Investment Type Maximum Maturity Limits (IPS Section VIII.1): We confirmed that the maximum maturity of investment types purchased that have lower limits than those covered by IPS Section VIII.2 did not exceed 180 days for repurchase agreements in the Extended Fund and bankers' acceptances, 270 days for commercial paper, 18 months for negotiable certificates of deposit, and two years for medium-term notes in accordance with the IPS.

Results: We found no exceptions.

6. Issuer Concentration Limits (IPS Section VIII.1): We confirmed that the investments did not exceed the issuer concentration limits per the IPS.

Results: We found no exceptions.

7. Financial Reporting (IPS Section XXI): We confirmed that any compliance exceptions identified during our testing were reported in the Treasurer's Monthly Investment Report per the IPS.

Results: We found no exceptions.

This report is intended solely for the information and use of the Treasury Oversight Committee and the Office of the Treasurer-Tax Collector; however, this report is a matter of public record and its distribution is not limited.

Frank Davies, CPA  
Auditor-Controller  
January 18, 2022



**Frank Davies, CPA**  
Orange County Auditor-Controller

**Internal Audit**

**Compliance Monitoring of the  
Treasurer's Investment Portfolio for the  
Quarter Ended December 31, 2021**

Audit Manager: Michael Steinhaus, CPA, CIA, CISA  
Auditor II: John Lim

**Audit Number 2104**  
**Report Date: March 8, 2022**





OFFICE OF THE  
**ORANGE COUNTY AUDITOR-CONTROLLER**

**FRANK DAVIES, CPA**  
AUDITOR-CONTROLLER

Transmittal Letter

Audit No. 2104

March 8, 2022

TO: Members, Treasury Oversight Committee

SUBJECT: Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended December 31, 2021

At the request of the Treasury Oversight Committee, we have completed our compliance monitoring of the Treasurer's investment portfolio for the quarter ended December 31, 2021. Our final report is attached for your review.

We appreciate the assistance extended to us by the personnel of the Treasurer-Tax Collector during this engagement. If you have any questions please contact me at 714-834-2457 or Michael Steinhaus, Audit Manager, at 714-834-6106.

A handwritten signature in blue ink, appearing to read "Frank Davies".

Frank Davies, CPA  
Auditor-Controller

Other recipients of this report:

- Members, Board of Supervisors
- Members, Audit Oversight Committee
- Frank Kim, County Executive Officer
- Shari Freidenrich, Treasurer-Tax Collector
- James Kim, Assistant Treasurer-Tax Collector
- Brian Winn, Accounting/Compliance Manager
- Salvador Lopez, Chief Deputy Auditor-Controller
- Michael Steinhaus, Audit Manager
- Foreperson, Grand Jury
- Robin Stieler, Clerk of the Board of Supervisors
- Eide Bailly LLP, County External Auditors



# Internal Auditor's Report

Alisa Backstrom, CCMT, CPFIM, Chair  
Treasury Oversight Committee

We have completed our compliance monitoring of the Treasurer's investment portfolio for the quarter ended December 31, 2021. The purpose of our engagement was to determine whether the pooled and non-pooled funds complied with the Treasurer's Investment Policy Statement (IPS) and compliance exceptions were reported in the Treasurer's Monthly Investment Report. The funds covered by this engagement include those of the Orange County Investment Pool (OCIP), Orange County Educational Investment Pool (OCEIP), and John Wayne Airport (JWA) Investment Fund. The Treasurer invests pooled funds from the OCIP and OCEIP into three funds: the Orange County Money Market Fund and the Orange County Educational Money Market Fund (collectively referred to as Money Market Funds), and the Extended Fund.

We performed our compliance monitoring of the Treasury's investment portfolio at the request of the Treasury Oversight Committee. It is designed to provide limited assurance to the Treasury Oversight Committee and the Office of the Treasurer-Tax Collector that the Treasurer's investment portfolio complies with the IPS and the Treasurer reports all compliance exceptions.

Our procedures included judgmentally selecting 15 business days for testing and importing the selected electronic downloads from the Treasurer's Quantum system into TeamMate Analytics, an Excel-based data analytics software, to perform calculations and determine whether investment purchases complied with the IPS.

Based on the procedures performed, no compliance exceptions were identified.

The following lists the procedures performed and the results achieved:

1. Authorized Investments (IPS Sections VI, VII, VIII, IX, and XI): We judgmentally selected 15 investments purchased during the quarter (one investment for each of the 15 business days selected for testing). We confirmed that the investments conformed to the investment requirements at the time of purchase and were purchased from issuers or brokers on the Treasurer's authorized lists per the IPS.

Results: We found no exceptions.

2. Diversification Limits (IPS Section VIII.1): We confirmed that the investments did not exceed the diversification limits for investment types per the IPS.

Results: We found no exceptions.

3. Weighted Average Maturity (WAM) Limits (IPS Section VIII.2): We confirmed that WAM did not exceed 60 days for the Money Market Funds per the IPS, and that WAM did not exceed 90 days for the JWA Investment Fund.

Results: We found no exceptions.



# Internal Auditor's Report

4. **Maximum Maturity Limits (IPS Section VIII.2):** We confirmed that the maximum maturity of any investment purchased did not exceed 397 days for the Money Market Funds and five years for the Extended Fund per the IPS, and that the maximum maturity did not exceed 15 months for the JWA Investment Fund.

Results: We found no exceptions.

5. **Investment Type Maximum Maturity Limits (IPS Section VIII.1):** We confirmed that the maximum maturity of investment types purchased that have lower limits than those covered by IPS Section VIII.2 did not exceed 180 days for repurchase agreements in the Extended Fund and bankers' acceptances, 270 days for commercial paper, 18 months for negotiable certificates of deposit, and two years for medium-term notes in accordance with the IPS.

Results: We found no exceptions.

6. **Issuer Concentration Limits (IPS Section VIII.1):** We confirmed that the investments did not exceed the issuer concentration limits per the IPS.

Results: We found no exceptions.

7. **Financial Reporting (IPS Section XXI):** We confirmed that any compliance exceptions identified during our testing were reported in the Treasurer's Monthly Investment Report per the IPS.

Results: We found no exceptions.

This report is intended solely for the information and use of the Treasury Oversight Committee and the Office of the Treasurer-Tax Collector; however, this report is a matter of public record and its distribution is not limited.

Frank Davies, CPA  
Auditor-Controller  
March 8, 2022





Frank Davies, CPA  
Orange County Auditor-Controller



# Internal Audit

## Review of the Schedule of Assets Held by the County Treasury as of September 30, 2021

Audit Manager: Michael Steinhaus, CPA, CISA, CGMA  
Auditor II: John Lim

Audit Number 2106  
Report Date: January 21, 2022



OFFICE OF THE  
**ORANGE COUNTY AUDITOR-CONTROLLER**

**FRANK DAVIES, CPA**  
AUDITOR-CONTROLLER

Transmittal Letter

Audit No. 2106

January 21, 2022

TO: Members, Board of Supervisors  
Chairman Doug Chaffee, Fourth District  
Vice Chairman Don Wagner, Third District  
Andrew Do, First District  
Katrina Foley, Second District  
Lisa A. Bartlett, Fifth District

SUBJECT: Review of the Schedule of Assets Held by the County Treasury as of September 30, 2021

We have completed our Review of the Schedule of Assets Held by the County Treasury as of September 30, 2021. Our final report is attached for your review.

We appreciate the assistance extended to us by the personnel of the Treasurer-Tax Collector during this engagement. If you have any questions please contact me at 714-834-2457 or Michael Steinhaus, Audit Manager, at 714-834-6106.

Frank Davies, CPA  
Auditor-Controller

Other recipients of this report:

Members, Audit Oversight Committee  
Frank Kim, County Executive Officer  
Shari Freidenrich, Treasurer-Tax Collector  
James Kim, Assistant Treasurer-Tax Collector  
Christine Herrera, Director of Treasury, Treasurer-Tax Collector  
Salvador Lopez, Chief Deputy Auditor-Controller  
Michael Steinhaus, Audit Manager  
Foreperson, Grand Jury  
Robin Stieler, Clerk of the Board of Supervisors  
Eide Bailly LLP, County External Auditor



## **Independent Accountant's Review Report**

The Honorable Board of Supervisors  
County of Orange, California

We have reviewed the accompanying Schedule of Assets Held by the County Treasury—Modified Cash-Basis (financial schedule) of the County of Orange, California, as of September 30, 2021, pursuant to Government Code Section 26920(a). A review includes primarily applying analytical procedures to management's financial data and making inquiries of department management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial schedule as a whole. Accordingly, we do not express such an opinion.

### ***Management's Responsibility for the Financial Schedule***

Management is responsible for the preparation and fair presentation of this financial schedule in accordance with the modified cash-basis of accounting; this includes determining that the basis of accounting the County Treasury uses for financial reporting is an acceptable basis for the preparation of financial schedules in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial schedules that are free from material misstatement, whether due to fraud or error.

### ***Accountant's Responsibility***

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial schedule for it to be in accordance with the modified cash-basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### ***Accountant's Conclusion***

Based on our review, except for the issue noted in the Known Departure from Modified Cash-Basis of Accounting paragraph, we are not aware of any material modifications that should be made to the accompanying financial schedule in order for it to be in accordance with the modified cash-basis of accounting.

### ***Known Departure from Modified Cash-Basis of Accounting***

The financial schedule is prepared in accordance with the modified cash-basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Receipts are recognized when received by the Treasurer; disbursements are recognized when paid by the bank; and the value of investments is stated at fair value. The modified cash-basis of accounting requires that financial statements include adequate disclosures. Management has elected to omit all disclosures ordinarily included in a financial schedule prepared on the modified cash-basis of accounting. If the omitted disclosures were included in the financial statement, they might influence the users' conclusions about the County Treasury's assets.

***Other Matter***

This report is intended solely for the information and use of the Board of Supervisors and the management of the Orange County Auditor-Controller. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in blue ink, appearing to read 'Frank Davies', with a stylized, cursive script.

Frank Davies, CPA  
Auditor-Controller  
January 21, 2022

Orange County Treasury  
Schedule of Assets Held by the County Treasury  
(Dollar Amounts in Thousands)  
As of September 30, 2021

	Pooled	Assets Non-Pooled	Total
Cash			
Cash on Hand	\$ 36	\$ -	\$ 36
Cash on Deposit	360,772	26,016	386,788
Total Cash	360,808	26,016	386,824
Investments, stated at fair value	10,162,775	113,133	10,275,908
Total Assets	\$ 10,523,583	\$ 139,149	\$ 10,662,732