



Lynn Merz, Commission Chair  
Zea Malawa, Commission Vice Chair  
Theresa Zighera, Interim Executive Director

COMMISSIONERS:  
Aline Armstrong  
Linda Asato  
E'leva Hughes Gibson  
Supervisor Myrna Melgar  
Joan Miller  
Maria Su

## **MEETING MINUTES SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION**

**DATE:** Wednesday, September 1, 2021

**TIME:** 4:30pm – 6:30pm

**PLACE:** Remotely via Zoom

**Public Access Number:** +1 669 900 6833

**Public Comment Email:** [First5sf@first5sf.org](mailto:First5sf@first5sf.org)

### **1. Call to order**

The commission meeting was called to order at 4:35 pm

### **2. Roll call**

Present: Lynn Merz, Zea Malawa, Aline Armstrong, Linda Asato, E'leva Hughes Gibson, Joan Miller, and Maria Su

Absent: Supervisor Myrna Melgar

### **3. General public comment**

There was no public comment.

### **4. Approval of the Consent Calendar**

Discussion and possible action to approve the July 14, 2021, Special Commission meeting minutes.

There was no further discussion.

There was no public comment.

A motion to approve the July 14 Special Commission meeting minutes was made by Commissioner Asato and seconded by Commissioner Su. The motion was carried unanimously and approved at 4:38 pm.

### **5. Discussion and possible action to approve a grant augmentation to Kai Ming Head Start to provide sponsorship and facilitation of the Family Development Credential Program, selected through RFQ #2020-02 Training and Technical Assistance Services of \$31,201**

from July 1, 2021, to June 30, 2022. The total revised 16-month grant amount will be \$169,601.

Staff highlighted the following and recommended approval of the item:

- The program was developed in coordination with Cornell University; at the end of the 16-month session participants take a certification exam and receive Nationally recognized college credits.
- Promoted students from the first session will assist with facilitation of this training cycle.
- This program cycle has increased its available seats to 25; alumni from previous years and word-of-mouth support recruitment and outreach.
- Prospective students are selected through an application process and follow-up conversations with applicants and supervisors. Supervisors are asked to support course participation and necessary time away from work.

There was no further discussion.

There was no public comment.

The motion to approve grant augmentation to Kai Ming Head Start for sponsorship and facilitation of the Family Development Credential Program in amount of \$31,201 from July 1, 2021 to June 30, 2022 for total revised 16-month grant amount of \$169,601 was made by Commissioner Malawa and seconded by Commissioner Miller. The motion carried unanimously and was approved at 4:49 pm.

6. Discussion and possible action to approve a personal services contract up to \$160,000 to Optimas Services, Inc. to provide a time-keeping database to support the Family Resource Centers' work on the County-based Medi-Cal Administrative Activities (CMAA) program from July 1, 2021, to June 30, 2023.

Staff presented an overview of the Family Resource Center CMAA initiative and the role that the time-keeping system plays in tracking and reimbursement. Staff recommends approving the Personal Services Contract to Optimas Services Inc, particular due to the fact that their time-keeping system is the only one on the market specifically tailored to CMAA tracking for maximum ease of use by Family Resource Center staff.

Commissioners commented on the following:

- Contract for \$160,000 appeared to be a flat rate cost so wondering about likelihood of increased rates. Staff verified that amount is flat rate regardless of the number of user accounts, which is also a unique cost model. Additional costs would not be incurred so long as the number of centers utilizing the system does not increase significantly beyond the 26 centers currently in the Family Resource Center Initiative.
- There is a typical ramp-up lag-time before earned revenue begins to be drawn down and appear in budgeted contracts; first revenue for early adopters is expected by spring 2022.
- Highest portion received will go directly back to Family Resource Centers, with 10% reserved for administrative costs such as time-keeping system and county billing personnel. CMAA program is projected to be self-sustaining and to require no ongoing costs from Prop 10 revenue by 2023.

There was no further discussion.

There was no public comment.

The motion to approve a personal service contract up to \$160,000 to Optimas Services, Inc. to provide a time-keeping database to support the Family Resource Centers' work on the County-based Medi-Cal Administrative Activities (CMAA) program from July 1, 2021 to June 30, 2023 was made by Commissioner Miller and seconded by Commissioner Hughes-Gibson. The motion carried unanimously and was approved at 5:03 pm.

7. Discussion and possible action to approve an exemption from the Civil Service Commission for the Optimas Services, Inc. personal service contract. (Action Item) [Commissioners provided with the following: coversheet and City Attorney 2001 memo]

Staff reviewed with Commissioners the 2001 City Attorney composed memo that established the legal framework stating that the San Francisco Children and Families Commission can decide to exempt itself from the Civil Service Commission process for Professional Services Contracts due to the potential infringement on the Commission's authorization over the Children's Trust Fund established by Prop 10. Recently the Office of Contracts recommended that the Commission update and formalize the decision by approving on record the exemption for each Personal Services Contract it will enter. Items 7 – 10 allow an opportunity to do so for recent 2021 Personal Services Contracts currently under review by Office of Contracts.

There was no further discussion.

There was no public comment.

A motion to approve the exemption was made by Commissioner Malawa and seconded by Commissioner Hughes-Gibson. The motion was carried unanimously and approved at 5:07 pm.

8. Discussion and possible action to approve an exemption from the Civil Service Commission for the Cityspan Technologies personal service contract that was approved by the Commission on May 5, 2021. (Action Item) [Commissioners provided with the following: coversheet and City Attorney 2001 memo]

There was no further discussion.

There was no public comment.

A motion to approve the exemption was made by Commissioner Su and seconded by Commissioner Malawa. The motion was carried unanimously and approved at 5:08 pm.

9. Discussion and possible action to approve an exemption from the Civil Service Commission for The Justice Collective personal service contract that was approved by the Commission on May 5, 2021. (Action Item) [Commissioners provided with the following: coversheet and City Attorney 2001 memo]

There was no further discussion.

There was no public comment.

A motion to approve the exemption was made by Commissioner Su and seconded by Commissioner Asato. The motion was carried unanimously and approved at 5:09 pm.

10. Discussion and possible action to approve an exemption from the Civil Service Commission for the MIG personal service contract that was approved by the Commission on July 14, 2021. (Action Item) [Commissioners provided with the following: coversheet and City Attorney 2001 memo]

There was no further discussion.

There was no public comment.

A motion to approve the exemption was made by Commissioner Asato and seconded by Commissioner Su. The motion was carried unanimously and approved at 5:10 pm.

11. Discussion and possible action to approve the Family Resource Center (FRC) Initiative General Fund allocation plan and FRC spending plan negotiation process.

Staff recommends approving the allocation plan that aligns with expressed community need, existing Family Resource Center scopes of work, and General Fund priorities outlined in the FY2021-23 Budget passed by Mayor and Board of Supervisors. Allocation plan includes two phases.

Phase I: Two-year grant augmentation to existing scopes of work for basic needs support, connection to essential resources, case management, and mental health support. Allocations are as follows and FRCs would accept funds through provision of a spending plan for each area:

- 44% (\$3.9million over two years) would be evenly distributed across all 26 FRCs for case management and connection to essential resources
- 15% (\$1,320,000 over two years) would be allocated to FRCs running food and diaper banks for basic needs supports
- 29% (\$2,500,000 over two years) would be allocated to FRCs coordinating with Child Protective Services for mental health and/or clinical case management
- 12% (\$1,050,000 over two years) would be allocated to FRCs in the Latino Task Force and Latino Parity and Equity Coalition prioritizing neighborhoods and families disproportionately impacted by Covid19.

Phase II: Competitive Procurement for remaining balance of \$2,280,000 approximately 4 planning grants and 5 implementation grants between \$100,000 and \$200,000 for a 1-2 year period in the areas of cross-sector partnerships and to respond to recommendations from the Family Innovation Hub for Black and African American family engagement

There was no further Commissioner discussion.

Public Comments expressing appreciation to the First 5 staff and Commission and support of the proposed allocation plan were made by:

- Mario Paz, Executive Director, Good Samaritan FRC and Co-Chair of the FRC Alliance
- Yensing Sihapanya, Executive Director, Family Connections Centers and Co-Chair of the FRC Alliance
- Gabriel Medina, Executive Director, La Raza Community Center
- Gloria Tan, Executive Director, Gum Moon

- Dr. Yohana Quiroz, Children and Youth and Family Division Director, Felton Institute
- Mechele Pruitt, Family and Community Services Director, Wu Yee Children's Services
- Jenny Pearlman, Community Education and Communications Manager, San Francisco Child Abuse Prevention Center/Safe and Sound

A motion to approve the Family Resource Center (FRC) Initiative General Fund allocation plan and FRC spending plan negotiation process was made by Commissioner Miller and seconded by Commissioner Su. The motion carried unanimously and was approved at 5:42 pm.

12. Discussion and possible action to approve augmentation to Wu Yee Children's Services for the provision of early literacy, readiness, and business training and technical assistance targeted to exempt care and family child care providers selected through RFQ #2020-02 of \$55,285 from July 1, 2021, to June 30, 2022. The total revised 18-month grant amount will be \$631,365.

Under Government Code 1090 and 1091.3, Commissioner Asato requested to recuse herself from Agenda Item 12. Commissioner Su moved to grant Commissioner Asato permission to be excused and seconded by Commissioner Miller.

The motion was carried unanimously and Commissioner Asato was permitted to be recused at 5:46 pm.

Staff reported grant augmentation supports work conducted in collaboration with the Office of Early Care and Education and with state and federal early care and education grant funds. The initiative will provide two critical services for early literacy training and support to newly licensed family care providers to advance business practices.

The Commission recommended allowing the program flexibility if Wu Yee receives additional funding within the next year from the Federal American Rescue dollars in support of similar outcomes; however, Commission emphasizes Wu Yee should use the more restrictive funds first.

Public Comment by Monica Walters, Chief Executive Officer, Wu Yee Children's Services, expressed appreciation to the First 5 staff and Commission.

There was no further discussion.

A motion to approve a contract augmentation to Wu Yee Children's Services for the provision of early literacy, readiness, and business training and technical assistance targeted to exempt care and family child care providers in amount of \$55,285 from July 1, 2021, to June 30, 2022 for total revised 18-month grant amount of \$631,365 was made by Commissioner Su and seconded by Commissioner Hughes-Gibson. The motion was carried unanimously and approved at 5:56 pm.

13. Discussion and possible action to approve grant augmentation Good Samaritan Family Resource Center for the provision of technology, internet access, and parent/child activities at 15 family child care homes serving dual language learners selected through RFQ #2021-01 of \$60,000 from July 1, 2021, to June 30, 2022. The total revised 16-month grant amount will be \$230,000.

Staff shared that Good Sam will provide Promotora services to Family Child Care providers with dual language learner students. Families will be connected to resources and provided basic needs supports to address economic, food, and housing insecurity caused by the COVID19 pandemic. After initial implementation of the grant, it was identified that additional technology equipment and internet access supports were needed in order for families to fully participate in the initiative.

There was no public comment.

There was no further discussion.

A motion to approve a grant augmentation to Good Samaritan Family Resource Center for the provision of technology, internet access, and parent/child activities at 15 family child care homes serving dual language learners in amount of \$60,000 from July 1, 2021, to June 30, 2022 for a total revised 16-month grant amount of \$230,000 was made by Commissioner Miller and seconded by Commissioner Su. The motion was carried unanimously and approved at 6:02 pm.

#### 14. Committee Updates:

- Fiscal Committee – There was no Fiscal Committee
- Program Committee – There was no Program Committee
- Policy and Planning Ad Hoc Committee
  - Family Resource Center Timeline
  - Strategic Plan Timeline
  - Use carryforward and recommendation funds and priorities.

#### 15. Commission Updates:

- Human Services Agency reports that some staff are working on a hybrid remote and in-person schedule, but the full department will not return to in-person until November 1, 2021
- The Department of Children, Youth, and Their Families (DCYF) also reports that some staff are working on a hybrid remote and in-person schedule, but the full department will not return to in-person until November 1, 2021. In addition, the Mayor has asked DCYF to complete a community assessment and Recovery Plan for children, youth, and their families. Director Ingrid Mezquita will be seated at the planning table representing the prenatal to five population. DCYF is happy to share the plan with Commissioners once completed.
- Commissioner Asato reminded the Commission and the public to assist families with filing for available child tax credits. In addition, Commissioner Asato would like to have further discussion on how to best compile and share San Francisco's data on providers at the state level. Further discussions will be had at the Policy and Planning Ad Hoc Committee.
- Commission will continue meeting remotely while awaiting determination on Executive Orders and state legislation establishing new guidance for remote convenings of Public Policy Bodies. Recommendation to host Commission meetings at FRCs when in-person meetings resume.

#### 16. Interim Executive Director Update:

- Strategic Planning Update: San Francisco First 5 is recruiting members to sit on the Strategic Planning Advisory Committee. Prospective applicants can apply online.

- Welcome newest staff member Sandy Hobson, Operations Officer; additional employees expected to be hired by October.
- Commission will meet via Zoom Webinar in October for added security.
- The Office of Early Care and Education Early Learning Scholarship (ELS) has just launched expansion efforts to engage new sites and support their ability to meet ELS benchmark quality criteria.

17. Adjournment:

The meeting was adjourned at 6:24 pm.