

1. Call to order

The meeting was called to order at 4:35 p.m.

2. Roll Call

Commissioners Present: Linda Asato, E'leva Hughes-Gibson, Zea Malawa, Myrna Melgar, Joan Miller, Maria Su

Commissioners Absent: Aline Armstrong, Lynn Merz

3. General public comment

There was no general public comment.

4. Approval of the Consent Calendar

- a. Discussion and possible action to approve the March 3rd, 2021 meeting minutes

There was no further discussion, and a motion to approve the March 3rd, 2021 meeting minutes was made by Commissioner Melgar and seconded by Commissioner Su.

The motion carried unanimously and was approved at 4:37 pm.

There was no public comment.

- b. Discussion and possible action to approve the April 7th, 2021 meeting minutes

There was no further discussion, and a motion to approve the April 7th, 2021 meeting minutes was made by Commissioner Melgar and seconded by Commissioner Miller.

The motion carried unanimously and was approved at 4:37 pm.

There was no public comment.

5. Discussion and possible action Discussion and Possible Action to Approve a Personal Services Contract for up to \$340,000 from July 2021 through June 2026 with Cityspan Technologies, Inc. for Licensing, Maintenance, and Upgrades to our grants Contract Management System (CMS)

Staff presented an overview of the context and background for this personal services contract. The following highlights were provided:

- First 5 San Francisco has utilized CMS, developed by CitySpan, since 2005.
- CitySpan's CMS serves multiple grant management functions and processes, primarily for the City's jointly funded Family Resource Center Initiative, including: 1) Grant Documentation 2) Invoicing 3) Grantee Reporting 4) Accountability and Evaluation.

- Given the long-standing relationship and successful partnership and the fact that Cityspan is a Sole Source provider of this information system, a five-year term has been requested.
- Cityspan Technologies, Inc. has proposed a budget that includes a base level amount of \$60,000 per year as well as an additional \$40,000 in year two of the contract for migrating to an enhanced user interface now utilized by nearly all of their other public entity clients.
- Relative to other similar systems used by other First 5's this is considered to be a very cost-effective contract.

Commissioners commented on the following:

- Contract has stayed flat over the past several contract cycles, noting lack of routine cost of doing business increases and potential impacts on personnel attached to contract.

There was no public comment.

There was no further discussion. A motion to approve a contract for up to \$340,000 from July 2021 through June 2026 with Cityspan Technologies, Inc. for Licensing, Maintenance, and Upgrades to grants Contract Management System was made by Commissioner Miller and seconded by Commissioner Su.

The motion carried unanimously and was approved at 4:44 pm.

6. Discussion and possible action to approve a contract for up to \$50,000 from June 2021 through December 31, 2021 with The Justice Collective for implementation support of the First 5 San Francisco and Office of Early Care and Education joint Racial Equity Action Plan.

Staff presented an overview of the context and background for this personal services contract. The following highlights were provided:

- First 5 San Francisco (First 5) and the Office of Early Care and Education (OECE) have combined forces to design an integrated racial equity organizational strategy for both agencies, phase one of which looks at internal structures, followed by phase two which will focus on external work with funded programs and community partners.
- First 5 and OECE have identified a need for support from external consultants to help tackle immediate opportunities related to hiring and retention, as well as creating sustainable processes for implementing the larger plan.
- The Justice Collective (TJC) was selected through an informal bidding process.
- TJC invests in racial equity, diversity, and inclusion (EDI) to tackle organizational challenges and leverages opportunities for impact with their clients. They are a cross-sector, social impact consultancy with interdisciplinary expertise.
- TJC has presented a scope that incorporates multiple methods of interacting with staff that can go both broad and deep as needed.

Commissioners commented on the following:

- Allocated cost relative to amount of work needing to be undertaken and considerations for need to think longer-term and dedicate resources to more comprehensive process down the road.
- Request to articulate more specific outcomes and expectations for the work before fully ramping up with focus on what staff are expected to gain and achieve from the process.

There was no further discussion, and a motion to approve a contract for up to \$50,000 from June 2021 through December 31, 2021 with the Justice Collective for implementation support of the First 5 San Francisco and Office of Early Care and Education joint Racial Equity Planning was made by Commissioner Su and seconded by Commissioner Hughes-Gibson.

The motion carried unanimously and was approved at 5:05 pm.

7. Update on First 5 San Francisco and the Office of Early Care and Education cross-departmental joint Strategic Planning.

Staff presented update. The following highlights were provided:

- Staff have released an additional solicitation for a consulting partner off existing pre-qualified list.
- Proposals received are currently being reviewed and scored with an intention to proceed to next state of interviewing with one or multiple candidates.

Commissioners discussed and shared possible interview questions.

There was no public comment.

This was a discussion item only.

8. Public Hearing on 2016-21 First 5 San Francisco Strategic Plan as required by the California Children and Families Act's Health and Safety Codes, Section 130140(a)(1)(C)(iii) and Decision to Extend through June 30, 2022

The staff gave an update on work and accomplishments in each of the Strategic Plan impact areas with a focus on how continuity of services have been ensured and even expanded throughout Covid; how service platforms have allowed for pilot testing and new innovations; and how we continue to challenge thinking and push against status quo through research, self-reflection, assessment, and community conversations.

Staff acknowledged that existing Strategic Plan is several years old and current Strategic Planning is requiring an extended timeline; however, in the intervening time period, we can - and fully intend to always - have an eye toward responsiveness to emerging need, new opportunities and continuous quality improvement using existing Strategic Plan as a platform.

Commissioners discussed importance of being intentional about not over-identifying children of color through early intervention and challenging this practice in our work and partnerships.

Commissioners also observed accomplishments are a combination of staff efforts, funded programs, and community partnerships and expressed gratitude for all the work.

There was no public comment.

There was no further discussion, and a motion to approve and extend the First 5 San Francisco 2016-21 Strategic Plan through June 30, 2022 was made by Commissioner Su, seconded by Commissioner Miller.

The motion carried unanimously and was approved at 6:02 pm.

9. Committee Updates:

- No Committees held in April.

10. Commissioner Updates:

- There were no Commissioner updates

11. Interim Executive Director Update:

- First 5 San Francisco participation in the First 5 Association's Legislative Advocacy Day on April 27th, overall success of the event, and promising reception and support by lawmakers and their staff.

12. Adjourn:

6:08 pm