

**FIRST 5 YUBA COUNTY
CHILDREN AND FAMILIES COMMISSION**

The Commission's vision is that all children are healthy and thriving in safe and nurturing family environments and ready to succeed in their educational experiences.

SPECIAL MEETING (VIRTUAL)

Friday, March 27, 2020

1:00p.m. – 2:00p.m.

Precautions to address COVID-19 (a.k.a. the “Coronavirus”) will apply to this meeting. See below for additional details.

As authorized by Governor Newsom’s Executive Order, N-25-20, dated March 12, 2020, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations.

The Public’s health and well-being are the top priority for the First 5 Yuba County Children & Families Commission, and you are urged to take all appropriate health safety precautions.

The meeting will be live-cast telephonically via (669) 900 6833 meeting ID: 306 311 493 where members of the public shall have the right to observe and offer public comment. This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

SPECIAL MEETING AGENDA

<u>ITEM</u>	<u>SUBJECT</u>
	Call to order, roll call and the Pledge of Allegiance
	Opportunity for Public Comments <i>Due to the Coronavirus, comments are be provided by email to first5@co.yuba.ca.us Oral comments by phone or in person are currently not available.</i> Items not on the Agenda – Limit five minutes per speaker. (Request to Speak slips/email for this item must be submitted to Commission staff prior to the meeting being called to order.)
<i>Commissioner Recusal Reminder</i>	<i>All Commissioners are reminded to recuse themselves from voting on any agenda item that has a real or perceived conflict of interest.</i>
1 Discussion/Action	Policies and Procedures During State of Emergency (COVID-19) – Resolution- Review and make recommendations for implementing temporary resolution.
2 Discussion/Action	Responsive Discretionary Funds- Review and make recommendations for establishing Responsive Discretionary Funds.
3 Discussion/Action	Extra Hire Staff- Review and make recommendations for use of extra hire staff during this State of Emergency.
3 Discussion	Executive Director Update
Adjourn	

If you are planning to attend and need special accommodations, please contact us at (530) 749-4877 at least three days in advance of the meeting. The schedule of future meetings is posted on the Commission’s website, first5yuba.org.

The next regular Commission meeting is scheduled for April 23, 2020

Agendas, minutes and supporting material are available for public review at 1114 Yuba Street, Suite 201, Marysville CA. Agendas are posted at the Yuba County Government Center, 915 8th Street, Marysville CA.

Please email first5@co.yuba.ca.us to be added to the email distribution list.



Public participation options:

- Email: You can email comments to first5@co.yuba.ca.us any time before the meeting, or before the hearing is closed on the agenda item, and your comments will be read aloud by Commission staff. Please identify the Agenda item you wish to address in your comments. To join the web based virtual meeting please follow these instructions:
- Web Conference: The meeting will be conducted live over the internet by PC or Smartphone. Members of the public can join the web-based virtual meeting. (See instructions, below.)

Join Zoom Meeting <https://zoom.us/j/306311493>

Meeting ID: 306 311 493

One tap mobile (for use on mobile phone app)

+16699006833,,306311493# US (San Jose)

+13462487799,,306311493# US (Houston)

Dial by your location (for audio only / no computer use)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 646 876 9923 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Meeting ID: 306 311 493

AGENDA ITEM 1

March 27, 2020

Subject	Policies and Procedures During State of Emergency (COVID-19)-Resolution
Supporting Document(s)	Policies and Procedures Manual <ul style="list-style-type: none">• 200 – Administrative Policies• 300 – Financial Policies• 400 – Monitoring and Evaluation
Overview	<p>In light of the current State of Emergency and guidelines set forth in the Governor’s Executive Order N-33-20 to Stay at Home released March 19, 2020, funded partners are in need of support and guidance on programmatic and fiscal operations. All of our funded partners have been impacted by COVID-19. Depending on the unprecedented elements and uncertain of the future of this Public Health Emergency, it has and will continue to effect each funded partner differently, and in turn, the children and families they serve.</p> <p>Specifically this may effect:</p> <ol style="list-style-type: none">1. Major Grantees (Strategic Partners)2. Mini Grants3. Sponsorship
Recommendation	Adopt a resolution to temporarily lift provisions outlined in the <i>First 5 Yuba County Policies and Procedures Manual</i> to allow First 5 staff to support current or newly funded partners due to the State of Emergency COVID-19.
Fiscal Impact	None
Action Requested	<ol style="list-style-type: none">1. Read provisions outlined in the resolution2. Motion to approve a resolution



Policies and Procedures During State of Emergency COVID-19 March 27, 2020

OVERVIEW

In light of the current State of Emergency due to COVID-19, funded partners are in need of support and guidance on administrative, programmatic and fiscal operations.

All of our funded partners are been impacted by COVID-19. Depending on the unprecedented elements and uncertain of the future of this Public Health Emergency, it has and will continue to effect each funded partner differently, and in turn, the children and families they serve.

We anticipate many agencies, organizations and small businesses we support will experience negative impacts to fundraising, workforce, volunteer shortages, and challenges with remote technology among many others. Having a timely and stable funding stream to support agency infrastructure during this time will be extremely important.

All of our programs touch our most vulnerable populations and provide essential services to support their health, safety and well-being especially during this time. As a result of the current situation, many funded partners have been required to re-prioritize tasks, and adapt how you reach children and families to fulfill the current contracted scope of work.

Currently, policies and procedures as set for the in the *First 5 Yuba County Policies and Procedures Manual* may not allow agencies to comply with administrative, fiscal or evaluation provisions to fulfil their contractual duties. Specific sections of the P&P include:

- 200- Administrative Policies
- 300- Financial Policies
- 400- Monitoring and Evaluation

In addition, First 5 staff may be confronted with challenges and barriers to support agencies as new issues arise.

PURPOSE

By adopting a resolution, the Commission could allow a temporary lift of polices and procedures that may inhibit the work of First 5 staff and thereby the programs funded by the Commission. This resolution will allow staff to be flexible and nimble in the administrative oversight and management of current and potentially newly funded partners who serve children 0-5 and their families.

OUTCOME

If adopted the resolution would continue to ensure that the First 5 Yuba County vision, mission are carried out in alignment with our 2016-2021 Strategic Plan in the following ways:

- Program funds in the amount of \$673,542 allocated for FY 2019/2020 will continue to support the following goal areas:

- Goal 1: *All Children are Born Healthy*
- Goal 2: *All Children Obtain Optimal Health*
- Goal 4: *All Families Connect to Their Communities*
- Goal 5: *All Families Support Children's Development*

The resolution, should it be adopted, would allow agencies to re-prioritize tasks, and adapt how they reach children and families to fulfill the contracted scope of work for the remainder of the fiscal year.

TIMELINE

This resolution would begin March 27, 2020 and end June 30, 2020 in accordance with the remainder of the 2019/2020 fiscal year.

AGENDA ITEM 2

March 27, 2020

Subject	Responsive Discretionary Fund (COVID-19 State of Emergency)
Supporting Document(s)	Draft Responsive Discretionary Fund Budget Year to Date Budget- FY 2019/2020
Overview	<p>First 5 Yuba would like the Commission to consider establishing a Responsive Discretionary Fund to directly support Children 0-5, their families and childcare providers directly affected by the current State of Emergency due to COVID-19.</p> <p>The intent of these funds would include:</p> <ul style="list-style-type: none">• Support to local childcare facilities (e.g., family, center based, pop-up childcare), staffing, and general infrastructure in order to ensure essential workers remain in the workforce during this state of emergency.• Support for local organizations, non-profit agencies, small businesses, childcare providers or others to assist with infrastructure sustainability, child health, early development and/or any other new emerging needs of children 0-5 and their families.
Recommendation	<ol style="list-style-type: none">1. Establish a Responsive Discretionary Fund to be used in response and as it directly relates to State of Emergency due to COVID-19 for the remainder of FY 2019/2020.2. Reallocate unspent funds from the following line items: Salaries- Extra Hire, Special Department Expense, Professional Services as appropriate and necessary to the Responsive Discretionary Fund (Special Dept. Expense line item) for FY 2019/2020.3. Allocate up to \$10,000 from the Children's Trust Fund in FY 2019/2020, if necessary and appropriate to the Responsive Discretionary Fund (Special Dept. Expense line item) to support Children 0-5 and their families as a direct result of State of Emergency due to COVID-19.
Fiscal Impact	Reduction in Children's Trust Fund up to \$10,000 in FY 2019/2020
Action Requested	<p>Motion to approve the following:</p> <ol style="list-style-type: none">1. Approve the establishment of a Responsive Discretionary Fund up \$20,000 to be used in response and as it directly relates to State of Emergency due to COVID-19 for the remainder of FY 2019/2020.2. Approve reallocation of unspent funds from the following line items: Salaries- Extra Hire, Special Department Expense, Professional Services as appropriate and necessary to the Responsive Discretionary Fund (Special Dept. Expense line item) for FY 2019/2020.

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| | <p>3. Approve allocation of up to \$10,000 from the Children's Trust Fund in FY 2019/2020, if necessary and appropriate to the Responsive Discretionary Fund (Special Dept. Expense line item) to support Children 0-5 and their families as a direct result of State of Emergency due to COVID-19.</p> |
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Responsive Discretionary Fund March 27, 2020

OVERVIEW

In light of the current State of Emergency due to COVID-19, children 0-5, their families and childcare providers have been impacted in various ways as it specifically relates to health, behavioral health, early learning and child development and general well-being.

Across the state many local First 5 agencies and state agencies including First 5 California and First 5 Association of California are responding quickly support children 0-5, their families and childcare providers in any way possible to lessen the hardship and burden as a result of COVID-19. Locally First 5 Yuba is partnership with the local Childcare Planning Council of Yuba-Sutter, Sutter County Children's and Families Commission, Head Starts and Local School Districts to identify needs and potential solutions.

First 5 Yuba would like the Commission to consider establishing a Responsive Discretionary Fund (~\$20,000) to directly support children 0-5, their families, and childcare providers directly affected by the current State of Emergency due to COVID-19.

The intent of these funds would include:

- Support to local childcare facilities (family, center based, pop-up childcare), staff and general infrastructure in order to ensure essential workers remain in the workforce during this state of emergency.
- Support for local organizations, non-profit agencies, small businesses, childcare providers or others to assist with infrastructure sustainability, child health, early development and/or any other new emerging needs of children 0-5 and their families.

PURPOSE

The purpose of these funds would have two essential functions:

1. Staffing to support existing or new (e.g., pop-up) childcare facilities for essential workers
 - a. Funds to support emergent needs for childcare staffing to sustain essential workforce and childcare infrastructure.
 - b. Staffing may include the following but is not limited to:
 - i. Temporary substitutes
 - ii. Student Interns
 - iii. Licensed childcare staff (currently laid off)
 - c. Staffing **must** be properly registered (e.g., fingerprinted, background checked) with an affiliate agency (e.g., Yuba County Office of Education, Head Start, Community Care Licensing, local unified school district).
 - d. Requests for funds for staffing will be prioritized for childcare serving essential workers.
 - e. A semi-formal review and approval process in alignment with policies and procedures set forth in Section 205: Grants and Sponsorships in combination with 206- Unsolicited Funding Proposal and Sponsorship will be used to allocate funding.
 - f. When necessary the Executive Committee will be consulted.

2. Responsive Grants:

- a. Support local organizations/agencies, small businesses, childcare providers or others for sustainability and infrastructure (related to COVID-19), meet new emerging needs of children 0-5 and their families.
- b. Funds allocated will be a minimum of \$500 and will not exceed \$2,500.
- c. A semi-formal review and approval process in alignment with policies and procedures set forth in Section 205: Grants and Sponsorships in combination with 206- Unsolicited Funding Proposal and Sponsorship will be used to allocate funding.
- d. Review and approval process with include First 5 staff and final approval from Executive Director.
- e. If necessary, the Executive Committee will be consulted for guidance on specific applications
- f. Agencies may only apply once through June 30, 2020
- g. Agencies/partners/organizations already funded may apply for additional funds however funds may not supplant existing contracts and scope of work
- h. Funds may only be used to enhance efforts and support children and families as it **directly relates to the COVID-19 Public Health Emergency.**
- i. Applications relevant to basic emergency childcare or family needs will be prioritized
- j. Funds may be used but are not limited to the following:
 - i. educational materials, curriculum kits;
 - ii. printing costs for educational supplies;
 - iii. food;
 - iv. virtual interventions;
 - v. basic toiletry, disinfectant, and cleaning supplies;
 - vi. basic facility infrastructure (utility bills, materials, supplies)

OUTCOME

Funds will support local childcare facilities (family, center based pop-up childcare), their workforce and general infrastructure in order to ensure essential workers can remain in the workforce during this state of emergency.

Funds will support local organizations, non-profit agencies, small businesses, childcare providers (or others) to assist with infrastructure sustainability and meet new emerging needs of children 0-5 and their families.

Funds would continue to support First 5 Yuba County vision, mission and will be carried out in alignment with our 2016-2021 Strategic Plan in the following ways:

- *Goal 1: All Children are Born Healthy*
- *Goal 2: All Children Obtain Optimal Health*
- *Goal 4: All Families Connect to Their Communities*
- *Goal 5: All Families Support Children's Development*

TIMELINE

Funds would be available March 30, 2020 through June 30, 2020 in accordance with the remainder of the 2019/2020 fiscal year. Should funds not be expended they will revert to the Children's Trust Fund.

**RESPONSIVE DISCRETIONARY BUDGET
2019 - 2020**

Line Item	Budgeted	YTD	Notes
Staffing to support existing or new (e.g., pop-up) childcare facilities for essential workers- Funds will support emergent needs for childcare staffing to sustain essential workforce and childcare infrastructure.	\$ 10,000		Staffing may include but not limited to: Student Interns (first 5 staff), childcare providers, temporary substitutes etc. to support existing or new pop-up childcare. Currently, salary savings of \$11,058.92 in Extra Hire.
Responsive Grants Support local organizations/agencies, small businesses, childcare providers or others for sustainability and infrastructure (related to COVID-19), meet new emerging needs of children 0-5 and their families. Funds allocated will be a minimum of \$500 and will not exceed \$2,500	\$ 10,000		Potentially between 4 - 20 agencies/ organizations could apply/receive for funds. Grants could potentially be for supplies, educational materials, food, virtual interventions, basic facility infrastructure (utility bills, materials, supplies)
TOTAL	\$ 20,000		

First 5 - Yuba County
Statement of Revenues, Expenditures
and Changes in Fund Balance
Balanced through 12/31/2019

<u>Income</u>	Projected	YTD	%
Tobacco Tax Revenue	\$ 691,932	\$ 222,676	32%
SMIF and Other Revenue	\$ 200	\$ 183,080	91540%
Interest Income	\$ 2,000	\$ 167	8%
TOTAL REVENUE	\$ 694,132	\$ 405,924	58%

<u>Expenditures</u>	Budgeted	YTD	%
Salaries and Employees Benefits	\$ 250,589	\$ 132,987	53%

Operating Expenses

Communications	\$ 500	\$ 228	46%
Insurance	\$ 4,500	\$ 3,716	83%
Membership	\$ 5,000	\$ 3,775	76%
Office Expenses	\$ 7,500	\$ 4,862	65%
Professional Expenses	\$ 17,000	\$ 9,565	56%
Publications	\$ 500	\$ -	0%
Equipment	\$ 1,663	\$ 554	33%
Occupancy	\$ 13,396	\$ 7,856	59%
Travel	\$ 7,000	\$ 1,330	19%
A-87 County Fees	\$ 12,110	\$ 6,055	50%
Total Operating Expenses	\$ 69,169	\$ 37,942	55%

Program Strategic Priority Area

Improved Child Health	\$ 135,580	\$ 35,313	26%
Improved Family Functioning	\$ 299,706	\$ 4,364	1%
Improved Child Development	\$ 20,000	\$ -	0%
Improved Systems of Care	\$ 60,000	\$ 44,842	75%
Total Program SPA Expenses	\$ 515,286	\$ 84,519	16%

Evaluation	\$ 47,000	\$ 43,855	93%
TOTAL EXPEDITURES	\$ 882,044	\$ 299,303	34%
Net Change in Fund Balance	\$ (187,912)	\$ 106,621	
Beginning of Year Fund Balance	\$ 198,795	\$ 182,375	
END OF YEAR FUND BALANCE	\$ 10,883	\$ 288,996	

AGENDA ITEM 3

March 27, 2020

Subject	Extra Hire Staffing
Supporting Document(s)	2019/2020 Year to Date Budget
Overview	<p>In light of the current State of Emergency and guidelines set forth in the Governor's Executive Order N-33-20 to Stay at Home released March 19, 2020, First 5 Yuba along with the Child Care Planning Council of Yuba-Sutter and Sutter County Children and Families Commission are working in collaboration to better understand local childcare needs of both first responder and essential workforce as well as local center based and family based childcare providers.</p> <p>First 5 staff have been flexible to support and provide services whenever possible. Extra Hire staff could potentially support emergency service and essential programs.</p>
Recommendation	Utilize Extra Help cost savings (~ \$11,058) for Extra Hire Staff – Student Interns to perform duties outlined as essential during this Public Health Emergency when necessary or appropriate.
Fiscal Impact	None
Action Requested	Motion to approve



Extra Hire Staffing March 27, 2020

HISTORY

In January of 2020 the First 5 Association of California as well as the Yuba Suter Economic Development Cooperation has approached First 5 Yuba to support Census 2020 outreach, education and messaging specifically related to the 0-5 populations.

February 20, 2020 the Commission approved the adoption of funding and associated Scope of Work as outlined in the agreements in Census 2020 mini grants. Funds allowed First 5 Yuba to hire 2 Student Interns at a maximum of 20 hours per week (total) to help these education and outreach interventions.

OVERVIEW

In light of the current State of Emergency due to COVID-19, First 5 staff as well as funded partners have been required to re-prioritize tasks, and adapt how we reach children and families to fulfill the current contracted scope of work.

Census tasks have been reevaluated and interventions have been tailored at national and state levels to help support efforts during this time. Getting messaging and materials to the community include packaged items and materials at drop off locations, virtual, and social media messaging.

In addition, as schools, and daycare facilities close, new emerging needs have been identified to support the childcare infrastructure as well as the essential workforce (e.g., healthcare, first responders, government staff).

Currently First 5 in collaboration with partners have been surveying local needs, and working diligently to identify solutions. Some possible solution include:

- Pop-Up-Childcare
- Coordinated childcare for essential workers
- Supply distribution for childcare families (e.g., diapers, disinfectant, hand soap)
- Materials and early education resources distribution (e.g., drop off, pickup, virtual, social)

PURPOSE

First 5 staff is recommending utilizing the salary savings (~\$11,058) from Office Specialist Extra Help to support Extra Help Student Interns should funds from Census Budgets become depleted to support new emerging emergency needs for childcare as outlined in the Responsive Discretionary Budget.

OUTCOME

If approved, staffing would allow First 5 to respond appropriately and nimbly while ensuring we are serving Children 0-5 and their families in alignment with our 2016-2021 Strategic Plan

Extra Hire staff will continue to support the following goal areas:

- Goal 1: *All Children are Born Healthy*
- Goal 2: *All Children Obtain Optimal Health*
- Goal 4: *All Families Connect to Their Communities*
- Goal 5: *All Families Support Children's Development*

TIMELINE

Extra Hire Student Intern Staffing will be utilized as needed in accordance with the remainder of the 2019/2020 fiscal year or until salary savings from Extra Hire staffing are depleted.

Actual versus Budget YTD

Balanced through 12/31/19

Account Number	Account Title	YTD Actual	Budget Amt	Remaining	%
	Revenue	\$ 222,676.43	\$ 691,932.00	\$ 469,255.57	32%
	Misc Revenue	\$ 183,080.03	\$ 200.00	\$ (182,880.03)	91540%
	Interest	\$ 167.35	\$ 2,000.00	\$ 1,832.65	8%
	TOTAL REVENUE	\$ 405,923.81	\$ 694,132.00	\$ 288,208.19	58% Received
01-01	Staff Salaries	\$ 98,265.54	\$ 170,794.00	\$ 72,528.46	42%
01-03	Staff Salaries - Extra Help	\$ 2,140.08	\$ 13,199.00	\$ 11,058.92	84%
01-04	Overtime	\$ -	\$ -	\$ -	100.00%
02-01	Co Share PERS UAL	\$ 13,981.02	\$ 27,962.00	\$ 13,980.98	50%
02-02	Co Share PERS	\$ 6,274.20	\$ 11,108.00	\$ 4,833.80	44%
02-03	Co Share PARS	\$ 64.21	\$ 601.00	\$ 536.79	89%
02-04	Group Health Insurance	\$ 8,867.62	\$ 20,371.00	\$ 11,503.38	56%
02-05	Medicare	\$ 1,452.29	\$ 2,768.00	\$ 1,315.71	48%
02-06	Workers Comp Insurance	\$ 838.50	\$ 1,677.00	\$ 838.50	50%
02-07	Life Insurance	\$ 120.50	\$ 188.00	\$ 67.50	36%
02-08	Unemployment Insurance	\$ 150.63	\$ 256.00	\$ 105.37	41%
02-09	Retiree Healthcare Insurance	\$ 832.30	\$ 1,665.00	\$ 832.70	50%
12-00	Communications	\$ 228.06	\$ 500.00	\$ 271.94	54%
15-00	Insurance	\$ 3,716.00	\$ 4,500.00	\$ 784.00	17%
20-00	Memberships	\$ 3,775.00	\$ 5,000.00	\$ 1,225.00	25%
22-00	Office Expense	\$ 4,862.44	\$ 7,500.00	\$ 2,637.56	35%
23-00	Professional Services A/E/P	\$ 118,189.62	\$ 519,286.00	\$ 401,096.38	77%
	Subcategory - Administration	\$ 9,564.95	\$ 17,000.00	\$ 7,435.05	44%
	Subcategory - Evaluation	\$ 43,855.00	\$ 47,000.00	\$ 3,145.00	7%
	Subcategory - Program	\$ 118,646.55	\$ 469,518.00	\$ 350,871.45	75%
24-00	Publications	\$ -	\$ 500.00	\$ 500.00	100%
25-00	Rent & Lease/Equipment	\$ 554.24	\$ 1,663.00	\$ 1,108.76	67%
26-00	Rent & Lease/Building	\$ 7,856.43	\$ 13,396.00	\$ 5,539.57	41%
28-00	Special Department Expenses	\$ 34,908.25	\$ 60,000.00	\$ 25,091.75	42%
29-00	Travel	\$ 1,329.84	\$ 7,000.00	\$ 5,670.16	81%
53-01	County Administration	\$ 6,055.00	\$ 12,110.00	\$ 6,055.00	50%
	TOTAL EXPEDITURES	\$ 314,461.77	\$ 868,314.00	\$ 567,582.23	65% Remaining