

**FIRST 5 SAN MATEO COUNTY
 PROGRAM, OPERATIONS AND PLANNING
 SUBCOMMITTEE MEETING**

DATE: March 2, 2015
 TIME: 12:00 – 1:00 PM
 ADDRESS: San Mateo County Office of Education, 101 Twin Dolphin Drive, Superintendent’s Conference Room, 2nd Floor, Redwood City, CA 94065

COMMISSION MEMBERS: Angel Barrios, Anne Campbell (Chair), Iliana Rodriguez, Harvey Kaplan (Community Member)

STAFF: Kitty Lopez

MINUTES: Kitty Lopez

AGENDA

1.	Approval of the March 2, 2015 Program, Operations and Planning Subcommittee Meeting Agenda	Campbell
2.	Approval of the January 5, 2015 Program, Operations and Planning Subcommittee Meeting Minutes (See Attachment 2)	Campbell
3.	Discussion: Finalization of Draft Bylaws (See Attachments 3-3A)	Lopez
4.	Updates: <ul style="list-style-type: none"> • Strategic Planning Implementation (Handout will be provided at the meeting) 	Lopez
5.	Adjournment	Campbell

NEXT MEETING:
 April 6, 2015

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**FIRST 5 SAN MATEO COUNTY
 PROGRAM, OPERATIONS AND PLANNING
 SUBCOMMITTEE MEETING**

DATE: January 5, 2015
 TIME: 12:00 – 1:00 PM
 ADDRESS: San Mateo County Office of Education, 101 Twin Dolphin Drive, Superintendent's Conference Room, 2nd Floor, Redwood City, CA 94065

COMMISSION MEMBERS: Angel Barrios, Anne Campbell (Chair), Iliana Rodriguez, Harvey Kaplan (Community Member)

STAFF: Kitty Lopez,

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Minutes

Commissioner Campbell called the meeting to order at 12:00pm.

1. Approval of the January 5, 2015 Program, Operations and Planning Subcommittee Meeting Agenda

Commissioner Campbell moved to approve the agenda as presented; Commissioner Barrios seconded the motion. The agenda was unanimously approved.

2. Approval of the November 3, 2014 Program, Operations and Planning Subcommittee Meeting Minutes

Commissioner Rodriguez moved to approve the minutes as presented; Commissioner Campbell seconded. The minutes were unanimously approved.

3. Discussion: Finalization of Draft Bylaws and Operational Guidelines

The group reviewed the draft bylaws and operational guidelines, along with the sample bylaws from other First 5 Counties that were presented in the packet. Several suggestions were made on each page of the draft bylaws for changes and additions, based on the practices and operations at F5SMC. All members agreed to have the changes made and to bring back a second draft to review at the next meeting. All agreed to also have the full Commission have an opportunity to review and discuss the bylaws before final approval and adoption. It was agreed that the draft Operational Guidelines as presented seemed to duplicate the language in the bylaws and was not needed.

4. Updates: Strategic Implementation and Communications Plan RFP

Commissioner Campbell brought up the draft proposal that First 5 SMC and the SM County Office of Education, along with several local nonprofit agencies, submitted to the County as part of the Measure A Funding Application Process. Commissioner Campbell discussed the need for additional facilities for infants and toddlers. The application for funds was to conduct a study of what is needed in SM County so we would have real data with which to go to other entities and foundations for additional funds.



The Letter of Intent was due by 1/9/15. This proposal also included setting up Measure A seed funding along with local governments with whom to leverage and partner for facilities. This proposal would target the 11 communities as part of the Big Lift but would survey the entire county.

Commissioner Barrios added that IHSD did a study of child care needs that was more of a supply and demand effort; this study didn't look at facilities. She added that with the Big Lift, the Measure A matching dollars are now enmeshed with the SIF Grant (SVCF Social Innovation Fund) and cannot be used for facilities.

Everyone agreed that it would be important to have a comprehensive study done for the entire county.

Executive Director, Kitty Lopez, gave verbal updates on the Strategic Plan Implementation Plan: All procurement processes are on schedule for their release dates. This has been somewhat challenging for the staff internally, given the absence of two staff members who are currently on leave. The community meeting schedule and plans will be included in the Commission Packet for the meeting on January 23, 2015.

Executive Director, Kitty Lopez, stated that the Communications RFQ, which was to be discussed at this meeting, would be delayed in its release due to the limited staff resources at this time. The target of this new contract is scheduled for August, 2015; there would still be adequate time to discuss this plan further at a later date.

5. Adjournment

Commissioner Campbell adjourned the meeting at 1:00 pm.

Next Meeting Date(s):

Subcommittee members agreed that future POP meetings be held on the first Monday of each month over the lunch hour, from noon to 1pm at the San Mateo County Office of Education. Commissioner Campbell stated that the group can use the Superintendent's Conference Room for these meetings. The next meetings will be:

Monday, March 2, 2015, noon – 1pm, SMCOE

Monday, April 6, 2015, noon – 1pm, SMCOE

DATE: March 2, 2015
TO: F5SMC Program, Operations and Planning (POP) Subcommittee
FROM: Kitty Lopez, Executive Director
RE: Discussion: Finalization of Draft Bylaws

BACKGROUND

At the January 5, 2015, the Program, Planning and Operations Subcommittee meeting, draft 2008 Bylaws and 2009 Operational Guidelines were discussed in order to finalize and recommend a final document and/or documents for approval by the full Commission. Several examples of bylaws utilized by other First 5 Commissions were provided to POP Subcommittee members. The draft bylaws were discussed and reviewed against the sample documents. Several changes and additions were suggested by Subcommittee members. It was decided that the Operational Guidelines document was a duplicate of the bylaws and therefore unnecessary.

The current draft reflects the suggested changes/additions for review at the March 2, 2015 Program, Planning, and Operations Subcommittee meeting. After this review, the Draft Bylaws will be presented to the full Commission at the March 23, 2015 Commission Meeting for review, discussion.

FACTORS TO CONSIDER

- Finalized Bylaws should be reviewed by County Counsel prior to presentation to the full Commission for approval.

Attached are the following supporting documents:

- Attachment 3A: Draft 2015 Bylaws

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Bylaws for First 5 San Mateo County Commission

ARTICLE I (Authority)

These bylaws are adopted by the First 5 San Mateo County Commission (Commission) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision; Mission; Outcomes; Status)

The Vision of the Commission is “Success for every child”.

The Mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

The First 5 San Mateo County Commission (F5SMC) adopted the following desired outcomes to guide its efforts during the 2015-2020 Strategic Plan:

1. San Mateo County will give priority to young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and able to nurture their child’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

First 5 San Mateo County is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of First 5 San Mateo County shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act of omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the First 5 San Mateo County Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:

- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the California Children and Families Act and any state laws and County guidelines.

- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate. The Commission shall conduct at least one public hearing on its review of the plan before any revisions to the plan are adopted and submitted to the State First 5 California Commission.
- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to section 130150 of the Health and Safety Code. The Commission shall conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the California Children and Families First Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the Act or the County's ordinance.
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ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy and any amendments thereto, shall be consistent with County policies and requirements.

ARTICLE V (Officers)

PROPOSITION 10 STATUTES

130110. (a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members. (b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.

1. Officers:

A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of standing and ad hoc committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.

B. The Vice Chair, shall be a Commissioner, and in the chair's absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair are absent or unable to act at a meeting at which a quorum of the Commission is present, the Commissioners present shall by a majority vote select one of the commissioners present to act as chair pro tempore, who, while so acting shall have all of the authority of the Chair.

2. Duties:

- E.D. Update.
- Subcommittee Recommendations.
- Review Annual Renewals for Strategic Initiatives and Grants requesting major revisions to Budget and/or Scope of Work.
- Approve funding decisions
- Make final decisions on all action items.

3. Terms and Removal:

Officers of the Commission shall be chosen annually by an election to be held in January, unless an earlier election is necessary because of vacancy. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VI (Staffing)

1. Executive Director: The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff: The Executive Director hires, evaluates and terminates Commission Staff.

ARTICLE VII (Meetings)

1. Regular and special meetings:

A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (Ralph M. Brown Act).

B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the 4th Monday of the month.

- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff pursuant to the Government Code shall give notices of regular and special meetings.
- 2. Open and Public: All meetings of the Commission shall be held in accordance with the Brown Act, Government Code Section 54950 et seq.
- 3. Quorum: A majority of the seated members of the Commission shall constitute a quorum of the Commission.
- 4. Minutes: Commission staff shall prepare the minutes of each meeting of the Commission and shall post them on the Commission website after approved by the Commission.

ARTICLE VIII (Committees)

1. Standing Committees and Appointment:

The Commission may establish standing and Ad Hoc committees and appoint members to those committees wherever necessary. The following standing committees have been established: Finance & Administration Committee; Program, Operations and Planning Committee; and Evaluation Committee.

A. Finance Committee:

The duties and responsibilities of the Finance Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations & Planning Committee:

The duties and responsibilities of the Program, Operations & Planning Committee, and Evaluation Committee shall be to advise the Commission concerning the County's Children and Families First Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessment, program evaluation and other tasks and issues as assigned by the Commission.

C. Evaluation Committee:

The duties and responsibilities of the Evaluation Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full F5SMC Commission.

2. Advisory Groups:

The Children and Families First Act requires the Commission to establish one or more advisory committees to provide technical and professional expertise and support. The Commission may establish advisory groups and committees of advisory groups. The purpose of an advisory group is to provide review and recommendations on policies and programs considered by the Commission and to participate in the Commission's consideration of policies and programs prior to their adoption. The Commission may establish advisory groups and appoint members thereto whenever necessary.

3. Conflicts of Interest: Individuals who directly or indirectly receive income from the Commission or from or through a contractor to the Commission or who serve as a paid member of a board of directors of a contractor to the Commission may not serve on a Commission established committee, including the Program, Operations & Planning Committee, and Evaluation Committee and Finance Committee. For purposes of this prohibition, income to a spouse or registered domestic partner or as a subcontractor shall constitute "indirect" income. Individuals who receive direct or indirect services from the Commission or Commission contractors shall not be deemed as having received "direct" or "indirect" income from the Commission. Individuals who are members of a Commission committee may not apply for nor may his or her employer or entity for which they serve as a consultant apply for a Commission contract during the time that the individual serves on the committee and for one-year after his or her committee term ends. The prohibitions set forth in this Section 9, Subdivision B, shall only apply to Committee members who are members of a committee on or after October 1, 2009.

4. Committee Membership: Persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, Committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings: Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum.

6. Open and Public: All meetings of Standing Committees shall be held in accordance with the Brown Act, Government Code Section 54950 et seq.

ARTICLE IX (Procedures for Conduct of Business)

1. Executive Director Signature Authority:

The Executive Director shall have such signature authority as may be delegated by the Commission through their Contracting and Procurement Policy approved May 22, 2006 and amended June 24, 2013. These Bylaws amend the Executive Director Signature Authority to have power to sign in the name and on behalf of the Commission for contracts and agreements up to \$50,000, from its current limit of \$25,000. In case contracts or agreements amount over \$25,000, Executive Director must obtain consultation with Commission Chair.

2. Apply for Grants:

Apply for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency instrumentally thereof, in furtherance of a statewide program of early childhood development

ARTICLES X (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commission.

DATE ADOPTED:

SIGNED BY:

Chair, First 5 San Mateo County