SUMMARY ACTION MINUTES
REGULAR MEETING
CHILDREN & FAMILIES COMMISSION OF ORANGE COUNTY

Wednesday, August 1, 2018, 9:00 A.M.
Orange County Transportation Authority Conference Center
550 South Main Street
Orange, California

MARIA E. MINON, MD
Chair

GREGORY HAULK
Vice Chair

SANDRA BARRY
Chair Pro Tem

DEBRA BAETZ
Commissioner

RAMIN BASCHSHI, MD
Commissioner

PEGGY HUANG
Commissioner

SANDRA PIERCE
Commissioner

RICHARD SANCHEZ
Commissioner

MICHELLE STEEL
Commissioner

ATTENDANCE: All Present

EXCUSED: None

PRESENT: EXECUTIVE OFFICER
COMMISSION COUNSEL
CLERK OF THE COMMISSION
Kimberly Goll
James Donich
Maria Lopez, Deputy

PLEDGE OF ALLEGIANCE
Pledge of Allegiance led by Commission Counsel James Donich

PRESENTATION: (Item 1)
1. Proposition 64: Marijuana Legalization Panel Presentation
   PRESENTED
CONSENT CALENDAR: (Items 2 - 5)

291345678  APPROVED AS RECOMMENDED

2. Receive progress report on the Strategic Plan Development Project

3. Receive the Fiscal Year 2017/18 Business Plan Fourth Quarter Report

4. Conduct biennial review of Conflict of Interest Code

5. Receive update on Bridges Maternal Child Health Network

ACTION ITEMS: (Items 6 - 11)

6. Adopt resolution authorizing an agreement with First Association of California for statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives

491235678  APPROVED AS RECOMMENDED
RESO: 18-009 C&FC

7. Adopt resolution authorizing an amendment to agreements with Dental Transformation Initiative Local Dental Pilot Program health centers to include additional equipment

213456789  APPROVED AS RECOMMENDED
RESO: 18-010 C&FC

8. Adopt resolution authorizing consultant agreements and/or amendments to consultant agreements and approve updated consultant roster

291345678  APPROVED AS RECOMMENDED
RESO: 18-011 C&FC

9. Approve annual review and updates to Administrative Policies and Procedures

471235689  APPROVED AS RECOMMENDED
RESO: 18-012 C&FC

10. Adopt resolution authorizing agreement with Sorenson Impact Center to receive the Pritzker Foundation Children’s Initiative Fellows Program funding award; authorize match funding and hire a limited term Fellow position

931245678  APPROVED AS RECOMMENDED

11. Receive follow-up report to June 2018 Annual Planning Meeting, adopt resolution authorizing amendment to agreement with Cornerstone Communications, and approve the implementation of the Community Engagement Plan

291345678  APPROVED AS RECOMMENDED
RESO: 18-013 C&FC

DISCUSSION ITEMS: (Item 12)

12. Receive Harder+Company Community Research’s final report on the evaluation of capacity building and catalytic programs and authorize implementing actions

213456789  APPROVED AS RECOMMENDED
SUMMARY ACTION MINUTES

PUBLIC HEARING:
None

EXECUTIVE OFFICER REPORT:  (Item 13)

13. Receive the Executive Officers Report
   A. Financial Report and Revenue Update
   B. Quarterly Investment Report (January – March 2018)
   C. Strategic Communications Fourth Quarter Report
   D. Casa Terces Update
   E. Essentials Diaper Drive Report
C.O. RECEIVED

PUBLIC & COMMISSION COMMENTS:

PUBLIC COMMENTS:  None

COMMISSION COMMENTS:  None

ADJOURNED:  10:24 A.M.

*** KEY ***

Left Margin Notes

1 Debra Baetz  A = Abstained
2 Sandra Barry  X = Excused
3 Ramin Baschshi, MD  N = No
4 Gregory Haulk  C.O. = Commission Order
5 Peggy Huang  Reso = Resolution
6 Maria E. Minon, MD  Ord = Ordinance
7 Sandra Pierce
8 Richard Sanchez
9 Michelle Steel

(1st number = Moved by; 2nd number = Seconded by)

MARIA MINON
Chair

MARIA LOPEZ, Deputy
Clerk of the Commission

MINUTES – CHILDREN & FAMILIES COMMISSION MEETING, AUGUST 1, 2018 - PAGE 3
Addressing Marijuana Use in Orange County

David Souleles, M.R.H. Deputy Agency Director, Public Health Services
Amy Buch, M.A. Health Promotion Division Manager
Orange County
Health Care Agency
Public Health Services
August 1, 2018
California Healthy Kids Survey: Youth use

![Graph showing 11th Graders who Use Marijuana](image-url)
California Healthy Kids Survey: Youth use

11th Graders who Use Marijuana

Source: California Healthy Kids Survey (2015-2016)
To PROTECT and PREPARE children & teens to SURVIVE and THRIVE in the kind of society in which they will live.

PURPOSE

5 ESSENTIAL QUALITIES OF CHARACTER
- Respect
- Responsibility
- Cooperation
- Courage
- Self-Esteem

5 ESSENTIAL QUALITIES OF parenting, LEADERSHIP, & INTERACTION
- The Dictator: Limits without freedom
- The Doormat: Freedom without limits
- The Active Parent: Assertive but cooperative, respectful of self & others
- Freedom within EXPANDING limits

SCHOOL SUCCESS is more than just ACADEMIC success. It’s also SOCIAL, PHYSICAL, PSYCHOLOGICAL, and BEHAVIORAL success.

Media Detective Programs

Substance Abuse Prevention and Media literacy
Web Resource: Every Woman OC

Every Woman OC is a resource for anyone who is thinking of becoming pregnant, is pregnant, or has a new baby. Our goal is to provide you with information and resources necessary to experience pregnancy and parenting in a safe and healthy way.
Marijuana

Consuming cannabis (marijuana, weed, pot) can affect the health of your baby and is not recommended for women who are pregnant. Smoking, ingesting, or drinking the active ingredient, THC (tetrahydrocannabinol), will react in your baby through your bloodstream to the placenta.

Talk to your doctor before you consider using marijuana. It's not safe for you and your baby. If you are pregnant, even smoking a cigarette just once can affect your baby's health, especially in the first year of life.

No matter how you consume cannabis, smoking, ingesting, or drinking the active ingredient, THC (tetrahydrocannabinol), will react in your baby through your bloodstream to the placenta.

Talk to your doctor before you consider using marijuana. It's not safe for you and your baby. If you are pregnant, even smoking a cigarette just once can affect your baby's health, especially in the first year of life.

Source: California Department of Public Health, L.T.D. PR/366/PR218/04/21
Web Resource: Let’s Talk Cannabis
Web Resource: Let’s Talk Cannabis

PREGNANT AND BREASTFEEDING WOMEN
staying up to date with cannabis and our kids' health and safety
New Plan

- Preventing underage use
- Impaired driving
Thank you!

David Souleles: (714) 834-3882
Amy Buch (714) 834-5728
Pregnant and Breastfeeding Women and Cannabis

Consuming cannabis (marijuana, weed, pot, etc.) can affect the health of your baby and is not recommended for women who are pregnant or breastfeeding, or who plan to become pregnant soon. Here are some important facts you should know.

Cannabis Can Harm Your Baby

- Research shows that if you use cannabis while you are pregnant or breastfeeding:
  - Your baby may be born with a lower birth weight.\textsuperscript{1,2}
  - A low birth weight baby is more likely to have health problems, especially in the first year of life.\textsuperscript{3}
  - The growth and development of your baby's brain can be harmed.\textsuperscript{4,3}

How Cannabis Affects Your Baby

- No matter how you use cannabis (smoking, vaping, eating, or drinking), the active ingredient in cannabis, THC (tetrahydrocannabinol), will reach your baby in three ways:
  - Through your bloodstream and into the placenta (the organ that feeds your baby during pregnancy).\textsuperscript{5,7}
  - Through your breast milk.\textsuperscript{8,9}
  - "Pumping and Dumping" doesn't work. THC is stored in fat cells and is slowly released over several weeks, so it stays in your breast milk.\textsuperscript{10}
  - Through secondhand smoke that enters your baby's lungs.\textsuperscript{11,12}

No Amount of Cannabis is Safe

- Leading doctors' organizations such as the American College of Obstetricians\textsuperscript{13} and Gynecologists and the American Academy of Pediatrics\textsuperscript{14} recommend that:

- If you are pregnant or thinking about becoming pregnant soon, discontinue use of cannabis.
- If you already use cannabis for medicinal purposes, discontinue use in favor of an alternative treatment which research shows is safer during pregnancy.
- Don't breathe cannabis smoke if you are pregnant. It is bad for you and your baby because, like tobacco smoke, it lowers your oxygen levels, introduces toxins into your system and harms your lungs.\textsuperscript{15,16}
- Talk to your doctor about any questions you have about cannabis.\textsuperscript{17}

\textsuperscript{1,2} Under California law, adults 21 or older can use, carry, and grow cannabis (marijuana, weed, pot, etc.). Buying cannabis (without a valid physician's recommendation or a county-issued medical marijuana identification card) will become illegal under California law for adults 21 or older on January 1, 2018. Use of medicinal cannabis is legal under California law if you have a valid physician's recommendation or a valid county-issued medical marijuana identification card. To buy medicinal cannabis, you must be 18 or older and have either a valid physician's recommendation, a valid county-issued medical marijuana identification card, or be a Primary Caregiver as defined in Health and Safety Code Section 11362.7(b) or 11362.5(b), with a valid physician's recommendation for the patient. In addition, consistent with the Compassionate Use Act, you may possess or cultivate any amount that is reasonably related to your current medical needs. The new California law, known as the Medicinal and Adult-Use Cannabis Regulation and Safety Act\textsuperscript{2}, includes information about where you can use cannabis, how much you can possess, and the penalties for illegal use. For more information, visit: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=2017201805894.
Prop 64: Opportunities for First 5

Presentation to the Children and Families Commission of OC
August 1, 2018
Prop 64 Language Emphasizes Child Health and Safety

- Prop 64 will legalize marijuana for those over 21 years old, protect children, and establish laws to regulate marijuana cultivation, distribution, sale and use, and will protect Californians and the environment from potential dangers.

- The programs shall emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers.
State Taxes Under Prop 64

- **State Excise Taxes**
  - Per ounce cultivation tax for growing marijuana
  - 15% sales tax on the retail price of marijuana

- **Bulk of revenues directed to 3 new state funds**
  - Environmental Restoration and Protection (20%)
  - State and Local Government Law Enforcement Account (20%)
  - Youth Education, Prevention, Early Intervention and Treatment Account (60%)

- **Youth Account** must be spent on programs broadly defined in four areas
  - Intervention services to children and their families;
  - Youth-focused substance abuse treatment;
  - Utilize a "two-generation" approach to family-based interventions that address substance use disorders and related problems within the context of families, including parents, foster parents, caregivers and all their children; and
  - Assist families and friends of youth who are experiencing substance abuse challenges.
Status of Funding Discussions

- Youth Account Governed by a tri-agency agreement between the DHCS (lead), CDPH and CDE
- No formal discussions yet about how to allocate funds
- Current legislation to address youth issues stalled
- Governor’s Budget Proposal identified this as a task for the new administration
- Multiple groups have developed position papers advising on use of the projected funding
  - CA Behavioral Health Directors Association
  - California After-School Network
- Advocacy coalitions starting to form:
  - Drug and Alcohol Prevention
  - Prevention Coalition
Many First 5 Programs Meet Prop 64 Guidelines

- **Home visiting**: strengthening the parent-child relationship and promote healthy childhood growth and development by reducing risk factors, such as substance abuse by family members.

- **Parenting Groups**: building parents' skills so they create safe and positive learning environments, including environments free from substance abuse.

- **Early Childhood Mental Health Programs**: modeling positive play, attachment, and appropriate discipline, and provide input to parents to ensure strengths-based interactions.

- **Health-Related Systems**: improving capacity of health, mental health, and substance abuse services systems to meet the needs of children prenatal to age 5 and their families.
First 5 Association Engagement

- Participation in coalition conversations with other youth and early childhood advocates – specifically focused on ensuring early childhood issues included in all discussions
- Engagement with key Associations – California State Association of Counties, County Behavioral Health Directors Association – to educate on First 5 investments and policy priorities
- Contract with MVM Strategies (Sacramento-based advocates) to support contacts with legislators and departments
- Preparation for most intensive engagement in 2019 as Prop 64 conversations ramp up. Although, funding decisions may not be made next Fiscal Year.
OC CITIES & MARIJUANA

Santa Ana is the only OC city that permits cannabis sales

30 Cities Ban Rec + Medical
- Aliso Viejo, Anaheim, Brea, Buena Park, Cypress, Dana Point, Fountain Valley, Fullerton, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Los Alamitos, Mission Viejo, Newport Beach, Placentia, San Clemente, San Juan, Seal Beach, Stanton, Yorba Linda, Westminster

2 Cities Permit Limited Activities
- Irvine (cannabis testing lab only)
- Costa Mesa (permits research, testing, processing and manufacturing in certain areas)

OC Prop 64 Vote by City
Countywide
Yes 52%
No 48%

Source: Orange County Register cannabis database
## ELECTION RESULTS

**Prop. 10 – 1998**  
California Children and Families First Act

<table>
<thead>
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<th>Result</th>
<th>Statewide</th>
<th>OC</th>
<th>OC Votes</th>
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<tr>
<td>Yes</td>
<td>50.5%</td>
<td>48%</td>
<td>345,631</td>
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<tr>
<td>No</td>
<td>49.5%</td>
<td>48%</td>
<td>347,840</td>
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**Prop. 63 – 2004**  
Mental Health Services Act

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<th>Result</th>
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<td>43%</td>
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<tr>
<td>No</td>
<td>46%</td>
<td>57%</td>
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**Prop. 64 – 2016**  
Adult Use of Marijuana

<table>
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<tr>
<th>Result</th>
<th>Statewide</th>
<th>OC</th>
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<tr>
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<td>57%</td>
<td>52%</td>
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<tr>
<td>No</td>
<td>43%</td>
<td>48%</td>
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</table>
LOCAL CONTROL

• Commission has a successful track record of allocating tobacco tax revenue
  • What makes OC’s Commission unique

• 60% of marijuana revenue is broadly allocated but there are opportunities for early childhood funding
  • Counties should actively ensure that funds are locally controlled
NEXT STEPS

1. Support First 5 Association Advocacy effort
2. Engage with OC state legislators
3. Engage with local officials
4. Other key local stakeholders
DATE: July 23, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Proposition 64: Marijuana Legalizations Panel Presentation

Members of the Children and Families Commission of Orange County have expressed interest in the legislative and health issues resulting from the recent action to legalize the recreational use of marijuana in California. In response, a panel of legislative and health experts have been invited to participate on a panel discussion at the Commission meeting. Former Speaker of the Assembly Curt Pringle and the First 5 Association Executive Director Moira Kenney will lead the discussion regarding the local and statewide tax implications. David Souleles and Amy Buch from the Orange County Health Care Agency are also invited to discuss the health impacts of marijuana usage to pregnant women and nursing mothers.

**Proposition 64 – Marijuana Legalization**

California voters passed Proposition 64 in 2016, legalizing the recreational use of marijuana. As state and local agencies develop regulations for the sale, licensing, enforcement, and taxation and allocation of tax revenues, the First 5/Children and Families Commissions are monitoring the next steps that the state and local governments are considering towards the implementation of this initiative. After covering costs of regulatory implementation, public safety, and research, 60 percent of Proposition 64 state tax revenues are designated to be spent on youth programs, education, prevention and treatment to be governed by a tri-agency agreement between the Department of Health Care Services, Department of Public Health, and the Department of Education.

For almost 20 years First 5/Children and Families Commissions have successfully allocated state tobacco tax revenue to support the health and early education of young children and families. The networks and resource that have been developed at the local level can be a vital resource for state policy leaders as they consider how marijuana sales tax revenues will be allocated to support prevention and intervention programs for young children and families. An action to support the First 5 Association of California Counties to engage a firm to lead advocacy and education efforts with the state government, county leadership and local elected officials is a recommended action in a separate item included in the August 2018 Commission agenda.

The Governor’s budgets assume cannabis excise taxes will be $643 million in 2018-19 (1). The Legislative Analyst’s Office (LAO) estimates the tax will generate in the low billions over time. Ensuring that the principle of local control and prioritizing data-driven programs, both of which have been critical to the Children and Families Commission’s success over the past 20 years, must be at the forefront of statewide discussions on the future of Proposition 64.

**ATTACHMENT:**

1. Panelist Biographies
PROPOSITION 64 – MARIJUANA LEGALIZATION DISCUSSION PANELIST

Amy Buch
Health Promotion Division Manager, Orange County Health Care Agency

Amy Buch is the division manager for the Health Promotion Division at the Orange County Health Care Agency. The Health Promotion Division is comprised of a variety of prevention programs including drug and alcohol prevention, tobacco use prevention and cessation, chronic disease prevention, injury prevention and several others. Amy joined the Health Care Agency in 2006. Amy has developed the Agency's FIT Cities program which partners with local jurisdictions to make built environment improvements that will facilitate the availability healthy options. She has also developed the Eat. Play. Breathe. initiative which aims to support individuals in efforts to prevent chronic diseases. Prior to that, she was the Associate Director for the Heath Education Center at the University of California Irvine. Amy started the Health Education Department at AIDS Services Foundation before coming to UC Irvine. Amy has a Bachelor's Degree in Sociology, a Master's Degree in Education and a Certificate in Public Health.

Moira Kenney
Executive Director, First 5 Association of California Counties

Moira Kenney is the Executive Director of the First 5 Association of California, the advocacy organization working with the 58 First 5 commissions that coordinate and build systems of care for children 0 to 5 across California. Previously, she served for four years as the Executive Director of First 5 San Francisco, where she was instrumental in launching the city's Preschool For All program and building a city-wide network of family resource centers. Prior to her work with First 5, Moira was the Research Director at the Institute for Urban and Regional Development at UC Berkeley, where she oversaw a number of innovative university-community partnerships. Her background is in public policy and community development, and she has a PhD and MA in Urban Planning from UCLA and a BA from Harvard University.

Curt Pringle
Curt Pringle & Associates

Curt Pringle, a land use, public relations and government affairs consultant, with over 30 years of experience, has a passion for navigating the political process on a state and local level. He has extensive depth and breadth of policy knowledge and provides strategic advice to a variety of both public and private sector clients. Curt Pringle served two terms as the directly-elected Mayor of Anaheim from 2002 until 2010. He served in the California State Assembly from 1988-1990 and again from 1992-98. In January 1996, Assemblyman Pringle was elected Speaker of the California State Assembly where he presided until November 1996. Mr. Pringle has held a variety of leadership positions and currently serves as Chairman of the Orange County Tax Payers Association. He is a graduate of California State University, Long Beach with a bachelor’s degree in Business Administration and a Master’s in Public Administration. A 46-year resident of the Anaheim/Garden Grove area, Pringle and his wife, Alexis, have two adult children and two grandchildren.

David Souleles, MPH
Deputy Agency Director, Orange County Health Care Agency Public Health Services

Mr. Souleles has 31 years’ experience in public health. Currently, he serves as the Deputy Agency Director of Public Health Services for the Orange County Health Care Agency (HCA). In this role, Mr. Souleles has management responsibility for various public health programs including California Children's Services, Disease Control and Epidemiology, Family Health, Health Promotion, Public Health Laboratory, and Public Health Nursing. Mr. Souleles previously served HCA as Chief of Public Health Operations and as Division Manager for Disease Control and Epidemiology. Prior to joining HCA, he held various senior public health positions including an appointment by Governor Gray Davis as Chief Deputy Director for the California Department of Health Services and Preventive Health Bureau Manager and AIDS Program Manager for the City of Long Beach Department of Health and Human Services. Mr. Souleles began his career as an HIV/AIDS health educator with the UC, Irvine. Mr. Souleles holds a master's degree in public health from UCLA and an undergraduate degree in psychology from UC, Irvine.
DATE: July 9, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Receive progress report on the Strategic Plan Development Project

SUMMARY:
The Children and Families Commission of Orange County Strategic Plan provides the framework to guide investments and resources. It was developed and reviewed annually to comply with the Proposition 10 Strategic Plan Guidelines. This is a report on the process to review and update the vision, mission, and goals of the current Strategic Plan to reflect the pivot to systems change.

DISCUSSION:
Each county Commission is required to review its Strategic Plan on at least an annual basis and revise the plan as necessary or appropriate. Orange County’s Strategic Plan was initially adopted in the year 2000 and is reviewed annually. It addresses the health and early education needs of young children and their families and identifies program specific measures that reflect the diversity of funded services. The current Strategic Plan focuses on Orange County’s priorities and initiatives in four goal areas; Healthy Children, Early Learning, Strong Families, and Capacity Building, which support the vision that all are healthy and ready to learn.

The Strategic Plan has remained on a steady course resulting in consistent progress toward the vision. The current Strategic Plan was reviewed and approved in April 2017 and maintains the same vision, mission and goals since its initial adoption. A new Strategic Plan is recommended that takes into account the early childhood infrastructure that has been developed over the past 20 years. The new plan will also acknowledge the shift of priorities from the creation of new services to better integration and coordination of agencies that help young children and their families.

Strategic Planning Process
The existing strategic plan has guided Commission work for the last 18 years and is largely focused on the provision of direct services. The themes of the new strategic plan are expected to reflect the growing investment in systems change work, which include focused leadership, expanded communication and targeted funding. A team of consultants and staff began meeting to develop the timeline, process and direction for a new strategic plan. Over the course of the next nine months, the team will engage commission members, funded community partners, and stakeholders to review the vision, mission and goals in the new climate of established early childhood programs and collaborations, reduced funding, and the elevation of the importance of early childhood development.

The community engagement strategies that brought together funders, community leaders and funded partners to provide input on a framework for future investments is the model for outreach to review and update the strategic plan. The key themes and areas of focus will align with the First 5 Association of California’s strategies, the Orange County Early Childhood Policy Framework, and consider the most recent Early Development Instrument (EDI) results. The new strategic plan will
be presented for adoption in April 2019. The following is the timeline for the strategic planning process.

<table>
<thead>
<tr>
<th>Strategic Planning Process Timeline</th>
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<tbody>
<tr>
<td>August-September 2018</td>
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<tr>
<td>Meet with commission members to review vision, mission, goals and develop the thematic direction for the Strategic Plan.</td>
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<tr>
<td>October-November 2018</td>
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<tr>
<td>Engage in targeted community outreach/public study sessions that can include webinars and one-on-one meetings with key stakeholders.</td>
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<tr>
<td>December 2018 – January 2019</td>
</tr>
<tr>
<td>Re-engage and update commission members.</td>
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<tr>
<td>February 2019</td>
</tr>
<tr>
<td>Present the Strategic Plan final draft at the Annual Planning Meeting to receive final input.</td>
</tr>
<tr>
<td>April 2019</td>
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<tr>
<td>Public Hearing to adopt the new Strategic Plan.</td>
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</tbody>
</table>

**Strategic Planning Process Team**

The planning team is comprised of the Commission staff and expert consultants that have broad knowledge of the Children and Families Commission organization and operations. The consultant team are Burke Consulting, Parsons Consulting, Inc. and The Olin Group, Inc.

**Burke Consulting**
Lisa Burke has 30 years of experience working in both public and private sectors in Orange County, including 20 years as sole proprietor of Burke Consulting that specializes in communications, strategic analysis and performance measurement, and facilitation. Ms. Burke is the project manager of the Orange County Community Indicators Report and the Conditions of Children Report. She has provided many services to the Commission including health and early education program management, meeting facilitation, strategic planning, and special event management. She received her graduate degree in Civil Engineering/Infrastructure Planning and Management and her undergraduate degree in Economics from Stanford University.

**Parsons Consulting, Inc.**
Kari Parsons is the sole proprietor of Parsons Consulting, Inc., specializing in research, analysis, and participatory development of cross sector indicators of Community wellbeing and how these link to programs, policy and performance in the public sector. Core competencies include project management, facilitation, program evaluation implementation, performance measurement design, and strategic planning. Experienced in quantitative and qualitative data collection and analysis in multiple domains including education, employment, poverty, housing and health. Ms. Parsons routinely works with a long-standing network of expert colleagues. She has provided consultant services to the Commission for over 10 years in the areas of homeless prevention and developmental screening; and research and development for the Orange County Community Indicators Report and the Conditions of Children Report. Ms. Parsons received her graduate degree in Urban and Regional Planning from the University of California, Irvine. She received her undergraduate degree in Philosophy from Whitman College, Washington.
Anne Olin founded The Olin Group in 2002 bringing together a professional team to strengthen collaborations between the public, private, and philanthropic sectors; secure funding for nonprofits; foster and incubate regional initiatives; and support the planning needs of nonprofit leadership. Ms. Olin has managed the Orange County Funders Roundtable, which the Commission is a member. The Olin Group has provided many services to the Commission including project management, event planning, and fund development. The Olin Group is currently managing the Community Engagement Plan to implement the strategic pivot to direct a portion of funding to accelerate systems change work. Anne Olin received a graduate degree in American History from Claremont Graduate University and an undergraduate degree in Political Science from the University of California, Irvine. She is a member of Phi Beta Kappa and Pi Sigma Alpha national societies.

STRATEGIC PLAN & FISCAL SUMMARY:
The recommended actions have been reviewed in relations to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

PRIOR COMMISSION ACTIONS:
- April 2018 – Adopted resolution confirming the Children and Families Commission’s annual review and adoption of the Strategic Plan

RECOMMENDED ACTIONS:
1. Receive progress report on the Strategic Plan Development Project
2. Authorize the Strategic Planning Process team to convene public study sessions and implement the process as defined in this report.

ATTACHMENTS:
None

Contact: Kelly Pijl
DATE: July 2, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Receive the Fiscal Year 2017/2018 Business Plan Fourth Quarter Report

SUMMARY:
The Children and Families Commission of Orange County annually approves a business plan to guide operational activities. The business plan reflects planned work for the fiscal year including activities stipulated in the Proposition 10 legislation and subsequent statutory requirements. This report provides the fourth quarter report on the Fiscal Year 2017/2018 Business Plan accomplishments covering the period of April 1, 2018 through June 30, 2018.

DISCUSSION:
The Business Plan complements the Strategic Plan by outlining how operational resources will be directed and deployed throughout the year to support the goal and objectives in the Strategic Plan. This was the first year of a three-year planning cycle, which is updated annually in parallel with the annual budget. The plan was developed by setting priorities for the next three years based on the changing environment of children and young families and the decline in Proposition 10, tobacco tax revenue. This is the final report for the current Business Plan. The updated Business Plan for 2018/2019 was approved on June 6, 2018.

The three-year plan builds on the themes of The Bridgespan Group’s strategic assessment and the Commission Executive Director’s report on pivoting to systems level impacts. The Business Plan includes strategies to support and sustain resources and partnerships to expand services for young children. The Fiscal Year 2017/2018 Business Plan was approved in conjunction with the budget in April 2017 and defines operational objectives for the fiscal year concluding June 30, 2018. Status reports have been provided at the end of each quarter. The Business Plan focuses on five strategic intent areas:

1. Organizational Efficiency
2. Strengthen Systems Outcomes
3. Leverage and Expand Strategic Data Partnerships
4. Advancement of Knowledge
5. Develop a Communications Platform

Fourth Quarter Report (April 1, 2018 – June 30, 2018)
Specific objectives were developed for each of the strategic intent focus areas. Strategic intent teams were established to accomplish the tasks. All staff members participate on one or more strategic intent teams and meet periodically to continue the forward momentum. The teams are accountable for the progress on the tasks and provide scheduled updates to the larger group. The following are
highlights of accomplishments in the fourth quarter for the period of April 1, 2018 through June 30, 2018.

1. Organizational Efficiency
   The automated performance evaluation system was implemented this quarter as each staff member participated in both a team and self-evaluation. The performance review process was developed to align performance with the objectives in the Business Plan. It is also a vehicle to provide feedback, recognition and coaching to support staff development and ensure work activities contribute to the overall mission. A team evaluation was required for each member of the staff, as well as a self-evaluation. An overall rating summary was developed in four parts: Annual Performance Goal Summary Rating, Core Competency Self Rating, Core Competency Supervisor Rating, and Team Summary Rating. The completed forms were used to guide conversations about performance and priority areas and set new professional goals for the upcoming fiscal year. This task was completed within the designated timeline. Performance evaluations will continue annually as a regular operation.

2. Strengthen Systems Outcomes
   Several national models have been developed to evaluate systems change and improve early childhood systems outcomes. Of these models, A Framework for Evaluating Systems Initiatives was identified as the one that best meets the objectives of the Children and Families Commission. This framework was developed for the Build Initiative, a multi-state effort to ensure that children from birth to age five are safe, healthy, eager to learn, and ready to succeed in school. It offers approaches for evaluating early childhood systems to ensure that they are comprehensive and coordinated. This framework presents five focus areas of systems initiatives to be assessed, including context, components, connections, infrastructure, and scale. The framework provides potential activities, outcomes for each of the five areas and these areas comprise aspects of a system that, if developed or advanced, can produce broad early childhood systems impacts. This systems framework also strategically connects organizations in ways that leverage strengths to be more effective in improving child outcomes. The Framework will be used to assess program investments to increase the coordination and integration of services to build a system that helps to keep children healthy and ready to learn, and is easier for parents to understand and navigate.

3. Leverage and Expand Strategic Data Partnerships
   The UCLA Center for Healthier Children, Families and Communities hosted a learning exchange this quarter for the southern California school districts and cities that implement the Early Development Index kindergarten readiness assessment. Representatives from the Children and Families Commission of Orange County, Anaheim, El Monte, Pasadena and Santa Monica met as an Early Development Index Learning Exchange network to share best practices on using population measures of childhood wellbeing and to build a learning community to support improved systems for young children and their families. This was the second Southern California Early Development Index Learning Exchange. Quarterly meetings have been scheduled through 2019.

4. Advancement of Knowledge
   A community forum to launch the Orange County Early Childhood Policy Framework was held in April 2018 at Brandman University. The event was the culmination of a two-year effort to develop a framework for Orange County to support early childhood. The Commission’s Health Policy and Programs Director participated on a panel with a representative from the Orange
County Department of Education and Western Youth Services to discuss practical ways the framework can support health, education and the resiliency of families. The Commission’s Early Learning Director facilitated one of three workshops to engage the audience in deeper discussions. The Orange County Early Childhood Policy Framework was developed by a task force of professionals in early childhood development with the intent to increase access, quality and equity for young children. The Framework is intended to identify strengths and gaps, guide planning and decision making, and improve communication and coordination among agencies to improve the lives of young children.

5. **Develop a Communications Platform**

Recommendations for a communications plan was presented at the June 2018 Commission meeting. The recommendations are the result of a strategic assessment of the current communications programs, activities, strategies and content. In January 2018, S. Groner and Associates (SGA) conducted interviews with key stakeholders to gauge familiarity with the Commission and develop recommendations for the communications plan. The SGA assessment and recommendations report was completed on schedule in April. An ad-hoc subcommittee of Commission members previewed the recommendations to: identify target audiences; build a network of champions; include “First 5” in the name; expand social media; develop evaluation metrics; and allocate resources for a communications plan.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions have been reviewed in relations to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**
- June 2018 - Approved Fiscal Year 2018/2019 Business Plan
- April 2018 - Received the Fiscal Year 2017/18 Business Plan Third Quarter Report
- February 2018 - Received the Fiscal Year 2017/18 Business Plan Second Quarter Report
- October 2017 - Received the Fiscal Year 2017/18 Business Plan First Quarter Report
- April 2017 - Approved Fiscal Year 2017/18 Business Plan

**RECOMMENDED ACTION:**
Receive the Fiscal Year 2017/18 Business Plan Fourth Quarter Report

**ATTACHMENT:**
None

Contact: Kelly Pijl
DATE: June 12, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Conduct biennial review of the Conflict of Interest Code

SUMMARY:
The Political Reform Act requires every agency to review its Conflict of Interest Code every two years and to notify the code reviewing body if the current code is accurate, or that the code must be amended. The Children and Families Commission of Orange County last reviewed and amended the Conflict of Interest Code in September 2016. This item is an update on the status of the review of the Commission's Conflict of Interest Code for 2018.

DISCUSSION:
The Orange County Board of Supervisors is the code reviewing body for County boards and commissions, which includes the Children and Families Commission. Their responsibilities include the review and approval of local agency Conflict of Interest Codes and code amendments. The Commission's biennial review is processed in the eDisclosure System. If amendments to the Conflict of Interest Code are not necessary, the Commission is required to submit the biennial review by October 1, 2018. If amendments are necessary, the Commission would need to approve those amendments and submit the code changes to the Board of Supervisors for approval by December 30, 2018.

Commission Counsel reviewed the Commission’s current Conflict of Interest Code and does not recommend amendments at this time. The Clerk of the Commission will submit the biennial notice upon Commission approval.

STRATEGIC PLAN & FISCAL SUMMARY:
The recommended action has been reviewed in relation to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

PRIOR COMMISSION ACTIONS:
- September 2016 - Adopted resolution approving the amended Conflict of Interest Code
- September 2014 - Adopted resolution approving the amended Conflict of Interest Code
- October 2012 – Received report confirming the status of the Conflict of Interest Code
- November 2011 – Adopted Resolution approving amended Conflict of Interest Code to reflect the new name for the Community Advisory Committee
- November 2010 – Adopted Resolution approving amended Conflict of Interest Code
May 2008 - Approved the amended Conflict of Interest Code for the 2008 Conflict of Interest Code Biennial Review

RECOMMENDED ACTION:
Receive report confirming the status of the Conflict of Interest Code and authorize the Clerk of the Commission to submit the biennial notice as required.

ATTACHMENT:
None

Contact: Kelly Pijl
DATE: July 23, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Receive update on Bridges Maternal Child Health Network

SUMMARY:
As a major investment of the Children and Families Commission of Orange County, the Bridges Maternal Child Health Network (Bridges) is periodically assessed to determine whether any programmatic and contractual changes are needed. This report provides an update on research and evaluation projects being conducted with Bridges data and discusses plans for an intensive program design review.

DISCUSSION:
The Bridges program supports healthy child development by identifying concerns during the critical first years of life and providing families with education, screening, and linkage to home visitation by public health nurses and other professionals. Bridges’ service infrastructure comprises 10 high-birth hospitals, four public health nursing programs, and three community-based home visitation providers. The program employs standardized screening tools, electronic referrals, and different types and intensities of home visitation for pregnant women and mothers of infants, with a focus on child health and safety, breastfeeding, and parent-child bonding. Representatives from the Bridges services provider entities meet regularly and partner with the Commission on continuous quality improvement to ensure that high standards for service delivery are set and achieved.

Over the last several years, the Commission has been deeply invested in evaluating the Bridges program. Much of this work has been focused on understanding the program’s ability to achieve outcomes for young children and those outcomes’ impact on cost savings to other publicly funded programs. Below is a brief summary of each of the evaluation efforts. Staff anticipates using the results of these evaluations to inform program design, engage partner agencies, increase effectiveness and efficiencies.

**Improving the Predictive Value of Bridges Hospital Pre-Screening Method**
With funding from the Kay Family Foundation, Chapman University researchers, Jennifer Hahn-Holbrook, PhD and Ashley Ricker, PhD, analyzed six years of data collected by the 10 participating Bridges hospitals to assess how well the current pre-screening process identified vulnerable women and newborns who might benefit from home visitation services. The Bridges pre-screening tool was designed to assist staff at hospitals, particularly those with high birth volumes, to determine which mothers to prioritize for a more comprehensive bedside screening process, the results of which inform the specific service referrals that mothers receive.

Drs. Hahn-Holbrook and Ricker determined that the existing pre-screen algorithm, which extracts patient data from hospital admission records, was 11.9% accurate in identifying which newly-
delivered mothers were vulnerable and likely to participate in home visitation services. Using machine learning, they were able to improve the predictive accuracy of the pre-screen algorithm to 85.5%, a more than 600% improvement. Bridges hospitals transitioned to the new pre-screen algorithm in early July. Next, Drs. Hahn-Holbrook and Ricker will be linking Bridges hospital patient data with client data collected by Bridges home visitation providers to assess whether mothers identified by the new pre-screen algorithm are more likely to initiate and complete services.

The knowledge generated through the Commission’s research partnership with Chapman University is receiving recognition for its value to multiple academic and professional communities. Chapman researchers delivered a successful poster presentation, “Using big data to identify vulnerable mothers eligible for in-home interventions,” at the 30th Annual Convention of the Association for Psychological Science (APS) in San Francisco in May to an audience of 4,000 scientists from disciplines spanning the full spectrum of psychological science. A second, interactive poster presentation, “Using secondary data to find and track vulnerable mothers’ in the hospital haystack,” at an October 2018 Special Topics Meeting in Phoenix, Arizona hosted by the Society for Research on Child Development (SRCD) will help inform future directions for research among professionals and scientists from psychology, sociology, economics, pediatrics, public health, anthropology, and education. In November 2018, a third poster presentation, “Benefits of a mixed-method approach to improving public health interventions aimed at vulnerable mothers,” will be delivered in San Diego at the American Public Health’s Annual Meeting and Expo, the largest annual gathering of public health professionals which also attracts scientists from a variety of health, biological, and social sciences.

Healthcare Utilization and Outcomes Study
In Fiscal Year 2017/2018 the Commission retained the firm Abt Associates to conduct an outcomes evaluation of the Bridges program. The aim of the study is to determine whether members of CalOptima (Orange County’s Medi-Cal managed care plan) who received Bridges services during the study period had better outcomes than a matched group of CalOptima members who did not participate in Bridges. To conduct the study, staff worked with CalOptima to compile healthcare utilization data for all members that met the study criteria during a three-year period (2014 through 2016), and NetChemistry (a vendor that contracts with both CalOptima and the Commission) matched the Commission’s client-level data with the corresponding CalOptima member data to create the study dataset.

Administrative Records Match
In Fiscal Year 2017/2018, the Commission engaged Dr. Emily Putnam-Hornstein, who leads the Children’s Data Network (CDN) at the University of Southern California’s School of Social Work, to link six years of Bridges records with CDN’s database of Statewide Vital Birth Records and Child Protective Services administrative records. The study will examine the prevalence of risk factors at birth associated with later child maltreatment; the proportion of children receiving services at birth or shortly thereafter, based on maltreatment risk stratifications (reported and substantiated); and the cumulative incidence of child maltreatment before age five. The project will also determine how Bridges families compare to those at non-participating hospitals with respect to prevalence of child maltreatment. This work will lay the foundation for future efforts to evaluate longer-term differences in outcomes for infants born in Bridges hospitals.
To initiate the study, the CDN research team met with representatives from the Bridges hospitals to explain the project and provide information about the security measures that will be undertaken to safeguard hospitals' data. Since then, nine Bridges hospitals have returned signed data consent forms, and one is pending. The Children’s Data Network anticipates producing initial findings in late 2018.

**Upcoming Program Review**

Because the Commission’s contracts with Bridges providers outline specific services, target populations, program curricula, and required data reporting, it is vital to review the program model periodically, and update service agreements as needed. Although there have been significant funding and program management changes in recent years, and the program under goes continuous refinement, the last major change to the Bridges service delivery model took place in 2003 and expanded the target population to include the prenatal period through 24 months. Since then Orange County has seen significant demographic shifts, as well as changes in the Orange County service landscape. These environmental factors, along with concurrent advances in the early childhood development field, as well as the emergence of new home visitation models and infant developmental assessment tools, necessitate revisiting the Bridges Maternal Child Health Network model to ensure that the Commission’s investments in this critical program are consistent with current best practices. Given the Commission’s growing emphasis on systems integration, there is also a need to review and optimize how Bridges connects with the systems that service children and families in Orange County.

Accordingly, beginning in August staff will oversee an intensive review of the Bridges model. The planning process will include four major work streams:

1. Conduct a thorough review of home visitation best practices;
2. Compile findings of all Bridges program evaluation research currently underway (described in a subsequent section of this report);
3. Convene an advisory group of high-level representatives from county agencies that serve children and families; and
4. Develop programmatic recommendations for Commission consideration in February 2019; Commission actions on these recommendations will inform new Bridges agreements in Fiscal Year 2020/2021.

**STRATEGIC PLAN & FISCAL SUMMARY:**
The recommended actions have been reviewed in relations to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**
- August 2017 – Approved agreement with Children’s Data Network
- December 2016 – Approved agreement with Abt Associates
RECOMMENDED ACTIONS:
Receive progress report on Bridges program review and research projects.

ATTACHMENTS:
None

Contact: Ilia Rolón
DATE: July 12, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Adopt resolution authorizing an agreement with First 5 Association of California for statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives

SUMMARY:
The Children and Families Commission of Orange County is a member of the First 5 Association that has taken a leadership role on behalf of the network of First 5 commissions to advocate for allocating a portion of marijuana tax revenues to support prevention and intervention messaging on the negative impact of marijuana usage for pregnant and nursing mothers. This item is a report on the initial health impacts of marijuana usage and the current allocation of marijuana tax revenues. Authority to enter an agreement with the First 5 Association is recommended to support the advocacy efforts.

DISCUSSION:
California voters passed Proposition 64 in 2016 legalizing the recreational use of marijuana for adults. First 5 commissions across the state are closely monitoring the negative impact to the health of pregnant and nursing mothers that use marijuana, as well as the residual impacts to infants and young children. The allocation of the state marijuana excise tax is also being monitored as a potential revenue source for First 5 commissions to provide advocacy and prevention education through local early childhood development networks that have been established over the past 18 years.

Health Impacts
The legalization of marijuana for recreational use has given rise to misconceptions regarding the safety of marijuana use for pregnant and nursing women. There is documented misunderstanding that medical marijuana is safer than recreational marijuana, marijuana helps morning sickness, and that marijuana is natural thus harmless. The Center for Disease Control recently cited that about one in 25 women in the United States reports using marijuana while pregnant. A 2017 article in the Journal of the American Medical Association (JAMA) states that the use of marijuana among adult pregnant women is increasing. The article further states that initial evidence suggests that prenatal marijuana may impair fetal growth and neurodevelopment, and that continued monitoring is important as marijuana potency rises in an increasingly permissive legal landscape.

Health organizations have developed informational flyers and fact sheets warning of the potential harmful effects of marijuana. With almost 20 years of experience, First 5 commissions are a trusted resources for childhood development information. The Children and Families Commission has the ability to distribute information through an established network of Orange County partners that provide health, early education, and child development programs to pregnant women and families.
with young children. Leveraging the network of Commission partners is an opportunity to meet local needs through local control, and not rely on state agencies to determine the use of these tax revenues.

Allocation of Proposition 64 Marijuana Tax Revenues
Proposition 64 included additional taxes on the growing of cannabis and state retail excise tax. Cities and county governments are also allowed to impose local taxes. The taxes collected by the state are deposited into a California Marijuana Tax fund with specific allocations as described in the February 2017 report from the Legislative Analyst’s Office on Proposition 64 Revenues (Attachment 1). In May, the Governor’s budget reported that the state collected over $33 million in cannabis excise taxes, far below the budget forecast of $185 million.

The Department of Health Care Service, Public Health and Education will receive 60 percent of marijuana tax revenue for youth programs, substance use education, prevention and treatment. This allocation category is the least detailed and subject to negotiation to add specific early childhood prevention strategies. It offers the best resource for the network of First 5 Commissions to implement an advocacy and prevention education strategy. Governor Brown has indicated that his administration will not oversee the negotiations of the development of specific programmatic uses for these funds and will leave this for the new governor and next administration to determine.

First 5 Advocacy and Prevention Education
On behalf of the network of First 5 commissions, the First 5 Association has engaged with MVM Strategy Group to lead advocacy and education efforts with the state government, county leadership and local elected officials. The intent is to direct a portion of the tax revenue to early childhood initiatives. MVM Strategy Group will be contracted to build relationships with key individuals that will be at the forefront of making funding decisions during this critical year. Allocating up to $25,000 to the First 5 Association to support the work of MVM Strategies is recommended.

STRATEGIC PLAN & FISCAL SUMMARY:
The recommended action has been reviewed in relation to the Strategic Plan and is consistent with the all goal areas. The funding to support the advocacy and education efforts will be included in the Amended Fiscal Year 2018/2019 budget within the Administration funding category.

PRIOR COMMISSION ACTIONS:
None

RECOMMENDED ACTION:
Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate agreement with the First Association of California in an amount not to exceed $25,000 for a one-year term from August 1, 2018 to July 31, 2019 for statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives.
ATTACHMENTS:
1. Proposition 64 Revenues: Specific Allocations for Various Purposes
2. Resolution

Contact: Kelly Pijl
## Proposition 64 Revenues
### Specific Allocations for Various Purposes

<table>
<thead>
<tr>
<th>Primary Administrator</th>
<th>Purpose</th>
<th>Annual Funding Estimate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governor’s Office of Business and Economic Development</td>
<td>Implement a community reinvestment grant program that would fund certain services (such as job placement assistance and substance use disorder treatment) in communities most affected by past drug policies.</td>
<td>$10 to $50 million</td>
<td>Beginning 2018/19 and ongoing</td>
</tr>
<tr>
<td>Public Universities</td>
<td>Evaluate the effects of the measure</td>
<td>$10 million</td>
<td>Beginning 2018/19 through 2028/2029</td>
</tr>
<tr>
<td>California Highway Patrol</td>
<td>Create and adopt methods to determine whether someone is driving while impaired</td>
<td>$3 million</td>
<td>Beginning 2018/19 through 2022/2023</td>
</tr>
<tr>
<td>University of California San Diego</td>
<td>Study the risks and benefits of medical cannabis</td>
<td>$2 million</td>
<td>Beginning 2018/19 and ongoing</td>
</tr>
<tr>
<td>Department of Fish and Wildlife and Department of Parks and Recreation</td>
<td>Funds would be allocated for environmental restoration and protection to clean up and prevent environmental damage resulting from the illegal growing of cannabis.</td>
<td>20% off tax revenue</td>
<td>Beginning 2018/19 and ongoing</td>
</tr>
<tr>
<td>California Highway patrol and Board of State and Community Corrections</td>
<td>Support programs designed to reduce driving while impaired and reduce any potential negative impacts on public health or safety resulting from the measure.</td>
<td>20% of tax revenue</td>
<td>Beginning 2018/19 and ongoing</td>
</tr>
<tr>
<td>Department of Health Care Service, Public Health and Education</td>
<td>Funds would support youth programs including substance use education, prevention, and treatment.</td>
<td>60% of the tax revenue</td>
<td>Beginning 2018/19 and ongoing</td>
</tr>
</tbody>
</table>

*Proposition 64 Revenues, Legislative Analyst’s Office presentation to the Senate Budget and Fiscal Review Committee – February 16, 2017*
CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY
RESOLUTION NO. ___-18-C&FC

August 1, 2018

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENT PS-186 WITH FIRST 5 ASSOCIATION OF CALIFORNIA FOR STATEWIDE ADVOCACY AND EDUCATION ACTIVITIES TO DIRECT A PORTION OF THE PROPOSITION 64 MARIJUANA TAX REVENUES TO EARLY CHILDHOOD INITIATIVES 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 Executive Director 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 PS-186 (“Agreement”) with First 5 Association of California, hereinafter referred to as “Contractor”, for statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives for the terms and in the amount as specified in the August 1, 2018 staff report; 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 August 1, 2018 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 August 1, 2018 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 Executive Director, or designee, and Commission Counsel to prepare and negotiate the Agreement with the Contractor as described in the August 1, 2018 staff report for this Agenda Item for statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives in the amounts and for the terms consistent with the August 1, 2018 staff report and scope of services referenced therein.

Section 3  The form of the Agreement with the Contractor, in the amounts and for the terms as specified in the August 1, 2018 staff report for this Agenda Item, 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 Executive Director, or designee, and Commission Counsel. The approval by the Executive Director, 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 statewide advocacy and education activities to direct a portion of the Proposition 64 marijuana tax revenues to early childhood initiatives in the amounts and for the terms as specified in the August 1, 2018 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 Executive Director, 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 August 1, 2018 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:  __-18-C&FC
Agenda Date:  August 1, 2018
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)
DATE:    July 23, 2018

TO:      Children and Families Commission of Orange County

FROM:    Kimberly Goll, Executive Director

ACTION: Adopt resolution authorizing an amendment to the agreements with Dental Transformation Initiative Local Dental Pilot Program health centers to include additional equipment

SUMMARY: In September 2016, the Children and Families Commission of Orange County was selected by the California Department of Health Care Services (DHCS), Dental Transformation Initiative, to lead a prevention-focused dental services project for children from birth to age 20. This item provides an update on the project and requests approval of amendments to increase the maximum obligation amounts for the agreements with four Federally Qualified Health Centers to accommodate adjustment in equipment as required by the Centers for Disease Control and Prevention (CDC) guidelines and based upon program needs.

DISCUSSION: The Dental Transformation Initiative (DTI) is a State-led Medicaid Demonstration project designed to address persistent service gaps, low utilization of preventive services, and disproportionately high utilization of restorative dental care among children enrolled in Medi-Cal. The DTI aims to improve the health of California’s most vulnerable children by promoting preventive care, increasing access, and using performance measures to drive delivery system reform. The goal of the DTI is to improve the Denti-Cal system and its outcomes for children by increasing the use of preventive dental services and enhancing continuity of care.

The California Department of Health Care Services (DHCS) will disburse up to $750 million in funds through the DTI, over a five-year period. Funding will support direct incentives to Denti-Cal registered providers, as well as selected pilot projects that address the key aims of promoting higher preventive service utilization; performing cavities risk assessment and disease management; and increasing continuity of care for children ages one through 20. Statewide, the DTI sets aside $185 million for four years, including approximately $46.25 million each year, to support the selected projects, known as Local Dental Pilot Programs (LDPPs). The Department of Health Care Services has selected 15 LDPPs throughout the state, including the Commission’s project. Three other First 5 Commissions were also selected to helm LDPPs for their respective jurisdictions.

The total funding award for Orange County is $11,143,676, which includes a total of $9,694,903 for subcontracts with service partners. An additional $1,299,085 is budgeted for Commission staff and consultants. The Commission’s budget also includes $149,688 in training stipends for each of six health centers participating in a technical assistance program to expand dental services. Program plans include:
• Implementation of a dental warm line, with care coordination to support timely access to appropriate care for children.

• Increasing access to preventive care for underserved children in community settings via teledentistry, using the University of the Pacific virtual dental home model.

• Strengthening the Denti-Cal provider network’s capacity and effectiveness to serve children through training and engagement of dental providers via community forums and summits.

The DTI project includes subcontracts with community partners. A brief description of the partners and their scope of work is included below:

1. Healthy Smiles for Kids of Orange County (Healthy Smiles) – The county’s largest nonprofit provider of pediatric dental services for children will expand its teledentistry program; provide care coordination to virtual dental home patients; operate a call center for information and referral to community providers; and plan provider education forums.

2. Coalition of Orange County Community Health Centers – As the administrative and strategic backbone for the county’s health centers, the Coalition will provide technical assistance to health centers seeking to expand their scope of services to include teledentistry.

3. Federally Qualified Health Centers and Look-Alikes (FQHC) – Subcontracts with health centers were approved to expand services to include teledentistry to better serve their areas.

4. University of the Pacific, Arthur A. Dugoni School of Dentistry – Paul Glassman, DDS, MA, MBA, heads the Pacific Center for Special Needs and developed the virtual dental home model of teledentistry. A six-year pilot project found that the model delivers significantly more prevention and early intervention services, at lower cost per patient, than a fixed-site model. Dr. Glassman will provide technical assistance and training to dentists and dental hygienists.

Training for the FQHCs and services in the communities commenced in September 2017. The project has also reached the following milestones:

• Healthy Smiles, which was trained in the virtual dental home model prior to participating in the DTI, was able to immediately expand services and is working with a total of 12 elementary schools and two middle schools.

• Two forums and one summit have been convened, reaching over 100 dental providers who have participated in these education and collaboration opportunities.

• The FQHCs have begun their training in the virtual dental home model with the University of the Pacific and continue to work collaboratively to identify administrative and programmatic logistics specific to providing these services within the FQHC designation. Two of the original six clinics, Korean Community Services and Southland Integrated Services, Inc., were unable to complete the scope of work and have voluntarily terminated their contracts for this project. Remaining FQHCs include: Central City Community Health Center; Families Together Community Health Center; Serve the People Community Health Center; and Vista Community Center/The Gary Center.
- At least two FQHC providers are scheduled to begin Virtual Dental Home (VDH) operations this summer.

As part of the Local Dental Pilot Programs implementation, the participating health centers are eligible to receive reimbursement for equipment costs specific to carrying out the VDH scope of work. After the development of the application and subsequent contracting with each FQHC, the federal Centers for Disease Control and Prevention (CDC) issued updated infection control guidelines pertinent to the virtual dental home model. In order to maintain compliance with the updated CDC guidelines and ensure that appropriate high-quality services are delivered for all patients, the clinics and Healthy Smiles will need to purchase additional equipment. Accordingly, authorization is requested to increase the maximum payment obligation for each health center by $30,000, commensurate with the cost of the additional equipment. Using the saving from the prior year to cover the cost of the additional equipment is recommended. (Healthy Smiles has cost saving in their existing budget to apply towards the additional equipment). As there are cost savings from two clinics withdrawing from the project, this action does not alter the overall LDPP budget total, or the Commission’s own budget for the project.

STRATEGIC PLAN & FISCAL SUMMARY:
The Dental Transformation Initiative Local Dental Pilot Project has been specifically reviewed in relation to the Commission’s Strategic Plan and is consistent with the Healthy Children goal area. The Fiscal Year 2017/2018 Budget and future years will be amended as necessary to reflect this funding from DHCS and related program expenses.

PRIOR COMMISSION ACTIONS:
- February 2018 – Received update and authorized amendments with the clinics
- December 2017 – Received update and authorized subcontracts with designated consultants to provide contract development and compliance, project management, and data management and report services
- August 2017 – Received update and authorized subcontracts with designated community health clinics
- October 2016 – Authorized subcontracts with Healthy Smiles for Kids of Orange County, Coalition of Orange County Community Health Centers, and the University of the Pacific Arthur A. Dugoni School of Dentistry
- July 2016 – Received notification of DHCS’ release of LDPP grant application

RECOMMENDED ACTION:
Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, to amend the maximum payment obligations with the Dental Transformation Initiative Local Dental Pilot Programs health centers to include additional equipment costs, as specified in the terms, in the amounts, and on the conditions as specified in Attachment 1.
ATTACHMENTS:
1. Dental Transformation Initiative-Local Dental Pilot Project
2. Resolution

Contact: Ilia Rolón
## Dental Transformation Initiative – Local Dental Pilot Project

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Provider</th>
<th>Original Equipment Amount</th>
<th>New Total for Equipment</th>
<th>Maximum Payment Obligation</th>
<th>Term</th>
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<tbody>
<tr>
<td>FCI-DTI-03</td>
<td>Central City Community Health Center</td>
<td>$49,500</td>
<td>$79,500</td>
<td>$266,462</td>
<td>8/2/17 – 12/31/20</td>
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<td>FCI-DTI-04</td>
<td>Families Together of Orange County</td>
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<td>$79,500</td>
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<td>FCI-DTI-06</td>
<td>Serve the People Community Health Center</td>
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<td>$79,500</td>
<td>$266,462</td>
<td>8/2/17 – 12/31/20</td>
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<td>FCI-DTI-07</td>
<td>Vista Community Clinic, VCC: The Gary Center</td>
<td>$49,500</td>
<td>$79,500</td>
<td>$266,462</td>
<td>8/2/17 – 12/31/20</td>
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<tr>
<td>Community Health Centers, Four-Year Total</td>
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<td>$198,000</td>
<td>$318,000</td>
<td>$1,065,848</td>
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CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-18-C&FC

August 1, 2018

A RESOLUTION OF THE CHILDREN AND FAMILIES
COMMISSION OF ORANGE COUNTY DIRECTING THE
EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO
PREPARE AND NEGOTIATE AMENDMENTS TO AGREEMENTS
WITH DESIGNATED INDIVIDUALS AND ORGANIZATIONS FOR
THE DENTAL TRANFORMATION INITIATIVE; AND,
AUTHORIZING APPROVAL AND EXECUTION OF SUCH
AMENDMENTS 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, the Commission desires to prepare and negotiate Amendments to the Agreements
with each of the organizations, hereinafter referred to as the “Contractors”, for the Dental
Transformation Initiative (DTI) identified in the staff report for the August 1, 2018 Commission
meeting for the terms and in the amounts and on the conditions as described in Attachment 1 therein;
and

WHEREAS, each Contractor desires to enter into their respective Amendment to Agreement
(the “Amendment”) in furtherance of the purposes of the Act and the Strategic Plan under the terms
and conditions set forth in the applicable Agreements; and

WHEREAS, Commission has reviewed the staff report for the August 1, 2018 Commission
meeting relating to the scopes of services to be provided and hereby finds and determines that the
proposed Amendments 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 Amendments with each of the Contractors for the terms and in the amounts and on the
conditions as specified in Attachment 1 to the August 1, 2018 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 Executive Director, or designee, and Commission
Counsel to prepare and negotiate an Amendment to Agreement with each of the Contractors as
described in Attachment 1 to the August 1, 2018 staff report for this Agenda Item, for the terms and in
the amounts consistent with the August 1, 2018 staff report and scope of services referenced therein.
**Section 3**  The form of any Amendments with the Contractors shall be substantially similar to an Amendment to the standard form Agreements, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director, or designee, and Commission Counsel. The approval by the Executive Director, or designee, of the Amendments shall be conclusively evidenced by the execution of such Amendments by the Commission Chair and delivery thereof to the Commission Clerk.

**Section 4**  Commission hereby approves the Amendments to Agreements with each of the Contractors as described in Attachment 1 to the August 1, 2018 staff report for this Agenda Item for the terms and in the amounts as specified therein.

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

**Section 6**  A copy of each 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 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 Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendments(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 August 1, 2018 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: __-18-C&FC

Agenda Date:  August 1, 2018

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 to Agreements)
DATE: July 24, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Adopt resolution authorizing consultant agreements and/or amendments to consultant agreements and approve updated consultant roster

SUMMARY:
In April 2018, the Children and Families Commission of Orange County approved updated rosters for qualified applicants and adopted a resolution authorizing agreements or amendments to agreements with 30 designated individuals and organizations for consulting services. This item requests approval and authorization to enter into an agreement with a unique expert consultant and to revise the scope and allocation for two consultant contracts previously approved in April.

DISCUSSION:
Since the Commission’s approval of consultant agreements in April, revisions are requested for the terms and funding awarded to two consultants and for the addition of a new consultant. The term sheet for the proposed amendments/agreement are included in Attachment 1. Specifically, funding for one consultant needs to be increased for an updated scope of work to include developing a sustainability plan for perinatal and early childhood mental health projects. The scope of work and contract term for another consultant needs to be extended to better align concurrent developmental screening projects in partnership with CHOC Health Alliance.

Currently, there is no consultant on the approved roster with specialized qualifications in assisting participant Federally Qualified Health Centers (FQHC’s) with the State Department of Health Care Services’ reimbursement process. Authority to enter an agreement with WIPFLi, LLP is requested to provide expertise and technical support to ensure compliance with Medi-Cal billing guidelines and coordination between governing entities. State Dental Transformation Initiative (DTI) funding will reimburse the consulting costs for WIPFLi, LLP. WIPFLi, LLP will be added to the Roster of Qualified Program Management, Operational Support and On-Call/ Special Project Applicants.

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 2018/2019 Final Amended Budget. State DTI funding will reimburse the consulting costs for WIPFLi, LLP.
PRIOR COMMISSION ACTION:
• April 2018- Adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide project management, evaluation, operational support and on-call/special projects consulting services for the specified terms, amounts and conditions.

RECOMMENDED ACTIONS:
1. Adopt resolution (Attachment 3) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate agreements or amendments to agreements, at Executive Director’s sole discretion, with designated individuals and organizations to provide services for the terms, in the amounts, and on the conditions as specified in Attachment 1.
2. Approve updated roster (Attachment 2) for qualified applicants for project management, operational support and on-call/special projects consulting services to include WIPFLi, LLP (Steve Rousso).

ATTACHMENTS:
1. New and Amended Consultant Agreements Term Sheet
2. Updated Roster of Qualified Program Management, Operational Support and On-Call/Special Projects Applicants
3. Resolution

Contact: Lucy Lin
<table>
<thead>
<tr>
<th>Consultant</th>
<th>Agreement #</th>
<th>Scope</th>
<th>Term</th>
<th>Additional Funding Requested</th>
<th>Maximum Payment Obligation</th>
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</thead>
<tbody>
<tr>
<td>Dianna Daly</td>
<td>C-363</td>
<td>Lead collaborative planning efforts around early mental health system development. Represent the Commission in Health Care Agency’s/Mental Health Services Act Steering Committee and lead efforts to promote increased integration and capacity of support services for young children and pregnant women. Develop a sustainability plan for perinatal and early childhood mental health projects.</td>
<td>7/1/18-6/30/19</td>
<td>$22,000</td>
<td>$72,000</td>
</tr>
<tr>
<td>NP Strategies</td>
<td>PS-174</td>
<td>Provide project management and coordination of developmental screening system development in partnership with CHOC Children’s and multiple other community partners. Align concurrent developmental screening projects in partnership with CHOC Health Alliance.</td>
<td>2/1/18-6/30/19</td>
<td>$25,000</td>
<td>$61,000</td>
</tr>
<tr>
<td>WIPLi, LLP (Steve Rousso)</td>
<td>PS-185 (new)</td>
<td>Provide the technical support to Commission-funded clinics participating in the Dental Transformation Initiative (DTI) with reimbursement and conducting technical discussions with Department of Health Care Services (DHCS).</td>
<td>8/1/18-6/30/19</td>
<td>N/A</td>
<td>$9,000</td>
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</table>
### Subject Matter Expertise
(Pediatric Health Services, Bridges Maternal Child Health Network, Oral Health, Developmental Screening, Community Health Services, School Readiness Nursing, Homeless Prevention, Early Learning, Early Learning Quality Improvement Programs, and Children’s Mental Health)

- Altmayer Consulting
- Arlene Turner
- Barbara Aved & Associates
- Barbara Oliver
- Brown & Brown Strategies, LLC
- Burke Consulting (Lisa Burke)
- Center for Nonprofit Management
- Community Works Consulting, Inc.
- Diana Daly
- DSM Consulting, LLC (Dian Milton)
- e2o Health
- Ersoylu Consulting
- Focali Consulting, LLC (Deena Margolis)
- Health Management Associates
- Ida Florez
- Jaqueline Tran
- Kimberley D. Lakes
- Knowledge, Ideas, Dedication, and Solutions, Inc. (Jennifer Burrell)
- Laura Massena
- Marc Lerner
- Margarita McCullough
- Michelle Murphy
- MK Consulting
- My Team Effort (Cindy Miller)
- Muckenthaler & Associates, Inc. (Cinda Muckenthaler)
- NP Strategies (Rebecca Alvarez)
- Parsons Consulting (Kari Parsons)
- PTN Consulting
- R & G Solutions, LLC (Ashley A. Rickey & Justin G. Gullen)
- Sandra J. Avardel
- Sandy Peffer Stone
- Sherry Gilbey
- Silver Bridge Associates (Virginia Allhusen)
- Susan Diaz
- The Olin Group (Anne Olin)
- WIPFLi, LLP (Steve Rousso)

### Operational Support Services

- AdGyld
- Altmayer Consulting
- Anila Neumeister
- BCA Watson Rice, LLP
- Burke Consulting (Lisa Burke)
- Conrad LLP
- Cornerstone Communications (Kathleen Freed)
- Curt Pringle & Associates
- David L. Gruber and Associates, Inc.
- Focali Consulting, LLC (Deena Margolis)
- Health Management Consultants
- Jessica Prechtl
- KNL Support Services
- Laura Massena
- Luis Alvarado Design
- MK Consulting
- Moss, Levy & Hartzheim, LLP
- Muckenthaler & Associates, Inc. (Cinda Muckenthaler)
- S. Groner Associates, Inc.
- Sandy Peffer Stone
- Sherry Gilbey
- The Olin Group (Anne Olin)

**Note:** Applicant name that is italicized has been recently added to the Roster of Qualified Program Management, Operational Support, and On-Call/Special Project Applicants.
CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-18-C&FC

August 1, 2018

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE NEW AGREEMENTS, OR AMENDMENTS TO CURRENT AGREEMENTS, AT THE EXECUTIVE DIRECTOR’S SOLE DISCRETION, WITH DESIGNATED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE SERVICES FOR PROJECT MANAGEMENT, EVALUATION, OPERATIONAL SUPPORT, AND ON-CALL/SPECIAL PROJECTS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS AND AMENDMENTS TO 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, and Amendments to current Agreements (hereinafter referred to as “Amendments”), at the Executive Director’s sole discretion, with each of the individuals and/or organizations, hereinafter referred to as the “Contractors,” identified in the staff report for the August 1, 2018 Commission meeting. Contractors will provide services including Project Management, Evaluation, Operational Support (including On-Call), and Special Projects for the terms and in the amounts and on the conditions as described in Attachments 1 and 3 therein; and

WHEREAS, each Contractor desires to enter into the applicable Agreements and Amendments in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreements and Amendments; and

WHEREAS, Commission has reviewed the staff report for the August 1, 2018 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements and Amendments 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 and Amendments with each of the Contractors for the terms and in the
amounts and on the conditions as specified in Attachment 1 to the August 1, 2018 staff report for this Agenda Item; and

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 Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements and Amendments with each of the Contractors to provide services for Project Management, Evaluation, Operational Support, and On-Call/Special Projects for the terms and in the amounts and on the conditions, consistent with the August 1, 2018 staff report and Attachments 1 referenced therein; and

Section 3 The form of any Agreements shall be substantially similar to the standard form 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 Executive Director, or designee, and Commission Counsel. The approval by the Executive Director, or designee, of the new Agreements, and/or Amendments to current Agreements, shall be conclusively evidenced by the execution of such Agreements and Amendments by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Agreements and Amendments, to be entered into at the Executive Director’s sole discretion, with each of the Contractors as described in Attachments 1 the August 1, 2018 staff report for this Agenda Item to provide services including Project Management, Evaluation and Operational Support Services (including On-Call), and Special Projects for the terms and in the amounts and on the conditions as specified in the August 1, 2018 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 and Amendments on behalf of the Commission.

Section 6 A copy of each final Agreement and 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 or 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 Executive Director, 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) and 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 August 1, 2018 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:  __-18-C&FC

Agenda Date:  August 1, 2018

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 new Agreements and/or Amendments to current Agreements)
DATE: July 18, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Approve annual review and updates to Administrative Policies and Procedures

SUMMARY:
The annual review of the Children and Families Commission of Orange County’s Administrative Policies and Procedures is complete. This item requests approval for recommended updates to selected Policies and Procedures based on prior Commission actions or operational changes.

DISCUSSION:
The Commission’s Administrative Policies and Procedures were originally adopted in November 2001. The Policies and Procedures are reviewed annually to ensure they remain current, and are updated as needed. The Administrative Policies and Procedures have been reviewed by staff representatives responsible for the respective areas. The majority of the changes are minor edits to update language and dates. An outline of all the policies are included as Attachment 1 and those with changes are noted. The more significant changes are summarized in this report. The complete set of Administrative Policies and Procedures is on file with the Clerk of the Commission and available upon request.

Commission Bylaws (2.4)
A new regular meeting location was approved in April 2018 to provide better accessibility and convenience to Commission members, staff and the public. The Bylaws (Attachment 2) have been amended to delete the County of Orange Civic Center (10 Civic Center Plaza, Santa Ana) and replace with the Orange County Transportation Authority Conference Center (550 South Main Street, Orange) for posting agendas and regular meetings. The Bylaws have also been amended to allow for notice of special meetings to be provided to Commissioners by email, in lieu of facsimile.

Personnel and Salary Policy (7.1)
The Salary and Benefits Policy (Attachment 3) was updated to add descriptions for the permitted use of Sick Leave. The language was borrowed from the County of Orange Memorandum of Understanding for the General and Administrative Management Units. The revision to the Salary and Benefits Policy was reviewed and approved by Commission Counsel.

Educational and Professional Reimbursement (7.10)
A new policy (Attachment 4) to provide educational and professional cost reimbursements is recommended for the Personnel and Management Policies. In an effort to attract and retain high performing employees, as well as increase professional development and work competence of existing employees, establishing a policy to administer a reimbursement program is recommended. The proposed policy is modeled after the County of Orange policy establishing guidelines to
administer a reimbursement program that provides financial assistance for the successful completion of job-related academic, professional, and technical course work.

**STRATEGIC PLAN & FISCAL SUMMARY:**
The recommended actions have been reviewed in relation to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**
- August 2017 - Approved the updated Administrative Policies and Procedures.
- July 2016 - Approved updated Administrative Policies and Procedures.

**RECOMMENDED ACTIONS:**
1. Approve the updated 2018 Administrative Policies and Procedures (Attachment 1).
2. Approve the amended Bylaws of the Children and Families Commission of Orange County (Attachment 2).
3. Adopt the Resolution of the revised Children and Families Commission of Orange County Salary and Benefits Policy (Attachment 3).

**ATTACHMENTS:**
1. Administrative Policies and Procedures 2018 Summary of Changes
2. Bylaws of the Children and Families Commission of Orange County
3. Resolution revising the Salary and Benefits Policy
4. Educational and Professional Reimbursement Policy

**Contact:** Kelly Pijl
## 2018 Summary of Changes
### Administrative Policy & Procedures

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<tr>
<th>Section</th>
<th>Policy</th>
<th>Change Summary</th>
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<tr>
<td><strong>1.0</strong> Background and Rosters</td>
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<tr>
<td>1.1</td>
<td>Introduction and Purpose</td>
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</tr>
<tr>
<td>1.2</td>
<td>Administrative Policy Guidelines Maintenance and Revision</td>
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<td>1.3</td>
<td>Commission Overview</td>
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<td>1.4</td>
<td>Commission/Roster</td>
<td>Deleted Confidential roster will be on file</td>
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<td><strong>2.0</strong> Governing Structure</td>
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<td>2.1</td>
<td>State Authorization Policy</td>
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<td>2.2</td>
<td>County Authorization Policy</td>
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<td>2.3</td>
<td>County Support Services Agreement Policy</td>
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<td>2.4</td>
<td>Commission By-Laws</td>
<td>Updated meeting location, agenda posting, facsimile reference</td>
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<td>2.5</td>
<td>Advisory/Pediatric Health Services Committee</td>
<td>Updated roster to add Superintendent Liaison Frank Donavan</td>
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<td>2.6</td>
<td>Public Records Request</td>
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<tr>
<td><strong>3.0</strong> General Operations</td>
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<tr>
<td>3.4</td>
<td>Investment Oversight and Monitoring</td>
<td>Updated dates to recognize annual delegation</td>
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<tr>
<td>4.5</td>
<td>Fixed Asset Policy</td>
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<tr>
<td>4.6</td>
<td>Financial Audit and Reporting Policy</td>
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<td>4.7</td>
<td>Multi-Year Financial Plan Policy</td>
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<td>4.8</td>
<td>Administrative Cost Policy</td>
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<td>4.9</td>
<td>AB109 Policy</td>
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<td>4.10</td>
<td>Check Deposit Policy</td>
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<td>4.11</td>
<td>Claims against the Commission Policy</td>
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<td>4.12</td>
<td>Financial Record Retention Policy</td>
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<td>4.13</td>
<td>Speaker Expenses Reimbursement Policy</td>
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<td>4.14</td>
<td>Membership</td>
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<td><strong>5.0</strong> Program Management</td>
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<td>Program Funding Policy</td>
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<td>5.2</td>
<td>Annual Strategic Plan Policy</td>
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<td>5.3</td>
<td>Annual Report Policy</td>
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<tr>
<td>5.4</td>
<td>Outcome Collection, Evaluation and Reporting System Policy</td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td>Data Reporting and Evaluation Policy Guidelines</td>
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<tr>
<td>5.6</td>
<td>Confidentiality &amp; Data Sharing</td>
<td>Updated to refer to the website for the Data Sharing Protocol</td>
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<tr>
<td>6.0</td>
<td><strong>Purchasing and Contract Management</strong></td>
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<tr>
<td>-----</td>
<td>--------------------------------------</td>
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</tr>
<tr>
<td>6.1</td>
<td>Goods and Services Purchasing Policy</td>
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<td>6.2</td>
<td>Office Supplies Purchasing Policy</td>
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<td>CAL Card Purchasing Policy</td>
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<td>6.5</td>
<td>Travel Request and Approval Policy</td>
<td></td>
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<tr>
<td>6.6</td>
<td>Stipend and Expense Reimbursement Policy</td>
<td></td>
</tr>
<tr>
<td>6.7</td>
<td>Document Retention Policy</td>
<td></td>
</tr>
<tr>
<td>6.8</td>
<td>Contract Management</td>
<td></td>
</tr>
<tr>
<td>6.9</td>
<td>Release of Funds Owed to Commission Contractors</td>
<td></td>
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<thead>
<tr>
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<th><strong>Personnel Management Policies</strong></th>
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</thead>
<tbody>
<tr>
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<td>Personnel and Salary Policy</td>
</tr>
<tr>
<td>7.2</td>
<td>Discrimination, Harassment and Violence Prohibition Policy</td>
</tr>
<tr>
<td>7.3</td>
<td>Electronic System</td>
</tr>
<tr>
<td>7.4</td>
<td>Payroll and Timekeeping Policy</td>
</tr>
<tr>
<td>7.5</td>
<td>Conflict of Interest</td>
</tr>
<tr>
<td>7.6</td>
<td>Gift Ban Policy</td>
</tr>
<tr>
<td>7.7</td>
<td>Controlled Substance Policy</td>
</tr>
<tr>
<td>7.8</td>
<td>Dress Code</td>
</tr>
<tr>
<td>7.9</td>
<td>Fraud Prevention</td>
</tr>
<tr>
<td>7.10</td>
<td>Tuition Reimbursement</td>
</tr>
</tbody>
</table>

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<th>8.0</th>
<th><strong>Strategic Communications</strong></th>
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</thead>
<tbody>
<tr>
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<td>Media Interaction Policy</td>
</tr>
<tr>
<td>8.2</td>
<td>Use of Commission Name and Logo Policy</td>
</tr>
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<td>8.3</td>
<td>Mass Mailing Policy</td>
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<td>Photograph Release Policy</td>
</tr>
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ARTICLE I
NAME

The Commission shall be the Children and Families Commission of Orange County. References
in these Bylaws to "Commission" or "the Commission" shall mean the Children and Families
Commission of Orange County unless otherwise specified.

ARTICLE II
OFFICES

Section 1. PRINCIPAL OFFICE. The Commission's principal office shall be located in the
City of Santa Ana, Orange County, California.

Section 2. OTHER OFFICES. The Commission may at any time establish branch or
subordinate offices.

ARTICLE III
PURPOSE

The purpose of the Commission shall be to promote, support, and improve the early development
of children from the prenatal stage to five years of age. This purpose shall be accomplished
through the establishment, institution, and coordination of appropriate standards, resources, and
integrated and comprehensive programs emphasizing community awareness, education,
nurturing, child care, social services, health care, and research. The Commission shall work with
the First 5 California Children and Families Commission (hereinafter referred to as the "State
Commission") in the implementation of the "California Children and Families Act of 1998"
(hereinafter referred to as the "Act,") which was adopted by the California electorate as
Proposition 10 at the November 3, 1998 general election. The Commission shall develop and
adopt an adequate and complete county strategic plan for the support and improvement of early
childhood development within Orange County.

ARTICLE IV
AGENDAS, NOTICES, AND MEETINGS

Section 1. POSTING. All required agendas and notices shall be posted in the posting area
at 550 South Main Street, Orange, California.
Section 2. **REGULAR MEETINGS.** Regular Meetings of the Commission shall be held at 9:00 am, on the first Wednesday of the designated meeting month, in the Conference Center of the Orange County Transportation Authority, 550 South Main Street, Orange, California.

Section 3. **SPECIAL MEETINGS.** Special meetings of the Commission for any purpose or purposes may be called at any time by the Chairperson or presiding officer of the Commission, or by a majority of the Commissioners, or as otherwise provided by law, so long as all meetings are properly noticed as set forth above.

Section 4. **NOTICE OF SPECIAL MEETINGS.** Written notice of any special meeting of the Commission may be served by personal delivery to a Commissioner. Such notice may also be served by deposit into the United States Postal Service in any class of mail which generates a written record of the fact, date, and time of delivery to the named individual addressee. Notice by mail shall be deemed effective at the date and time shown on such written record, or at the date and time entered by the individual Commissioner on the official record of the special meeting. Service of such notice may also be effected by electronic mail transmission to an email address designated by a Commissioner.

Section 5. **SPECIAL NOTICE REQUIRED.** No amendment or repeal to these Bylaws may be considered or acted upon by the Commission unless notice of such action is served on each Commissioner and posted for the public at least seven days prior to the date of such consideration or action.

Section 6. **QUORUM.** A majority of the authorized number of Commissioners constitutes a quorum of the Commission for the transaction of any business, except to adjourn as provided in this Article. Every act or decision done or made by a majority of the Commissioners present at a meeting duly held at which a quorum is present shall be regarded as the act of the Commission, unless a greater number is required by law or these Bylaws, except as provided below. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 7. **ADJOURNMENT.** A majority of the Commissioners present, whether or not a quorum is present, may adjourn any Commission meeting to another time and place, so long as such adjournment is in compliance with the Brown Act. Notice of the time and place of holding an adjourned meeting shall be immediately posted at or near the door of the place where the order of adjournment was made.

Section 8. **RULES OF PROCEDURE.** Meetings of the Commission shall be conducted in accordance with Rules of Procedure adopted by the Commission.
SUBCOMMISSIONS

Section 1. **GENERAL.** The Commission may create one or more subcommissions, and delegate to such subcommissions any of the authority of the Commission so long as such authority is in accordance with applicable law, except with respect to:

A. Amendment or repeal of Bylaws or the adoption of new Bylaws;

B. Amendment or repeal of any resolution of the Commission which by its express terms is not so amendable or repealable;

C. Appointment of other subcommittees of the Commission; or

D. Approval of financial reports, annual audits, and any transaction which involves more than ten percent (10%) of the assets, whether fixed, real or executory, of the Commission.

Section 2. **ALTERNATE SUBCOMMISSION MEMBERS.** The Commission may appoint alternate subcommission members to any subcommission who may replace an absent member at any meeting of the subcommission.

Section 3. **MODE OF PROCEEDINGS.** The Commission shall have the power to prescribe the manner in which proceedings of any such subcommission shall be conducted. In the absence of any such prescription, such subcommission shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Commission or such subcommission shall otherwise provide, the regular and special meetings and other actions of any such subcommission shall be governed by the provisions of Article IV applicable to meetings and actions of the Commission.

Section 4. **MINUTES AND ACTS.** Each subcommission shall keep regular minutes of its proceedings, which shall be filed with the Clerk of the Commission. All actions by any subcommission shall be reported to the Commission at the next meeting thereof, and, insofar as rights of third parties shall not be affected thereby, shall be subject to revision and alteration by the Commission.

ARTICLE VI

ADVISORY COMMITTEES

Section 1. **ADVISORY COMMITTEES.** The Commission may create and convene one or more Advisory Committees comprised of representatives of service providers, public agencies, private agencies, or members of the public as appears expedient and useful. The Advisory Committees shall consider and provide advice and comment to the Commission as to all matters referred by the Commission. The Advisory Committees shall adopt rules of order and procedure as are expedient,
provided, however, that all meetings are called, noticed, held and conducted in accordance with the Brown Act.

Section 2. **COMPENSATION AND REIMBURSEMENT.** Members of the Advisory Committees shall serve without compensation. Members of committees may receive such reimbursement for expenses, or *per diem*, as may be fixed or determined by the Commission.

**ARTICLE VII**
**OFFICERS OF THE COMMISSION**

Section 1. **OFFICERS OF THE COMMISSION.** The officers of the Commission shall be a Chairperson of the Commission and a Vice-Chairperson of the Commission.

Section 2. **ELECTION AND TERM OF OFFICERS.** The officers of the Commission shall be elected at the June meeting by a majority of the vote of the Commissioners present. They shall serve until the following June meeting, unless sooner removed or subsequently re-elected by a majority vote of the Commissioners.

Section 3. **CHAIRPERSON OF THE COMMISSION.** The Chairperson of the Commission shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these Bylaws and the Commission's Rules of Procedure. The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to the action of a majority of the Commission. The Chairperson shall exercise and perform such other powers and duties as may be assigned by the Commission or prescribed by the Bylaws.

Section 4. **VICE CHAIRPERSON OF THE COMMISSION.** The Vice Chairperson shall act as Chairperson in the absence of the Chairperson and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. The Vice Chairperson shall have such other powers and perform such other duties as from time to time may be prescribed by the Commission.

Section 5. **CHAIRPERSON PRO TEMPORE.** In the absence or inability to act of both the Chairperson and the Vice Chairperson, the Commissioners in attendance at a duly noticed meeting shall elect a Chairperson Pro Tempore, who shall then preside at the meeting, and shall have all of the powers and duties of the Chairperson for the remainder of the meeting.

**ARTICLE VIII**
**STAFF AND EMPLOYEES**

Section 1. **APPOINTMENT AND TERM.** The staff of the Commission shall be the Executive Officer, the Clerk of the Commission, and the Commission Counsel. The Commission may appoint, or may empower the Chairperson or Executive Officer to appoint, such other employees as the business of the Commission may
require, each of whom shall hold office for such period, have such authority and perform such duties as the Commissioners may from time to time determine.

Section 2. **REMOVAL.** Any staff member or employee may be removed, either with or without cause, by the Commission at any time or, except in the case of the Commission Executive Officer, by any officer or employee upon whom such power of removal may be conferred by the Commission.

Section 3. **RESIGNATION.** Any staff member or employee may resign at any time by giving written notice to the Commission, but without prejudice to the rights, if any, of the Commission under contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice by the Clerk of the Commission or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. **CLERK OF THE COMMISSION.** The Clerk shall attend all meetings of the Commission. The Clerk shall keep or cause to be kept, at the principal office or such other place as the Commission may order, a book of minutes of all meetings of the Commission and its subcommissions or committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Commission and committee meetings, and the proceedings thereof. The Clerk shall keep, or cause to be kept, at the principal office of the Commission, the original or a copy of the Commission's organic Ordinance, the Commission's Bylaws, as amended to date, all resolutions of the Commission, and the audio tapes of all Commission meetings. The Clerk shall prepare, distribute, and post the agendas for, and shall give, or cause to be given, notice of all meetings of the Commission and any subcommission or committees thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be prescribed by the Commissioners.

Section 5. **COMMISSION EXECUTIVE OFFICER.** The Executive Officer shall attend all meetings of the Commission. The Executive Officer shall act as the supervisor of all Commission employees, unless the Commission provides otherwise. The Executive Officer shall be responsible for the assembly and submission of agenda items to the Clerk, and shall provide for presentations by staff to assist the Commission in the consideration and determination of matters before it. The Executive Officer shall perform, or cause to be performed, all tasks directed by the Commission.

Section 6. **COMMISSION COUNSEL.** The Commission Counsel shall attend all meetings of the Commission. Commission Counsel shall provide representation, advice, and counsel to the Commission, all staff, employees, subcommissions, and advisory committees. The sole attorney-client relationship established shall be between Commission Counsel and the Commission as a body, and not with any
Commissioner, staff member, employee, subcommission member, or advisory committee member as an individual.

ARTICLE IX
RECORDS AND REPORTS

Section 1. MAINTENANCE OF RECORDS. The Commission shall keep:

A. Adequate and correct books and records of account;

B. Written minutes of the proceedings of the Commission, and the subcommissions, and committees of the Commission;

C. A record of each Commissioner's name and mailing address;

D. Copies of all resolutions, correspondence, and staff reports;

E. Copies of the audio tapes of all Commission meetings, which shall constitute the official record of such meetings.

Section 2. INSPECTION BY COMMISSIONERS. Every Commissioner shall have the absolute right at any reasonable time to inspect the Commission's books, records, documents of every kind, and physical properties. The inspection may be made in person or by the Commissioner's designated agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

ARTICLE X
OTHER

Section 1. AMENDMENTS. These Bylaws may be amended or repealed by the approval of two-thirds of the authorized number of Commissioners.

Section 2. EXECUTION OF DOCUMENTS. The Chairperson is authorized to execute any deeds, mortgages, bonds, contracts or other instruments which the Commission has authorized. Any officer or other person may be authorized by the Commission to execute specific documents or instruments, or a class or classes of documents.

Section 3. FISCAL YEAR. The fiscal year of the Commission shall commence on July 1st of each calendar year, and end on June 30th of the succeeding calendar year.

Section 4. GENDER. As used herein, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term “person” includes both a legal entity and a natural person.
RESOLUTION NO. 14-____
August 1, 2018

A RESOLUTION OF THE CHILDREN & FAMILIES
COMMISSION OF ORANGE COUNTY REVISING AND
ADOPTING THE SALARY AND BENEFITS POLICY
PURSUANT TO HEALTH AND SAFETY CODE SECTION
130140(d)(6)

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 Orange County Children and Families Commission (“Commission”); and

WHEREAS, the Commission adopted a 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, California Statutes, Health and Safety Code section 130140(d)(6) requires that the Children and Families Commission of Orange County has adopted, in a public hearing, policies and procedures establishing the salaries and benefits of employees of the Commission. On December 6, 2000 (Agenda Item No. 4), the Commission approved Personnel & Salary Resolution No. 00-014, which established basic terms of employment for Commission employees including employee classification, pay, and benefits. Additionally, on May 3, 2006, the Commission approved an updated policy to be implemented with Commission authorization which satisfies the AB 109 requirement; and

WHEREAS, the purpose of this policy is to require compliance with all applicable State and Federal salary and benefits laws and to set forth the rules and guidelines necessary to govern the appointment, classification, compensation, and other terms of employment for all persons employed by the Commission; and

WHEREAS, it is the policy of the Commission that salaries and benefits of Commission employees shall be established in accordance with the Salary and Benefits Policy and that salary and benefits of Commission employees shall conform with established Commission policies; and

WHEREAS, there has been presented at this meeting the Salary and Benefits Policy (the “Policy”); and

WHEREAS, the Commission has conducted a public meeting following published notice of the agenda regarding the proposed Policy; and

WHEREAS, the Commission has considered public comment, if any, with respect to the Policy and wishes at this time to adopt the Policy and to make certain other determinations with respect thereto.
NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

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

Section 2 Adoption of Updated Salary and Benefits Policy. In accordance with the requirements of Section 130140(d) (6) of the Act, the Commission, following the public hearing thereon, hereby adopts the updated Salary and Benefits Policy with the purpose and intent that such Policy conforms to said requirements of the Act. The Executive Director is hereby authorized and directed to cause said Policy to become part of the Administrative Policy Guidelines of the Commission and to be incorporated therein, and to make conforming changes, as applicable, to such Guidelines.

Section 3 Impact on Administrative Policy Guidelines. Any policies, regulations, rules or procedures heretofore or hereafter adopted by the Commission which are inconsistent with the Policy shall be ineffective and of no force and effect to the extent of such inconsistency. In particular, and without limiting the foregoing, this resolution and the Policy shall govern any interpretation or implementation of the Administrative Policy Guidelines of the Commission in effect as of the date hereof. Except to the extent provided by law, nothing in this resolution or the Policy is intended to create legal rights in any third parties.

Section 4 Inconsistent with Employment Agreement. To the extent this Policy is inconsistent with any term or provision of an individual employment agreement, the term or provision of the employment agreement shall govern.

Section 5 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 6 The Clerk of the Commission shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this first day of August, 2018 by the following vote:

The foregoing resolution was passed and adopted by the following vote of the Children & Families Commission of Orange County on August 1, 2014 to wit:

AYES Commissioner(s):
NOES: Commissioner(s):
EXCUSED: Commissioner(s):
ABSTAINED: Commissioner(s)

CHAIRMAN
# SALARY AND BENEFITS POLICY

## TABLE OF CONTENTS

SALARY AND BENEFITS POLICY DEFINITIONS.................................................................5  
I. AT WILL EMPLOYMENT:.................................................................................................5  
II. EXECUTIVE DIRECTOR:..............................................................................................5  
III. PERFORMANCE EVALUATION......................................................................................6  
IV. EMPLOYEE TITLES, CLASSIFICATION AND PAY: ....................................................6  
   SALARY RANGE STRUCTURE.........................................................................................8  
V. VACATION:.....................................................................................................................9  
VI. SICK LEAVE:................................................................................................................9  
VII. HOLIDAYS:................................................................................................................9  
VIII. RETIREMENT:...........................................................................................................9  
IX. ADDITIONAL BENEFITS: ..........................................................................................10  
X. FAIR LABOR STANDARDS ACT:...................................................................................10  
XI. PART-TIME AND TEMPORARY EMPLOYEES:.........................................................10  
XII. FAMILY CARE AND MEDICAL LEAVE:.................................................................10  
XIII. OTHER LEAVE AND TIME OFF PROVISIONS:......................................................11  
XIV. UNLAWFUL DISCRIMINATION AND HARASSMENT:...........................................12  
XV. IMPLEMENTATION AND ADMINISTRATION OF RULES:......................................14  
APPENDIX .........................................................................................................................14
SALARY AND BENEFITS POLICY DEFINITIONS

The following terms as used in this Policy shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth:

**AT WILL EMPLOYEES** shall mean employees who have entered into an At Will agreement or have been appointed to At Will positions.

**BOARD** shall mean the governing board of the Children and Families Commission of Orange County.

**CFCOC or COMMISSION** shall mean the Children and Families Commission of Orange County.

**EMPLOYEE** shall mean a person employed by the CFCOC and covered by terms of this Resolution except where the natural construction of this Resolution otherwise indicates.

**EXECUTIVE DIRECTOR** shall mean the principal officer for the discharge of duties provided by law or particular delegated functions as designated by the Board.

The Children and Families Commission of Orange County Salary and Benefits Policy:

It is the policy of the Children and Families Commission of Orange County that the following rules and regulations be established to govern the appointment, classification, compensation and other terms, conditions, rules and regulation of employment for all persons employed by the Commission.

I. At-Will Employment:

Employment by the Commission is at-will. Employees are free to resign, with or without giving reasons, at any time. Similarly, the Commission is free to terminate employment, with or without reasons, at any time. The Commission further reserves the right to change compensation, duties, assignments, responsibilities or job location at any time, with or without cause. No other policy, practice, procedure or rule shall be construed as contrary to this at-will employment policy. Any modification to the at-will nature of employment must be in writing and signed by the governing Board of the Commission.

II. Executive Director:

A. The Executive Director shall be appointed by, and serve at the discretion of, the governing Board of the Commission. The Executive Director’s compensation and other terms and conditions of employment shall be determined by the governing Board of the Commission and may be set forth in a written contract of employment between the Board and the Executive Director. In
the event of any conflict between such contract of employment and these or any other rules established by the governing Board of the Commission, the provisions of the contract of employment shall govern.

B. The Executive Director shall be responsible for the appointment, compensation, promotion, discipline and dismissal of all subordinate employees and shall have the authority to implement and administer all personnel policy and rules of the governing Board of the Commission. The Executive Director may enter into contracts of employment with subordinate employees not inconsistent with these or any other rules adopted by the governing Board of the Commission.

III. Performance Evaluation

The Commission strives to provide a professional work environment that encourages and supports fair and equitable treatment of its employees. The Commission recognizes the importance of employee performance appraisals in sustaining effective staff, and further, encourages an open, ongoing dialogue between managers, supervisors, and employees. The purpose of the employee performance evaluation process is to provide an opportunity for the manager and employee to review and evaluate performance standards and objectives.

Performance evaluations are completed generally once a year and may be done more frequently at the discretion of the manager or Executive Director. Evaluations shall be conducted at an appropriate and logical date.

The Commission shall adopt uniform performance evaluation criteria designed to give a fair evaluation of the quality and quantity of work performed by an employee. Evaluations shall be prepared and recorded in the employee's personnel file. The Commission will discuss with each employee the criteria evaluated and the rating of the employee for each criterion prior to the evaluation becoming part of the employee's personnel file.

IV. Employee Titles, Classification and Pay:

A. The number of authorized employment positions shall be set by the governing Board of the Commission. Employee job descriptions, titles and classifications shall be adopted by, or under the general supervision of, the Executive Director, and shall be filed, along with any modifications thereto, with the Clerk of the Commission.

B. Employee pay or pay scales shall be determined by the Executive Director; provided however, that total pay and benefits for all Commission employees, including the Executive Director, shall not exceed in any year the amount set forth in the line item for “Staff” in each year's Proposed Budget. The Salary Range Structure is illustrated on Table 1.
The official work period for Commission employees shall start on a Friday and end on the second Thursday thereafter. Employees shall receive compensation at a biweekly rate for each pay period worked.
## SALARY RANGE STRUCTURE

### Table 1

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<th>Employee Title</th>
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<td>Staff Specialist</td>
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</table>

### Executive Positions

| Executive Director | Salary established by Commission via employment contract. |
V. Vacation:

During the first three years of employment, all employees earn (80) hours of vacation annually, accruing at a rate of approximately 3.08 hours per pay period. After an employee's third anniversary and until the tenth anniversary, vacation is accrued at 120 hours. After the tenth anniversary, all employees shall accrue 200 hours of vacation annually. At the Executive Director’s discretion, prior County of Orange tenure may be applied towards determining Commission term of service.

Employees cannot accrue more than 320 hours of vacation leave.

Vacation may not be accrued in excess of the maximum accrual cap (320 hours) for an employee's continuing length of service. Once an employee’s unused and accrued vacation reaches the maximum cap, the employee will not become eligible for any additional time except to the extent that the prior vacation time has been used.

Employees who are out on a leave of absence do not accrue vacation time while they are on their leave. Vacations must be scheduled and approved by your supervisor at least 15 workdays in advance. Also, the Commission, at its sole discretion, may require you to take your vacation at a particular time, and may also refuse an employee’s application for vacation. The Commission pays all accrued but unused vacation pay when an employee leaves his/her employment.

During each fiscal year an employee may request to cash out accrued vacation time up to a maximum of eighty (80) hours. The request will be made on a timesheet for the pay period the employee intends to cash out accrued vacation.

VI. Sick Leave:

During the first three years of employment, an employee shall earn approximately 72 hours of sick leave per year, accrued at a rate of 2.77 hours per pay period. After an employee has worked for the Commission for three years, the employee shall earn approximately 96 hours of sick leave per year, accrued at a rate of 3.69 hours per pay period. Sick leave does carry over to subsequent years, however it is not cashed out when an employee leaves his/her employment.

Permitted uses of Sick Leave may be applied to:
1. An absence necessitated by an employee’s personal illness, injury or disability due to pregnancy or childbirth.
2. Medical and dental office appointments when absence during working hours for this purpose is authorized by the Commission.
3. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others.
4. Absence from duty because the employee's presence is needed to attend to the serious illness of a member of his or her immediate family. Immediate family shall mean father, father-in-law, mother, mother-in-law, stepparent, brother, sister, wife, husband, registered domestic partner, child, stepchild, grandchild, grandparent, legal guardian or any other relationship as required by law.

5. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
   a. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his or her normal duties.
   b. The employee must notify his or her supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
   c. The Commission shall be under no obligation to extend the vacation beyond the original scheduled vacation ending date.
   d. Upon the employee's return to work, the employee must furnish the agency/department with a certificate signed by a licensed physician or registered nurse stating the nature of the medical condition and the period of disablement.

6. Absence from duty because of personal emergencies or business not to exceed thirty (30) working hours during the fiscal year.

7. An absence due to an air pollution alert which prevents the employee from traveling to his or her work location.

Prohibited uses of Sick Leave shall not be applied to absences which occur on a County holiday.

Except as prohibited by law an employee may be required to furnish a certificate issued by a licensed physician or registered nurse or other satisfactory evidence of illness, injury, medical condition or medical or dental office calls when the agency/department has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.

VII. Holidays:

Commission employees shall receive paid time off for the same holidays observed by the County of Orange. Payment for such holidays shall be on the same general terms and conditions applicable to County of Orange employees.

VIII. Retirement:
Employees shall be members of the Orange County Employees Retirement System. Visit the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.

IX. Additional Benefits:

Commission benefits are offered pursuant to County of Orange policy except where distinguished by Commission policies (e.g. vacation accrual, sick leave). Accordingly, employees shall receive the following additional benefits on the same general terms and conditions as County of Orange employees in positions deemed comparable by the Executive Director:

A. Deferred Compensation Plan
B. Optional Benefit Plan
C. Disability/Salary Continuance Benefit
D. Life Insurance
E. Accidental Death and Dismemberment
F. Disability Insurance
G. Health and Dental Insurance
H. Transportation Allowance
I. Retiree Medical Program

Visit the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.

X. Fair Labor Standards Act:

For employees who are not exempt from the overtime requirements of the Fair Labor Standards Act, the workweek shall be the same as that applicable to employees generally of the County of Orange. Overtime shall be paid on the same terms and conditions applicable to non-exempt County of Orange employees holding comparable positions. Employees designated as exempt by the Executive Director shall be compensated on a salary basis and shall not be entitled to overtime pay.

XI. Part-time and Temporary Employees:

Employees designated as Part-time or Temporary shall not accrue vacation, sick or other leave. Nor shall they be eligible for any employee benefits other than those mandated by law. Such employees shall remain ineligible for such benefits even if it is later determined by a court or other agency that the employees have been incorrectly designated as Part-time or Temporary by the Commission.

XII. Family Care and Medical Leave:
Under the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA), if the Commission employs greater than 50 employees, and if the employee has more than 12 months of service with the Commission, and the employee has worked at least 1,250 hours in the 12-month period before the date the employee wants to begin leave, the employee may have a right to an unpaid family care or medical leave (FMLA/CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of a child or for the employee's own serious health condition or that of a child, parent or spouse.

Even if the employee is not eligible for FMLA/CFRA leave, if the employee is disabled by pregnancy, childbirth or related medical conditions, the employee is entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If the employee is FMLA/CFRA-eligible, she has certain rights to take BOTH a pregnancy disability leave and a FMLA/CFRA leave for reason of the birth of a child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, the employee must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member). For events that are unforeseeable, the Commission must be notified, at least verbally, as soon as the employee learns of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

The Commission may require certification from the employee's health care provider before allowing a leave for pregnancy or the employee's own serious health condition or certification from the health care provider of a child, parent or spouse who has a serious health condition before allowing the employee a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If the employee is taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and the employee must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain benefits. If more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits is desired, please contact the Benefits Center Web Site at www2.benefitsweb.com/countyoforange.html or call the Benefits Resource Line toll-free at 866-325-2345 to speak with a Benefits Specialist.
XIII. Other Leave and Time Off Provisions

In accordance with State law, the Commission permits employees to take time off to attend to certain issues such as a child's suspension from school; seeking relief from domestic violence, appearing for jury duty and witness duty, and to vote in elections.

When an employee is requesting a leave or full or partial time off, a written request shall be provided to his/her manager stating the dates of the leave requested, the type of leave requested, specific cause for the leave, and any other information necessary for the request to be evaluated. Absent emergency circumstances, the written request must be completed in advance.

XIV. Unlawful Discrimination and Harassment

The Commission is an equal opportunity employer and makes employment decisions on the basis of merit. The Commission will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, marital status, citizenship status, military or veteran status, genetic information, or any other basis protected by applicable federal, state, or local law.

The Commission will provide reasonable accommodations to otherwise qualified employees or applicants with known physical or mental disabilities, unless it would create an undue hardship. Employees who require accommodation to perform the essential functions of their job should request an accommodation. Employees should specify in what way they are limited in their ability to perform the job and what accommodation they believe is needed. The Commission will review the situation with the employee to identify possible accommodations, if any, that will allow the employee to perform the essential functions of the job. If a reasonable accommodation can be identified that will not impose an undue hardship, the Commission will make the accommodation. If there is more than one possible accommodation, the Commission will decide which one will be provided.

The Commission is committed to providing a safe and fair workplace, free from discrimination, harassment, or violent behavior of any kind. Examples of harassment include, but are not limited to:

- Verbal Harassment: Epithets, jokes, comments, or slurs that identify a person the basis of his or her protected characteristic or tend to disparage others based on a protected characteristic.
- Visual Harassment: Gestures, posters, notices, bulletins, cartoons, photography, or drawings that tend to disparage others based on a protected characteristic.
• Physical Harassment: Assault, impeding or blocking movement, physically interfering with normal work or movement, leering, making express or implied job threats or promises, mimicking, stalking, or taunting based on another's protected characteristic.

• Making hiring, promotion, project assignment, or any other decision or action based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (if 40 or over), or pregnancy, childbirth, breastfeeding or related medical conditions of any female employee;

• Creating an intimidating, hostile, or offensive work environment that interferes with an employee’s job performance, including jokes, remarks, gestures, conversations, discussions, behavior, meetings, written communications, or office décor singling out any of the aforementioned characteristics for ridicule or criticism;

• Making unwelcome sexual advances or requests for sexual favors including, but not limited to, verbal or physical conduct of a sexual nature;

• Making submission to or rejection of such advances or requests a criterion for any decision affecting the employee's continued employment, advancement or other job-related benefits;

• Making threats of any kind; using physical aggression or intimidation, belligerence or excessive arguing; and/or defacing Commission property;

• Possession of a weapon of any kind while on Commission premises or conducting any Commission business.

• Staff shall file complaints in writing concerning discrimination, harassment, and violence violations to the Executive Director, as soon as possible following the occurrence of such an event (or in the event the complaint concerns conduct of the Executive Director, to Commission Counsel.

• The Executive Director (or Commission Counsel) will review the complaint and implement an investigation, disciplinary action, and follow-up with either or both parties, as appropriate

• No employee shall be subject to retaliation for reporting any violation, or participating in any investigation under this policy provided they have done so in good faith.

**Disciplinary Action**

It is the policy of the Commission that appropriate disciplinary action shall be taken for acts that violate this policy. It is also the prerogative of the Commission to interpret the above definitions of discriminatory, harassing, or violent behavior as broadly as deemed appropriate by the Commission.

It is the policy of the Commission to take steps in order to prevent the above behaviors in any way they deem appropriate.
Any employee who believes he or she has been subjected to unlawful harassment or discrimination shall promptly report it to a manager or supervisor. Employees found to have engaged in discrimination or harassment may be subject to disciplinary action up to and including termination of employment.

Employees or applicants for employment may also file complaints about sexual harassment or other illegal employment discrimination with the California Fair Employment and Housing Commission (FEHC) at 1390 Market Street, Suite 410, San Francisco, CA 94102, Telephone: 415-557-2325; or with the Commission's Santa Ana Office: 28 Civic Center Plaza, Room 538, Santa Ana, CA 92701, Telephone 714-558-4159

XV. Implementation and Administration of Rules:

The Executive Director has full authority to interpret and administer these rules. In doing so, the Executive Director may look to rules and practices of the County of Orange applicable to similarly situated employees.

APPENDIX

Classes designated as Executive Management as of January 1, 2006
8010E9 CFCOC Executive Director

Classes designated as Administrative Management January 1, 2006:
8006MA Administrative Manager I
8007MA Administrative Manager II
8362MX Executive Assistant
8005MX Senior Staff Analyst
8001MX Staff Analyst I
8003MX Staff Analyst II
8004MX Staff Analyst III

Classes designated as General Employees
8543GE Staff Specialist
POLICIES AND PROCEDURES
No: 7.10

EDUCATIONAL AND PROFESSIONAL REIMBURSEMENT

PURPOSE
The purpose of this policy is to establish guidelines for administering an educational and professional reimbursement program. Mutual benefits are derived from such a program including an employee’s growth and increased work competence as well as the employer’s ability to attract and retain employees.

POLICY STATEMENT
The Children and Families Commission of Orange County (Commission) encourages employees to improve their job skills and performance by providing financial assistance for successful completion of job-related academic, professional, and technical course work.

GENERAL

A. Objective
The Educational and Professional Reimbursement Program is designed to encourage employees to continue their professional development through a variety of opportunities. In order to qualify for the program, one of the following criteria must be met:

1. Educational and/or Professional programs must be related to the work of the employee's position or occupation.

2. Educational and/or Professional programs must prepare the employee for advancement to positions of greater responsibility at the Commission.

In addition, items eligible for reimbursement must have the reasonable potential for contributing to achieving Commission business objectives.

B. Eligible Employees
All full time regular employees performing their jobs satisfactorily are eligible for reimbursement. Part time employees are eligible at a prorated amount of the maximum reimbursement based on their regular work schedule and subject to approval of the Executive Director.

C. Reimbursement Eligibility

1. Courses related to obtaining a degree (AA, BA, BS, Masters, Ph.D. or their respective equivalents)
2. Accredited certificate programs

3. Courses related to obtaining or maintaining a business-related certification, license, or accreditation

4. Courses related to preparing to take tests to obtain business-related certifications, licenses, or accreditation

5. Fees related to obtaining and/or renewing a license

6. Fees related to certifications or accreditations

7. Fees related to taking professional examinations

In general, any courses taken through the program must be taken on employee time. However, at the discretion of the Executive Director, a course or training may be taken on Commission time when it specifically meets a business need, and is not available during the employee's non-work hours.

Courses are not eligible for reimbursement if they:

- Are taken to bring unsatisfactory performance up to an acceptable level;

- Are taken to acquire skills or knowledge which the employee was deemed to have when appointed;

- Duplicate available in-service training;

- Duplicate training which the employee has already had.

D. Nature of Reimbursement

1. Reimbursement may be made for all required fees, registration, and other costs related directly to the approved educational or professional expense. This may include, but is not limited to books, class materials, lab fees, testing fees, parking, processing fees, etc.

2. Expenses for travel, meals, and lodging are not reimbursable; however, the Executive Director may authorize payment for these items when it meets Commission business needs and is budgeted in their travel expense budget.

3. For degree programs, reimbursement shall be made to the employee upon completion of the course with a minimum final grade of C or its equivalent in an undergraduate course, or B or its equivalent in a graduate level course.

4. Reimbursement for non-graded courses shall be made upon successful completion of an approved course and proof of payment.
5. If an employee receives reimbursement from another source that covers a portion of the cost, the Commission will only pay the remaining amount, after other reimbursements are exhausted.

6. The maximum reimbursement that may be received by eligible employees in one fiscal year shall be $4,000.

E. Request Procedure

1. The employee shall apply for approval of reimbursement to the Executive Director using the form attached to this policy (Educational and Professional Reimbursement Request Form).

2. The Executive Director will either approve or deny the request based on the criteria set forth in this policy.

3. Upon completion of the approved course, or payment of fees for approved licenses, certifications, or accreditations, the employee shall furnish proof of payment, and proof of grade (where applicable) to the Executive Director as soon as possible.

4. Upon approval by the Executive Director, the Auditor-Controller shall issue reimbursement to the employee.

Exceptions
There will be no exceptions to this policy, unless approved in writing by the Executive Director and Commission legal counsel. No exception will be valid if the person authorizing the exception is himself/herself the subject of the related allegation.
DATE: July 24, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Authorize agreement with Sorenson Impact Center to receive the Pritzker Foundation Children’s Initiative Fellows Program funding award; authorize match funding; and authorize the Executive Director to hire a limited term Fellow position

SUMMARY:
The Children and Families Commission of Orange County’s received a two-year funding award for the Pritzker Children’s Initiative Fellows Program. This item summarizes the Fellows program application that was funded to strengthen perinatal and mental health support systems for children from prenatal to age three. The item recommends authorizing an agreement to receive the funds, approving the requirement to match funding, and authorizing the Executive Director to hire the Fellow to a limited term position.

DISCUSSION:
The Children and Families Commission was selected as one of three organizations throughout the nation for the Pritzker Children’s Initiative Fellows Program. Notification was received on July 23, 2018 that the Commission will receive funding to support a two-year fellow position at $150,000 beginning in August 2018. As a condition of the award, the Commission is required to contribute 50-percent matching funds for the first year, and a 100-percent match the second year. The Pritzker Children’s Initiative is a project of the Pritzker Family Foundation that is investing $6.5 million to enhance local supports for infants, toddlers and their families. This is the first in a series of Pritzker’s efforts to improve kindergarten readiness for children throughout the nation.

The Commission submitted the proposed program application in early June 2018 to enhance the system of supports for pregnant women and mothers of young children to address perinatal and mental health. The grant would support a Fellow position for 24 months to implement the proposed work plan. Approval to receive the $150,000 award and allocate the funding match is recommended.

The Pritzker Children’s Initiative Program
The application confirmed the Commission’s capability to meet the needs of families with children prenatal to three-years of age who have significant challenges in accessing services and would benefit from supports. The Commission will serve as the host agency for the Fellow and lead the countywide work to address barriers to a child’s optimal health. The Fellow will focus on developing institutional connection points for pregnant women, and parents of children from birth to age three, to enter pathways of care that lead to the enrichment of a child’s developmental resources through linkage with quality early learning.
The goal is to incorporate perinatal and maternal mental health screening, and facilitated access to services and treatment into four Commission-funded programs:

- **Bridges Maternal Child Health Network**
  A service partnership among 10 high-birth hospitals; four county-based public health nursing programs; and three community-based home visitation programs. Upwards of 10,000 women a year receive a comprehensive health and psychosocial screening and receive referrals to home visitation programs and other community resources and supports based on need.

- **Neighborhood Resources Network**
  Targets services to families at high risk for future substantiation of child maltreatment, specifically families who have had an initial child abuse report but will not receive further intervention from the County Social Services Agency and have at least one child under the age 5. In partnership with SSA, a streamlined process has been established to identify families and offer voluntary, evidence-based family strengthening services through community service providers to hard-to-engage families with the goal of preventing subsequent abuse and more severe incidents for that family.

- **Developmental Screening Initiative**
  A quality improvement partnership with CHOC Children’s and Help Me Grow Orange County to increase the rate and improve the quality of developmental screening among pediatric and family medicine providers.

- **Early Childhood Mental Health and Wellness Program**
  A diverse collaboration of agencies working together to help early care and education providers support children with challenging behaviors by connecting providers to early intervention and mental health systems; provide early identification and connection to early intervention and clinical care; increasing the capability of provider to care for young children with challenging behaviors and/or mental health issues; and, education families to reduce stigma and connect to services.

**The Pritzker Children’s Initiative Orange County Fellow**

Hoda Shawky is the Fellow selected to implement the Pritzker Children’s Initiative. Ms. Shawky is a primary care pediatric nurse practitioner, a primary care mental health specialists, an international board certified lactation consultant, a registered public health nurse, and is fluent in English, Arabic and Spanish. As a clinician for AltaMed, a network of Federally Qualified Health Centers that service low-income, diverse communities, she championed and implemented AltaMed’s first lactation clinic; developed an electronic medical record template for maternal/infant lactation visits; and advised in creation of breastfeeding friendly clinic education and policies. Ms. Shawky has also provided in-home lactation consultation and parent-infant attachment support through her private practice.

As the Pritzker Fellow for Orange County, Hoda Shawky brings extensive clinical experience and a passion for improved conditions for children and families. She is committed to maintaining the work as a high priority and accountability for reaching milestones and targets. Throughout the term of the grant, she will be responsible for convening stakeholders and organizations from multiple
subsystems to formulate a plan to screen pregnant women and mothers of young children for mental health disorders; facilitate access to services and treatment; and cultivate relationships with the mothers to seamlessly connect them to services. Hiring Hoda Shawky to a limited-term, 24 month position, at the Commission to serve as the Orange County Fellow is recommended.

**STRATEGIC PLAN & FISCAL SUMMARY:**
The recommended actions have been reviewed in relations to the Strategic Plan and are consistent with Healthy Children, Strong Families, and Capacity Building Goal areas. The Commission’s Fiscal Year 2018/2019 budget would be amended to reflect the contract with Sorenson Impact Center for the funding, match contributions from the Commission’s Capacity Building Budget, and expenditures to support the limited term position.

**PRIOR COMMISSION ACTIONS:**
None

**RECOMMENDED ACTIONS:**
1. Authorize Executive Director, or designee, to enter into agreement with Sorenson Impact Center, University of Utah, on behalf of the Pritzker Foundation to receive up to $150,000 for a term of 24 months for the Children’s Initiative Fellows Program.
2. Authorize a maximum match funding of $150,000 ($75,000 for each of the next two in Fiscal Years) from the Capacity Building program for the Pritzker Foundation to meet the Children’s Initiative Fellows Program match fund requirement.
3. Authorize Executive Director to hire a limited term position (24 months) to fulfill the fellowship requirements and deliverables.

**ATTACHMENTS:**
None

**Contact:** Ilia Rolón
DATE:        July 23, 2018
TO:          Children and Families Commission of Orange County
FROM:        Kimberly Goll, Executive Director
ACTION:      Receive follow-up report to June 2018 Annual Planning Meeting, adopt resolution authorizing amendment to agreement with Cornerstone Communications, and approve the implementation of the Community Engagement Plan

SUMMARY:
The Children and Families Commission of Orange County conducts a planning meeting each year to provide Commission members an opportunity to discuss new or expanded project ideas and to plan the course for the next fiscal year. The June 2018 Planning Meeting included presentations on the next steps for the new Orange County Children’s Policy Framework; a review of the communications assessment and recommendations; and the status and on-going implementation of the Community Engagement Plan. This report is the follow-up to the meeting and a recommendation to increase the communications budget to implement the expansion of activities.

DISCUSSION:
This year marks the 20-year anniversary of the passage of Proposition 10 that established the statewide system of First 5/Children and Families Commissions. Over the years, the Children and Families Commission of Orange County has been successful in raising the awareness of the importance of early childhood development and has made strategic investments in programs that support early health and education of young children and families.

In the early years, the focus was on establishing new programs and services, many of which are now embedded in the system of services for young children throughout the county. For example, every school district with a kindergarten population has staff dedicated to early learning, and school districts are implementing the Early Development Index (EDI) to measure children’s readiness for kindergarten. The Bridges Maternal Health Network has evolved into an integrated system of community providers that identify and respond to risk factors from prenatal through the first years of life. A countywide system of over 400 emergency and transitional shelter beds for pregnant women and families was created, as well as direct services to prevent homelessness.

The planning meeting in June continued the momentum that began last year with the adoption of a new three-year business plan that focuses on leveraging these service investments. In recognition of the continued decline of tobacco tax revenue, the increased impact of investments and the results of recent evaluation studies, a strategic shift was initiated to improve early childhood systems while continuing to achieve better outcomes for young children and families.
**Early Childhood Policy Framework**
The newly drafted Early Childhood Policy Framework, a document modeled after Colorado’s children’s policy framework was presented by Jodi Hardin from Civic Canopy and discussed with a panel of community stakeholders representing health and education. It was noted that the Commission priorities are reflected in the Framework that was created with the intent for all groups to make it their own. The Framework was noted as a tool and resource to breakdown health and education silos. Further work was noted to engage non-traditional partners. The Commission will continue to support the shared ownership of the Early Childhood Policy Framework as a committee member and support the facilitation of meetings and the business plan development process. The Framework will be utilized to guide the Commission’s work and planning efforts.

**Communications Plan**
Recommendations from the recently completed communications assessment were presented by John Christensen from Cornerstone Communications. The recommendations support an approach to pivot the communications strategies to better align with a systems building approach. The key discussion topics included target audiences, developing champions for early childhood development, and leveraging the First 5 branding.

Cornerstone Communications has developed a three-year communications plan with specific strategies and tactics to implement the Commission’s directives. The plan will focus on business and government leaders as the primary target audience. The first year plan (Attachment 1) also includes an assessment of resources and messages that are currently available for parents, including the Orange County Commission’s Kid Builders mobile app and First 5 California’s website and parent resources. Amending the current agreement with Cornerstone Communications to add $67,000 to implement the first-year plan is recommended. The additional funding will elevate children’s issues and specifically enhance the positioning of the Commission as experts in early childhood development, a trusted resource for related data, and a convener of leaders and policy makers on an early childhood agenda.

**Community Engagement Plan**
The status of the Community Engagement Process that was initiated last year was presented by Anne Olin from The Olin Group. Community partners and stakeholder groups were convened to participate in discussions to understand how the Commission could best support and engage on issues related to young children. The results of these meetings confirmed that the Commission is already perceived as a leader; there is a need to increase communication about the Commission’s goals and achievements; there is a need to leverage the Commission’s experience, partnerships, and research to effect change; and, challenges need to be identified as opportunities for further engagement.

The discussion confirmed the recommendation to implement a Community Engagement Plan over the next three-years to increase community engagement, and pivot toward a catalytic focus and system change efforts. The successful outcome of the Community Engagement Plan will be to engage communities to promote best practices and create systems change resulting in a strengthened community effort toward improving outcomes for young children. These outcomes can be achieved by deepening relationships and engagement with community stakeholders. Approval to implement the Community Engagement Plan as presented by The Olin Group is recommended. The consultant agreement with The Olin Group was approved in April 2018. No additional funding is required.
Other June Meeting Actions
The 2018-2019 Business Plan was approved and is available for public review on the website. Maria Minon, MD and Gregory Haulk were elected Commission Chair and Vice-Chair, respectively. Changing the date to February for the annually planning meetings was approved beginning in 2019.

STRATEGIC PLAN & FISCAL SUMMARY:
The recommended action has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. Amending the current agreement with Cornerstone Communications to add $40,500 to implement the first year of the communications plan is included in the Fiscal Year 2018/2019 budget within the Strategic Communications budget category.

PRIOR COMMISSION ACTIONS:
- June 2018 – Conducted annual planning meeting
- April 2018 - Approved updated rosters for qualified applicants and adopted resolution authorizing agreements or amendments to agreements with designated individuals and organizations to provide services

RECOMMENDED ACTIONS:
1. Receive the follow-up report to the June 2018 Annual Planning Meeting.
2. Adopt resolution (Attachment 2) authorizing the Executive Director to amend agreement C-382 with Cornerstone Communications to add $67,000, increasing the maximum obligation to a an amount not to exceed $117,000, to implement the first year of the three-year Communications Plan (Attachment 1).
3. Approve implementation of a three-year pilot Community Engagement Plan by The Olin Group.

ATTACHMENTS:
1. Fiscal Year 2018-2019 Communications Plan
2. Resolution

Contact: Kelly Pijl
I. Overview

For 20 years, the Children and Families Commission of Orange County has been the leader in identifying and addressing children’s needs and supporting programs and best practices for their lifelong health and development. The Commission has identified, funded and supported programs with demonstrable positive impacts on the county’s children from birth to 5 years old. The Commission’s strategic partnerships have enabled it to leverage collective resources to better meet the challenges associated with keeping children healthy and ready to learn.

The Commission is admired as a strong, collaborative and forward-thinking partner in Orange County, statewide and nationally. As such, its efforts have been and will continue to be replicated by other agencies and organizations committed to helping vulnerable children and their families.

As tobacco tax revenue continues to decline throughout California, the Commission has shifted its strategic focus to strengthening established effective programs, services and organizations. This new focus emphasizes sustainability strategies that effectively leverage key partnerships, ongoing data collection and rigorous local evaluation. The Commission is utilizing a multi-pronged approach to keep a steady spotlight on the importance of early childhood development and further improve outcomes for children. The approach includes:

- Continued funding of proven programs that are effective and foundational.
- Rigorous promotion of the Early Development Index (EDI) to assess children’s readiness for kindergarten within Orange County neighborhoods and geographic areas.
- Prioritization of partnerships that improve outcomes for Orange County’s young children and development of new relationships for leveraging and sustainability strategies.
- Catalytic funding designed to improve the systems that serve young children.

In 2018, S. Groner Associates (SGA) was tasked with auditing the Children and Families Commission of Orange County’s communication efforts and recommending appropriate methods to pivot their communications approach to align with the Commission’s new systems-level focus.

The Communications Team will use the following key recommendations from the SGA audit to guide its strategy are:

- Develop an audience-specific strategy that prioritizes key target audiences.
- Inspire a Network of Champions that drive action on behalf of the Commission.
- Use real life stories from funded-partners and community-based organizations to inspire action.
- Leverage the work and branding of First 5 California.

The tactics for implementing each of these recommendations will be discussed later in this strategy.
II. Guiding Principles

Fiscal Year 18/19 is the first year of a three-year Communications Strategy. It will align with the priorities outlined in the Strategic, Business and Community Engagement Plans, as well as the newly implemented Children’s Policy Framework.

III. Overarching Goals

The goals of the Communications Strategy are three-fold. Over the next three years:

1. Position the Commission as an expert in early childhood development and as a trusted resource for related data.
2. Position the Commission as a convener of thought leaders, agencies and policy makers to collaborate on an early childhood agenda.
3. Elevate children’s issues and champion child development and early education systems.

IV. Target Audiences

In response to the SGA audit’s recommendation to develop an audience-specific communications strategy, key audience recommendations that align with the Strategic, Business and Community Engagement Plans were presented for discussion at the June Planning Meeting.

The following target audiences were identified:

- Business and Government Leaders
- Foundations and Donors
- Community Based Organizations and Funded Partners
- Academic Institutions

An additional potential target audience was identified:

- Parents

First 5 California is required to use up to six-percent of its allocation of Proposition 10 revenue for mass media marketing. A review of the First 5 California parent outreach will be conducted over the next fiscal year. The Orange County Commission has relied on the funded programs to provide parent outreach regarding its funded services. In addition, limited parent outreach is directly provided by the Orange County Commission, primarily through the Kid Builders program. A review of the state and local parent outreach strategies will be conducted this fiscal year with a recommendation regarding parents as a specific target audience.
V. Fiscal Year 2018/2019 Communications Plan Priorities

The Communications Plan was developed in response to Strategic Intent #5.1 as outlined in the Commission’s FY 2018/2019 Business Plan.

Communications Tactic #1: Build Awareness Around the Commission’s Systems Change Initiatives

The Commission seeks to engage business leaders, school districts, elected officials and policy makers on the importance and significance of early childhood development. By planning and executing an education and awareness campaign around systems change initiatives, key leaders will have a better understanding of the what the Commission is doing to improve the lives of Orange County’s children and the prognosis for Orange County’s future.

1. As major milestones are reached on EDI, develop a communications plan on the importance of kindergarten readiness and this comprehensive, countywide data.

2. Develop a communications plan around the shortage of pediatric Denti-Cal dentists in Orange County.

3. Develop a communications strategy around the Commission’s data matching initiative with CHOC and Orange County Department of Education.

4. Develop a communications strategy around the expansion of developmental screenings in partnership with CHOC and CalOptima.

5. Develop a communications strategy around the release of a new equity profile that uses EDI data.

6. Develop a communications strategy around the release of a comprehensive Bridges evaluation and the redesign of the program (including Dr. Hornstein’s research).

7. Develop a communications strategy around the release of a new evaluation of school readiness nurses and early learning specialists with Orange County Department of Education.

8. Develop a communications strategy around the release of HomeAid’s evaluation of family homelessness and the impact of the Commission’s investment in this critical arena.

9. Work with Curt Pringle & Associates to begin the development of a legislative platform around the need for state-funded home visitation programs.

Communications Tactic #2: Knowledge Advancement through Key Collaboratives

The Commission will serve as a catalyst for the development, exchange and dissemination of data, policies and best practices that promote positive outcomes for children.

1. Throughout FY 18/19, key collaboratives will be identified and developed with staff and consultant experts.

2. By April 2019, outreach packets will be developed for select business and government leaders that provide social and newsletter content for promotion of the collaboratives and their efforts.
3. Throughout FY 18/19, distribute information on the collaboratives to select, key media in Orange County, regionally and nationally.

4. Throughout FY 18/19, as appropriate, host or co-sponsor community events or forums to further share information on the collaboratives.

<table>
<thead>
<tr>
<th>Communications Tactic #3: Social and Digital Media</th>
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<tr>
<td>Social media remains a powerful tool for increasing awareness of the Commission’s important work that promotes positive outcomes for children.</td>
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<tbody>
<tr>
<td>1.</td>
<td>Throughout FY 18/19, maintain an active and engaged presence on Facebook.</td>
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<td>2.</td>
<td>Throughout FY 18/19, maintain and update the Commission’s website with new and relevant information as it becomes available with a focus toward business and government leaders.</td>
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<td>3.</td>
<td>By July 2018, complete updates to the Commission’s website to make it mobile-friendly.</td>
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<td>4.</td>
<td>By July 2018, add a Facebook icon to the homepage of the Commission’s website.</td>
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<td>5.</td>
<td>By July 2018, create a new Kid Builders page on the Commission’s website and include a Kid Builders graphic on the homepage.</td>
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<td>6.</td>
<td>Beginning in October 2018, distribute a monthly e-newsletter in advance of and following Commission meetings that highlights agenda items, Commission news, updates, program highlights, etc.</td>
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<td>7.</td>
<td>By December 2018, develop a new standard email signature for all Commission staff.</td>
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<tr>
<td>8.</td>
<td>By December 2018, develop a newsletter sign up pop-up box on the Commission’s website to increase email list numbers.</td>
</tr>
<tr>
<td>10.</td>
<td>By March 2019, develop a comprehensive strategy to launch and maintain a LinkedIn profile that includes both organic and paid campaign recommendations.</td>
</tr>
<tr>
<td>11.</td>
<td>By March 2019, launch a LinkedIn page for the Commission and post one new article per month.</td>
</tr>
<tr>
<td>12.</td>
<td>By June 2019, develop a thoughtful paid Facebook strategy to supplement the organic activity on the platform.</td>
</tr>
<tr>
<td>13.</td>
<td>By June 2019, grow the Commission’s Facebook audience by 10%.</td>
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<table>
<thead>
<tr>
<th>Communications Tactic #4: Leveraging First 5 California Work and Branding</th>
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<tbody>
<tr>
<td>First 5 California has developed a widely and well-known brand voice and consistent messaging. To connect with the brand awareness of First 5, the Commission is considering the addition of a tagline to its name.</td>
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<tbody>
<tr>
<td>1.</td>
<td>By December 2018, complete a recommendation for incorporating First 5 branding into the Commission’s official name. The exercise will include suggestions on a tagline and/or name change.</td>
</tr>
<tr>
<td>2.</td>
<td>By June 2019, present an updated logo and brand guidelines and identify all materials that need to be updated (i.e., website, letterhead, templates, business cards, etc.).</td>
</tr>
</tbody>
</table>
Communications Tactic #5: Strategic Conversations

To understand priorities, stay well informed on Commission work and receive continuous updates, the communications consultants will be involved in the Commission’s strategic conversations.

1. Throughout FY 18/19, the communications consultants will attend Commission meetings every other month, twice a month with Commission staff, quarterly all-hands consultant meetings, and participate in staff and program planning meetings as appropriate.

Communications Tactic #6: Content Development

The Communications Team will continue and expand development of various collateral and communications materials.

1. Throughout FY 18/19, develop press releases, traditional media pitches and supporting materials on key Commission initiatives/ focus areas. Potential topics include child care, home visitation, maternal mental health, oral health and developmental screenings.
2. By February 2019, develop the FY 17/18 Annual Report Summary.
3. By June 2019, develop two op-ed columns authored by Commissioners on timely and relevant topics related to the Commission’s work that promotes positive outcomes for children.
4. By June 2019, prepare four success stories from funded partners to share on social media, with key media, in newsletters and on the Commission’s website.

Communications Tactic #7: Create a Network of Champions

A key element to the Commission’s notoriety in the community and throughout the region is the cultivation of an active network of champions of business and government leaders advocating on behalf of early childhood development.

1. By June 2019, five key business and government leaders will advocate for young childhood issues through LinkedIn, op-eds, media quotes or other relevant public avenues.
3. By June 2019, have three Commissioners and the Executive Director consistently posting or re-posting Commission content on their personal or business social media pages.
VI. Strategy

Three key strategies will guide the approach to all communication efforts for the next three years.

1. Audience-Specific Approach
   The Communications Strategy will focus on business and government leaders as the key target audiences.

   Communication efforts will include messaging that is tailored to this key group to speak to their specific motivators to become champions of early childhood issues.

2. Develop a Network of Champions
   The Commission is a well-established presence in Orange County and people who work closely with the organization have a favorable opinion of its efforts. A key element of the Communications Strategy will be to harness this opinion and cultivate champions to advocate on behalf of early childhood development. These supporters will allow the Commission to quickly and effectively spread news and information across various sectors.

   Key network members will include Commissioners, business executives, government leaders and funded-partner organization executives.

   These members will be encouraged to advocate on behalf of the Commission's early childhood development messages through ghostwritten op-ed columns, LinkedIn posts, newsletters and more.

3. Create “Entry Points” for Audience Engagement
   The most effective way to achieve engagement with the Commission’s key target audience of business and government leaders is to provide them with specific “entry points” to connect with the Commission. These entry points will allow the Commission to capture the audience’s attention, further its mission and build a network of supporters.

   Entry points will include social media, e-newsletters, EDI data use trainings, updated website content, invitations to appropriate events and more.

VII. Objectives

Three objectives were identified:

1. Inspire the creation of a ReadyNation chapter for Orange County or a business-led organization for early childhood development in Orange County.
2. Cultivate new advocates for early childhood development from the business and government leaders community.
3. Increase attendance of key business and government leaders at the 2019 Learners Today, Leaders Tomorrow Summit.
VIII. Communication Tactics

A variety of communications tactics will be deployed to reach business and government leaders and work toward the larger Communications Strategy goals as outlined above.

Building Awareness Around the Commission’s Systems Change Initiatives

The Commission will engage business leaders, school districts, elected officials and policy makers on the importance and significance of early childhood development. By planning and executing an education and awareness campaign around systems change initiatives, key leaders will have a better understanding of what the Commission is doing to improve the lives of Orange County’s children and the prognosis for Orange County’s future.

Awareness tactics to include:

- Media outreach
- Opinion columns
- Social media
- Newsletters
- Fact sheets
- Videos
- Website content
- Presentations

Knowledge Advancement through Key Collaboratives

The Commission will serve as a catalyst for the development, exchange and dissemination of data, policies and best practices that promote positive outcomes for children.

Key collaboratives will be identified and developed with staff and consultant experts. The key collaboratives will include, but not be limited to:

- Early Childhood Policy Framework
- Mental Health Collaborative
- Network Anaheim
- Santa Ana Early Learning Initiative
- The Conditions of Children Report
- The Orange County Community Indicators Report

With each of these, a variety of tactics will be used to raise awareness and develop resources to business and government leaders including:

- Outreach Packet: Develop an outreach packet for select business and government leaders that provides social content and newsletter copy for promotion of the collaborative. Packet to include drafted social posts and newsletter copy for partners to easily copy-and-paste into their own platforms.
- **Media Outreach:** Distribute information on the collaboratives to select media in Orange County.
  - Target outlets include: The Orange County Register, Daily Pilot, Los Angeles Times, and the Orange County Business Journal.

- **Community Forums/Events:** Co-sponsor community forums or events related to the collaboratives (i.e. OC Forum). Provide support in panel coordination and promotion of event through social media, traditional media and newsletters. Invite key business and government leaders to attend and/or participate where appropriate.

**Social Media**

- **Facebook:** Facebook remains the dominant social network by a wide margin; more than 50% of Americans of all ages were on Facebook in 2016. More than 162.9 million US Internet users log on to the site at least once a day.

  An active and engaged organic Facebook strategy has been maintained for multiple years. Facebook will only serve posts to a small percentage of followers. A thoughtful “paid” strategy to supplement the organic one will be developed with a frequency of three to four times per week.

- **LinkedIn:** LinkedIn is a powerful tool for reaching and interacting with the business community. More than 100 million people in the U.S. are members of the online platform. Currently, the Commission does not have a presence on LinkedIn. A comprehensive strategy to launch and maintain a LinkedIn profile to include both organic and paid campaign recommendations will be developed by March 2019.

**Digital Media**

- **Website:** The Commission’s website can be the go-to destination for business and government leaders who are seeking additional information about the organization and work being done. The website will be maintained and continuously updated with new and relevant information as it becomes available with a focus that leans toward business and government leaders. Updates will include adding new EDI data as it becomes available, media coverage highlights, press releases, etc.

- **Newsletter:** Distribute a monthly e-newsletter that highlights a variety of topics, including upcoming agenda items, Commission actions, accomplishments, funded partner programs, success stories, upcoming events, and more. The e-newsletter template will be graphically redesigned and refreshed, and a robust email list of business and government leaders will be built out.
Leveraging First 5 California Work and Branding

First 5 California has developed a widely and well-known brand voice and consistent messaging, i.e. Talk, Read, Sing. The Commission is often referred to as First 5 Orange County, even though this is not the official name. To connect with the brand awareness of First 5, the Commission is considering the addition of a tagline to its name.

A process to develop a recommendation for incorporating First 5 branding into the Commission’s official organization name will be implemented. The exercise will include suggestions on a tagline and/or name change.

Communications Consultants as Part of Strategic Conversations

To understand priorities, stay well informed on Commission work and receive continuous updates, the communications consultants will attend Commission meetings every other month, meet twice a month with Commission staff, and participate in staff development and planning meetings as needed.

Content Development

The following communications efforts will continue and expand as appropriate.

- Press releases
- Traditional media pitches
- Op-ed columns
- Success stories from funded partners
- Fact Sheets:
  - Potential Topics:
    - Home Visitation
    - Child Care
    - Maternal Mental Health
    - Oral Health
    - Developmental Screenings
- Annual Report Summary
- Other SGA recommendations:
  - Update and standardize Commission staff member email signatures
  - Develop mobile-friendly website
  - Add social media icons and links on homepage of Commission website
  - Increase frequency of e-newsletter distribution
  - Create a new Kid Builders page on the Commission website and add a Kid Builders homepage graphic
  - Add a newsletter signup pop-up box on the Commission’s website
**IX. Proposed Budget**

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Annual Admin Cost</th>
<th>Annual Program Cost</th>
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<td>Meetings</td>
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<td>Content Development</td>
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<td>Social Boosting Budget</td>
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<td>Annual EDI Map Updates</td>
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<td>Research</td>
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<tr>
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<td><strong>$117,000</strong></td>
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CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-18 C&FC

August 1, 2018

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FIRST AMENDMENT TO AGREEMENT C-382 WITH CORNERSTONE COMMUNICATIONS TO IMPLEMENT THE FIRST YEAR OF THE THREE-YEAR COMMUNICATIONS PLAN; 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, On April 4, 2018, Commission authorized the Executive Director, or designee, to prepare and negotiate Agreement C-382 (“Agreement”) with the Cornerstone Communications;

WHEREAS, The Commission desires to prepare and negotiate a First Amendment to Agreement C-382 (“Amendment”) with Cornerstone Communications (hereinafter referred to as “Contractor”) to implement the first year of the three-year Communications Plan for the terms and in the amount as described in August 1, 2018 staff report for this agenda item; 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 August 1, 2018 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 Contractor for the terms and in the amount specified in the August 1, 2018 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 Executive Director, or designee, and Commission Counsel to prepare and negotiate the Amendment with the Contractor to implement the first year of
the three-year Communications Plan for the terms and in the amount consistent with the August 1, 2018 staff report and scope of services referenced therein.

**Section 3** The form of the Amendment with the Contractor, for the terms and in the amount specified in the August 1, 2018 staff report for this Agenda Item, shall be substantially similar to the form of the standard Amendment to a Consultant Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director 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 to implement the first year of the three-year Communications Plan for the terms and in the amount specified in the August 1, 2018 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 Executive Director, 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 to Agreement, (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 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 August 1, 2018 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: __-18-C&FC
Agenda Date: August 1, 2018
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 of final executed Amendment to Agreement)
DATE: July 23, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Receive Harder+Company Community Research’s final report on the evaluation of capacity building and catalytic programs and authorize implementing actions

SUMMARY:
The Children and Families Commission of Orange County contracted with Harder+Company Community Research in 2017 to conduct an evaluation on the effectiveness, impact and sustainability of the capacity building and catalytic funding programs. This item is a summary of the final evaluation report that was submitted in June 2018.

DISCUSSION:
Beginning in spring 2017, Harder+Company conducted a mix methods evaluation of 25 capacity building and 11 catalytic funding programs. The evaluation was expected to determine the effectiveness of the two funding strategies that aimed to increase the capacity of organizations supporting young children.

The final report was submitted on schedule in June 2018. The report confirmed that both funding strategies expanded programs, improved outcomes, contributed to strategic and organizational development and supported collaborative approaches and partnerships. The following is a summary of the evaluation report, which includes definitions of the two funding strategies, programmatic impacts and challenges, and recommendations to continue supporting a systems building funding category.

Capacity Building and Catalytic Defined
The capacity building and catalytic funding strategies are interconnected and overlapping and often difficult to separate. The differences are primarily the size and scope of the investments, the scale of the expected outcomes, and different working relationships with the Commission.

Capacity Building
Capacity building funding was initiated as a goal area in the first Strategic Plan to strengthen the network of nonprofit community services providers with competitive allocations focused on the capacity of an agency. The allocations are typically one-time, one-year smaller allocations of up to $250,000. The capacity building strategy supports capital facility expansion or new facilities; and/or new program development. As a responsive funding strategy, the expectations are limited to business and sustainability plans that are required as part of the application process. These plans motivated applicants to thoroughly consider program development, implementation and sustainability from the onset, which contributed to the success of the project. Beyond this initial requirement the approach is flexible and “hands off” and there is no further commitment or expectation for on-going funding.
**Catalytic Funding**

The catalytic funding strategy was developed following the governor’s failed attempt to sweep First 5 commissions’ fund balances to backfill the state budget. Catalytic funds are large allocations invested for up to 20-years to build sustainable services that strengthen countywide early childhood systems. Catalytic strategy focuses on increasing capacity through facility expansion and program development, and with the overarching goal of supporting organizations to create self-sustaining, long-term financial models that will not be solely dependent on future Commission monies.

Sustainability efforts were embedded into funded projects through a number of strategies including offsetting long-term operating costs via rent savings, identifying matching fund partnerships, challenge grants, and public funding streams that could support the program in the future. These programs include a service payback model where services are provided beyond the timeframe required for building out program and facilities. The expectation of the catalytic funding strategy is discernible, measurable countywide change in outcomes for young children in Orange County. The funded projects directly tie to the Commission’s core strategies, and receive additional leadership and strategy support.

**Programmatic Impacts**

The evaluation report summarizes that both capacity building and catalytic projects had significant impacts on the agencies that received the funding. The evaluation did not show that one strategy had more success than the other and in fact programs and agencies that were funded differently often had similar success and or challenges. The following are summaries of the key findings of successes and challenges that were evidenced in both funding types.

**Success**

Piloting new services or expanding facilities to improve the support for young children and families was a primary goal of the capacity building and catalytic funding strategies. The funding strategies also resulted in programmatic accomplishments that included new partnerships and fund leveraging. The newly fostered partnerships and collaborations explored different directions that built off their successes. Many of these partnerships and collaborations became more formalized and integrated beyond the scope of work and term of the agreement. Support systems were developed through strengthened connections and coordinated efforts across the county.

The funded partners were challenged to set strategic fundraising goals to make their projects sustainable and continue services beyond the contract period. To date, over $20 million has been leveraged from the Commission’s investment primarily in capacity building programs, including over $10 million by accessing or increasing fees-for-services. The presence of Commission funding raised the funded partners’ credibility profiles with other funders resulting in successful fundraising and programmatic outcomes. Overall, partners that received capacity building and catalytic funding were able to improve and expand services to support young children, increase support and strategic development within their organizations, and leverage funding to sustain their efforts.

**Challenges**

The funded partners identified several challenges to both the capacity building and catalytic funding models. A challenge for the facility expansion projects was the learning curve in dealing with externalities and contextual barriers that were outside of their control and areas of expertise. The externalities included delays and barriers in acquiring sites, construction delays, city permits and
inspections, and negotiating with landlords. The contextual barriers included transportation issues and the political climate that impacted their projects.

Other challenges were the Commission’s contracting practices and fiscal processes. The reimbursement model and reporting requirements were noted as cumbersome and labor-intensive. The service pay back model sometimes presented cash flow issues and slowed progress. Fundraising and sustainability were identified as the most challenging. The catalytic partners ranked fundraising as more challenging than the capacity building counterparts.

**Recommendations**

Harder+Company recommends the continued support of a capacity building/catalytic funding strategy. They offer the following refinements to maximize the impact and sustainability of the Commission’s investments.

1. Continue funding both strategies and support funded partners through a flexible, collaborative, hands on approach that is a key contributor to success.

2. Use a framework for evaluating capacity building and catalytic strategies together to strengthen systems and articulate systems change goals to identify how their current efforts overlap and how they can be leveraged in a more intentional way.

3. Fund cohorts and partnerships to impact countywide systems and seek opportunities to connect funded partner, groups of organizations and the sector.

4. Systematize when and how key supports are offered to maximize funded partners outcomes, impacts and success. Success was attributed in part to supports, resources, and structures such as feasibility studies, consultants and expert intermediaries, and supports around sustainability efforts.

In addition to Harder+Company’s recommendations the following implementing actions are also recommended:

1. Combine the capacity building and catalytic funding strategies into one “Systems Building” fund to be included in the updated Strategic Plan and presented for approval in April 2019.

2. Implement the Build Initiative’s framework for evaluating systems initiatives. The framework evaluates the context, components, connections, infrastructure and scale of early childhood systems to ensure children are ready to succeed in school.

**STRATEGIC PLAN & FISCAL SUMMARY:**

The recommended actions have been reviewed in relations to the Strategic Plan and are consistent with all goal areas. There is no funding action proposed for this item.

**PRIOR COMMISSION ACTIONS:**

- April 2018 – Received update on the Capacity Building and Catalytic evaluation
• August 2017 – Adopted resolution authorizing agreements with Harder+Company and NP Strategies to provide evaluation and project management services of the Capacity Building and Catalytic programs.
• November 2012 – Approved $90,000 set aside for evaluation of Capacity Building and Catalytic programs.

RECOMMENDED ACTIONS:
1. Receive Harder+Company Community Research’s final report on the evaluation of Capacity Building and Catalytic programs.
2. Authorize the implementation of Harder+Company Community Research’s recommendation to continue supporting a capacity building/catalytic funding strategy and their refinements to maximize the impact and sustainability of the Commission investments.

ATTACHMENTS:
None

Contact: Sharon Boles
DATE: July 23, 2018

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director

ACTION: Receive the Executive Officers Report

A. Financial Report and Revenue Update

Staff monitors revenue throughout the year and compares actual Proposition 10 tobacco tax revenue receipts to the anticipated budget. Revenue through May has been posted by First 5 California in the amount of $20.5 million. Approximately $971,000 of the reported amount is due to the Proposition 56 backfill provision for the period April 1, 2017 to June 30, 2017.

Proposition 56 increased the cigarette tax by $2.00 per pack, with equivalent increases on other tobacco products and electronic cigarettes. A backfill provision was included in Proposition 56 to first use new revenue from the additional tax to replace revenue lost from the 50 cent Proposition 10 tobacco tax due to lower tobacco consumption resulting in lower sales.

Tobacco tax revenue will end the year above the projected budget of $19.9 million for Fiscal Year 2017-2018 for two reasons. First, overall tobacco tax revenue did not decrease as much as the California State Department of Finance and First 5 California projected. Several new variables were introduced into the projections for tobacco sales including the new $2.00 tax, the legal purchasing age increase from 18 to 21, and the expanded definition of tobacco products which now include electronic cigarettes. The second reason for the revenue ending above budget is the timing of the backfill payment. The original budget projections assumed the first backfill calculation and payment would not occur until the 2017-2018 fiscal year had completed, and no backfill payment was planned for in the current year budget.

The year-end revenue results will have a minimal positive impact on long-term revenue projections. Final financial results will be presented at the October meeting followed by the annual update of the Long-Term Financial plan in December.

B. Quarterly Investment Report (January – March 2018)

Pursuant to the Children and Families Commission of Orange County’s fiscal year 2017/2018 Investment Policy Statement, the Orange County Treasurer submits Quarterly Investment Reports to the Commission. This Investment Report summarizes investment activities for the three-month period from January 1 through March 31, 2018. 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). As of March 31, 2018, these totaled $39,336,442. All funds are managed by the Office of the Orange County Treasurer. A summary of key OCIP investment information is in Attachment 1.
C. Strategic Communications Fourth Quarter Report
Curt Pringle & Associates (CP&A) provides strategic communications services in the areas of legislative advocacy, community partnerships and public awareness. The Legislative and Strategic Communications Fourth Quarter Report (Attachment 2) for April, May and June 2018 summarizes their current activities. This quarter, Curt Pringle & Associates coordinated the Orange County legislative briefings for the annual First 5 Advocacy Day in Sacramento followed by an in-district briefing for the local legislative staff members at MOMS Orange County in June. They monitored the state budget process and proposed legislative bills related to children and families with young children. In partnership with HomeAid Orange County, CP&A lead the annual Essentials Diaper Drive collecting more than 1.2 million diapers and baby items.

D. Casa Teresa Update
In June 2012, Casa Teresa was awarded $1.5 million to purchase a building in the city of Orange and provide emergency maternal shelter (EMS) services to pregnant women with a service payback provision. Due to financial stress, the Commission approved the amendment to the agreement to allow the property to be listed for sale in June 2017. The EMS project was moved to Casa Teresa’s main campus without interruption in services. As of late July, Casa Teresa entered into 60-day escrow for the sale of the property. As required by the amendment, ongoing financial reports are submitted for review by the Commission’s auditors. In the last 12 months, Casa Teresa has reduced expenses by eliminating staff where necessary and have realized increases in fundraising efforts. While Casa Teresa has taken positive steps in increasing its cash flow and reducing expenses, it is recommended that Casa Teresa continue to be monitored on a quarterly basis.

E. Essentials Diaper Drive Report
The 2018 HomeAid Orange County Essentials Diaper Drive received more than 1.2 million diapers and other essential baby items from Mother’s Day in May through Father’s Day in June. The diaper drive supports Orange County’s 21 homeless shelters that serve pregnant women and mothers with babies. On average, a family needs 3,000 diapers and other essential items a year for one child at an annual cost of $1,000. The donated items allow the shelters to devote more of their limited resources to help their clients achieve self-sufficiency. This year, the Commission staff volunteered at the annual “Builders for Babies” event at Angel Stadium unloading, counting and sorting donated diapers. Commissioner Sandy Pierce coordinated a donation drive at her preschool and collected over 300 pounds of essential items. The Commission’s office building, the Nonprofit Village, also participated and met their collection goal of 3,000 items.

RECOMMENDED ACTION:
Receive the Executive Officers Report.

ATTACHMENTS:
1. Quarterly Investment Report and Annual Update –January 1, 2018 through March 31, 2018 and Financial Highlights for March, April, and May 2018
2. Legislative and Strategic Communications Fourth Quarter Report
Children & Families Commission of Orange County
Quarterly Investment Report and Annual Update
January 1, 2018 through March 31, 2018

OVERVIEW
Pursuant to the Children & Families Commission of Orange County’s (Commission) fiscal year 2017/2018 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, 2018.

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, 2018, these totaled $39,336,442. 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 2018. The net year-to-date yield for fiscal year 2017/2018 is 1.14%, net of the estimated investment administrative fee of 6.0 basis points. The revised forecasted gross and net yields for fiscal year 2017/2018 are 1.24% and 1.18% respectively. The OCIP market values are slightly lower than the book values due to the four Federal Reserve short-term rate increases totaling 1.00% since March 1, 2017, but the OCIP net asset values are 1.00 and there is sufficient liquidity to meet the forecasted expenditures for the next six months.

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<td>0.86</td>
</tr>
<tr>
<td>February</td>
<td>$38,110,445</td>
<td>1.42%</td>
<td>$4,636,281,080</td>
<td>$4,657,503,841</td>
<td>313 days</td>
<td>1.00</td>
<td>0.85</td>
</tr>
<tr>
<td>March</td>
<td>$39,336,442</td>
<td>1.40%</td>
<td>$4,710,391,312</td>
<td>$4,731,135,231</td>
<td>301 days</td>
<td>1.00</td>
<td>0.81</td>
</tr>
</tbody>
</table>

ECONOMIC UPDATE
From January through March, the U.S. economy continued its steady economic growth. The job market added 176,000 (revised) new jobs in January, 324,000 (revised) in February, and 103,000 in March. The unemployment rate remained at 4.1% for the quarter, unchanged from December of 2017. U.S. gross domestic product (GDP) rose at a 2.9% annualized rate in the fourth quarter of 2017, a decrease from the previous quarter’s revised rate of 3.2%. S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year prices increased in November, December and for the sixty-ninth consecutive month in January, up 6.18% from a year ago. The index for pending home sales on a year-over-year basis decreased 1.8% in December, decreased 1.7% in January and decreased 4.4% in February. The 10-year Treasury rate ended the quarter at 2.74%, up from 2.40% at the end of the previous quarter. On February 5, Jerome Powell was sworn in as Chairman of the Board of Governors of the Federal Reserve System and as Chairman of the Federal Open Market Committee, the System’s primary monetary policymaking body. On March 21, 2018, the Federal Open Markets Committee (FOMC) raised the benchmark Federal Funds rate by 0.25% resulting in a new target range of 1.50% to 1.75%. 
U.S. Treasury Yield Curve: Yields on the Treasury 3-month, 2-year, 5-year, 10-year, and 30-year increased during the Quarter Ended March 31, 2018.

<table>
<thead>
<tr>
<th></th>
<th>Quarter Ended December 31, 2017</th>
<th>Quarter Ended March 31, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - Month</td>
<td>1.39%</td>
<td>1.73%</td>
</tr>
<tr>
<td>2 - Year</td>
<td>1.89%</td>
<td>2.27%</td>
</tr>
<tr>
<td>5 - Year</td>
<td>2.20%</td>
<td>2.56%</td>
</tr>
<tr>
<td>10 - Year</td>
<td>2.40%</td>
<td>2.74%</td>
</tr>
<tr>
<td>30 - Year</td>
<td>2.74%</td>
<td>2.97%</td>
</tr>
</tbody>
</table>

Source: U.S. Department of the Treasury

COMPLIANCE MONITORING
As of March 31, 2018, 100% of the holdings of the Commission are in compliance with the Commission’s IPS. During January 2018, there was one County Investment Policy Statement (IPS) compliance exception. The total holdings of the County of Orange Municipal Debt, exceeded the 10% limit in the Extended Fund, but was corrected and back in compliance with the County IPS limit as of January 31, 2018. The Treasurer is audited regularly by the County Auditor-Controller Internal Audit Department (ACIA). The ACIA issued two reports during the quarter ended March 31, 2018 as follows:

- Review of the Schedule of Assets Held by the County Treasury (Schedule) as of September 30, 2017
  The ACIA report stated that they were not aware of any material modification that should be made to the Schedule prepared on a modified cash-basis of accounting except for the omission of all disclosures. The County Treasurer’s current practice is to prepare all required disclosures only in the Schedule for each fiscal year-end and not for the quarterly reviews.

- Compliance Monitoring of the Treasurer’s Investment Portfolio for the Quarter Ended December 31, 2017
  The ACIA report stated that no instances of noncompliance were identified.

We have attached the Investment Policy and Treasury Oversight Committee Compliance Summary as reported in the Treasurer’s Monthly Report for the months of January, February, and March 2018 (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 A 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, 2018, OCIP has a total market value of $268.7 million in County of Orange debt, which represents approximately 5.7% of total OCIP assets. As reported in the prior quarterly report, on January 12, 2018, the OCIP purchased $375 million of unrated County of Orange Taxable Pension Obligation Bonds Series 2018 A debt in a private placement. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

STATEMENT OF ACTIVITY
We have attached the Statement of Activity for the months of January, February, and March 2018 (Attachment C). These Statements report the beginning and ending balances of the Commission’s funds invested in the OCIP. Starting in March 2018, the monthly statement of activity will not include transactions in the accrued interest income account and only include the month and month of interest accruals not yet paid. All deposits, withdrawals, investment earnings, and administrative fees for the reporting period are also posted.

Attachments:
A. Orange County Investment Pool Summary
B. Investment Policy and Treasury Oversight Committee Compliance Summary for January, February, and March 2018
C. Statement of Activity for the months of January, February, and March 2018
### OCIP PORTFOLIO COMPOSITION

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Market Value</th>
<th>% of Market Value</th>
<th>Book Value</th>
<th>Unrealized Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. GOVERNMENT AGENCIES</td>
<td>$2,389,153,239</td>
<td>50.72%</td>
<td>$2,403,168,641</td>
<td>$(14,015,402)</td>
</tr>
<tr>
<td>U.S. TREASURIES</td>
<td>1,503,250,425</td>
<td>31.91%</td>
<td>1,507,701,516</td>
<td>$(4,451,091)</td>
</tr>
<tr>
<td>MEDIUM-TERM NOTES</td>
<td>373,240,507</td>
<td>7.92%</td>
<td>375,203,836</td>
<td>(5,963,329)</td>
</tr>
<tr>
<td>MUNICIPAL DEBT</td>
<td>268,683,925</td>
<td>5.70%</td>
<td>268,636,224</td>
<td>47,701</td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td>96,679,524</td>
<td>2.05%</td>
<td>97,041,322</td>
<td>(361,798)</td>
</tr>
<tr>
<td>MONEY MARKET MUTUAL FUNDS</td>
<td>71,504,413</td>
<td>1.53%</td>
<td>71,504,413</td>
<td>-</td>
</tr>
<tr>
<td>LOCAL AGENCY INVESTMENT FUND</td>
<td>7,879,279</td>
<td>0.17%</td>
<td>7,879,279</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,710,391,312</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$4,731,135,231</strong></td>
<td><strong>$(20,743,919)</strong></td>
</tr>
</tbody>
</table>

### SUMMARY OF INVESTMENT DATA

#### OCIP

<table>
<thead>
<tr>
<th></th>
<th>MARCH 2018</th>
<th>FEBRUARY 2018</th>
<th>INCREASE (DECREASE)</th>
<th>NET CHANGE %</th>
<th>MARCH 2017</th>
<th>INCREASE (DECREASE)</th>
<th>NET CHANGE %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Of Month Market Value</strong>¹</td>
<td><strong>$4,710,391,312</strong></td>
<td><strong>$4,636,281,080</strong></td>
<td><strong>$74,110,232</strong></td>
<td><strong>1.60%</strong></td>
<td><strong>$4,618,257,699</strong></td>
<td><strong>$92,133,613</strong></td>
<td><strong>1.99%</strong></td>
</tr>
<tr>
<td><strong>End Of Month Book Value</strong>¹</td>
<td><strong>$4,731,135,231</strong></td>
<td><strong>$4,657,503,841</strong></td>
<td><strong>$73,631,390</strong></td>
<td><strong>1.58%</strong></td>
<td><strong>$4,625,013,477</strong></td>
<td><strong>$106,121,754</strong></td>
<td><strong>2.29%</strong></td>
</tr>
<tr>
<td><strong>Monthly Average Balance</strong></td>
<td><strong>$4,567,508,436</strong></td>
<td><strong>$4,521,249,420</strong></td>
<td><strong>$46,259,016</strong></td>
<td><strong>1.02%</strong></td>
<td><strong>$4,268,775,988</strong></td>
<td><strong>$298,732,448</strong></td>
<td><strong>7.00%</strong></td>
</tr>
<tr>
<td><strong>Year-To-Date Average Balance</strong></td>
<td><strong>$4,360,844,485</strong></td>
<td><strong>$4,335,011,492</strong></td>
<td><strong>$25,832,994</strong></td>
<td><strong>0.60%</strong></td>
<td><strong>$4,017,941,038</strong></td>
<td><strong>$342,903,447</strong></td>
<td><strong>8.53%</strong></td>
</tr>
<tr>
<td><strong>Monthly Accrued Earnings</strong>²</td>
<td><strong>$5,430,359</strong></td>
<td><strong>$4,923,407</strong></td>
<td><strong>$506,952</strong></td>
<td><strong>10.30%</strong></td>
<td><strong>$3,303,437</strong></td>
<td><strong>$2,126,922</strong></td>
<td><strong>64.39%</strong></td>
</tr>
<tr>
<td><strong>Monthly Net Yield</strong>²</td>
<td>1.34%</td>
<td>1.36%</td>
<td>-0.03%</td>
<td>-1.83%</td>
<td>0.85%</td>
<td>0.49%</td>
<td>58.34%</td>
</tr>
<tr>
<td><strong>Year-To-Date Net Yield</strong>²</td>
<td>1.14%</td>
<td>1.11%</td>
<td>0.03%</td>
<td>2.42%</td>
<td>0.76%</td>
<td>0.38%</td>
<td>50.49%</td>
</tr>
<tr>
<td><strong>Annual Estimated Gross Yield</strong>²</td>
<td>1.24%</td>
<td>1.24%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.87%</td>
<td>0.37%</td>
<td>42.86%</td>
</tr>
<tr>
<td><strong>Weighted Average Maturity (WAM)</strong></td>
<td>301</td>
<td>313</td>
<td>(12)</td>
<td>-3.83%</td>
<td>333</td>
<td>(32)</td>
<td>-9.61%</td>
</tr>
</tbody>
</table>

¹ Market values provided by Bloomberg and Northern Trust. The OCIP market values in February 2018 and March 2018 are slightly lower than book values due to the recent Federal Reserve short-term rate increases, but OCIP has a net asset value of 1.00 and has sufficient liquidity to meet projected cash flow needs.

² In March 2018, the OCIP monthly accrued earnings were higher than prior month primarily due to the Federal Reserve short-term rate increase of 0.25% in March 2018 and a higher pool balance from incoming secured property tax receipts. OCIP monthly accrued earnings, monthly net yield and year-to-date net yields were higher than the prior year primarily due to the three increases in the Federal Reserve short-term rates totaling 0.75% since March 31, 2017.

³ The OCIP annual estimated gross yield for March 2017 is reported at the annual actual gross yield for FY 16/17, and the annual estimated gross yield for March 2018 is reported at the revised gross yield forecast of 1.24%. The OCIP annual estimated gross yield for FY 17/18 is higher than FY 16/17 primarily due to increases in the Federal Reserve short-term rate of 0.75% since March 31, 2017.
**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY**  
January 31, 2018

<table>
<thead>
<tr>
<th>COMPLIANCE CATEGORY</th>
<th>PERFORMED BY</th>
<th>REGULATORY/POLICY GUIDELINES</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Schedule of Assets Audit</td>
<td>ACIA</td>
<td>Performance Evaluation-Cal Govt. Code 26920(b)</td>
<td>Annual audit as of June 30, 2017 in progress.</td>
</tr>
<tr>
<td>Treasury Administrative Fee</td>
<td>TTC</td>
<td>Compensation Agreement-Cal Govt. Code 27013</td>
<td>Annual review of fees for FY 14/15, FY 15/16 and FY 16/17 in progress.</td>
</tr>
<tr>
<td>Annual Broker/Dealer Review</td>
<td>TTC</td>
<td>Authorized Financial Dealers and Qualified Institutions</td>
<td>Annual review of calendar year 2016 completed.</td>
</tr>
<tr>
<td>Annual Broker/Dealer IPS Certification</td>
<td>TTC</td>
<td>Authorized Financial Dealers and Qualified Institutions</td>
<td>All 2017 IPS certifications received for active approved brokers (one broker removed).</td>
</tr>
<tr>
<td>IPS Compliance Deficiencies</td>
<td>TTC</td>
<td>Investment/Diversification/Maturity Restrictions/Form 700</td>
<td>FY 17/18 identified two compliance incidents as of January 31, 2018</td>
</tr>
<tr>
<td>TOC Bylaw Changes</td>
<td>BOS</td>
<td>TOC Review and BOS Annual Approval</td>
<td>The TOC reviewed Bylaws and made one change at the October 18, 2017 meeting. The BOS approved on November 14, 2017.</td>
</tr>
<tr>
<td>Annual IPS Approval</td>
<td>BOS</td>
<td>TOC Review and BOS Annual Approval</td>
<td>The TOC reviewed proposed IPS changes at the October 18, 2017 meeting and did not make any additional changes. The BOS approved on November 14, 2017.</td>
</tr>
<tr>
<td>TOC Annual Report</td>
<td>BOS</td>
<td>TOC Bylaws Rule 30 - Oral and Written Report</td>
<td>The TOC 2017 Annual Report is scheduled for the BOS meeting on February 27, 2018.</td>
</tr>
<tr>
<td>Broker/Financial Institution List</td>
<td>TTC</td>
<td>OC Gift Ban Ordinance and Form 700</td>
<td>The TOC members were provided a list of active TTC Broker/Dealers and Financial Institutions at the TOC meeting on October 18, 2017.</td>
</tr>
<tr>
<td>Certificates of Compliance</td>
<td>TTC</td>
<td>TOC Bylaws Rule 34 - Annual</td>
<td>The TOC members are in compliance for calendar year 2017.</td>
</tr>
<tr>
<td>Ethics Training</td>
<td>TTC</td>
<td>TOC Bylaws Rule 34 - Every Two Years</td>
<td>The TOC members are in compliance for calendar year 2016 (one submitted in January 2017).</td>
</tr>
<tr>
<td>Conflict of Interest Form 700 Filing</td>
<td>TTC</td>
<td>TOC Bylaws Rule 34 / IPS - Every Year</td>
<td>All TOC members and designated employees are in compliance for calendar year 2016. A designated employee submitted an Assuming Office Statement in calendar year 2017 late.</td>
</tr>
</tbody>
</table>

**LEGEND**

- ACIA = Auditor-Controller Internal Audit
- TTC = Treasury Oversight Committee
- BOS = Board of Supervisors
## ORANGE COUNTY TREASURER-TAX COLLECTOR
### INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY
February 28, 2018

<table>
<thead>
<tr>
<th>COMPLIANCE CATEGORY</th>
<th>PERFORMED BY</th>
<th>REGULATORY/POLICY GUIDELINES</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Compliance Audit</td>
<td>ACIA</td>
<td>Performance Evaluation-Cal Govt. Code 27134</td>
<td>Calendar year 2016 and six months ended 6/30/17 in progress.</td>
</tr>
<tr>
<td>Treasury Administrative Fee</td>
<td>TTC</td>
<td>Compensation Agreement-Cal Govt. Code 27013</td>
<td>FY 14/15, FY 15/16 and FY 16/17 in progress.</td>
</tr>
<tr>
<td>Annual Broker/Dealer IPS Certification</td>
<td>TTC</td>
<td>Authorized Financial Dealers and Qualified Institutions</td>
<td>All 2017 IPS certifications received for active approved brokers (one broker removed).</td>
</tr>
<tr>
<td>IPS Compliance Deficiencies</td>
<td>TTC</td>
<td>Investment/Diversification/Maturity Restrictions/Form 700</td>
<td>FY 17/18 identified two compliance incidents as of February 28, 2018</td>
</tr>
<tr>
<td>TOC Bylaw Changes</td>
<td>BOS</td>
<td>TOC Review and BOS Annual Approval</td>
<td>The TOC reviewed Bylaws and made one change at the October 18, 2017 meeting. The BOS approved on November 14, 2017.</td>
</tr>
<tr>
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<td>BOS</td>
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</tr>
<tr>
<td>TOC Annual Report</td>
<td>BOS</td>
<td>TOC Bylaws Rule 30 - Oral and Written Report</td>
<td>The TOC 2017 Annual Report was presented to BOS meeting on February 27, 2018.</td>
</tr>
<tr>
<td>Broker/Financial Institution List</td>
<td>TTC</td>
<td>OC Gift Ban Ordinance and Form 700</td>
<td>The TOC members were provided a list of active TTC Broker/Dealers and Financial Institutions at the TOC meeting on October 18, 2017.</td>
</tr>
<tr>
<td>Certificates of Compliance</td>
<td>TTC</td>
<td>TOC Bylaws Rule 34 - Annual</td>
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<td>TTC</td>
<td>TOC Bylaws Rule 34 / IPS - Every Year</td>
<td>All TOC members and designated employees are in compliance for calendar year 2016. A designated employee submitted an Assuming Office Statement in calendar year 2017 late.</td>
</tr>
</tbody>
</table>

### LEGEND
- Auditor-Controller Internal Audit: ACIA
- Board of Supervisors: BOS
- Treasury Oversight Committee: TOC
- Office of Treasurer-Tax Collector: TTC

---

All TOC members and designated employees are in compliance for calendar year 2016. A designated employee submitted an Assuming Office Statement in calendar year 2017 late.
## ORANGE COUNTY TREASURER-TAX COLLECTOR
### INVESTMENT POLICY (IPS) AND TREASURY OVERSIGHT COMMITTEE (TOC) COMPLIANCE SUMMARY

**March 31, 2018**

<table>
<thead>
<tr>
<th>COMPLIANCE CATEGORY</th>
<th>RESPONSIBLE PARTY</th>
<th>REGULATORY/POLICY GUIDELINES</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Compliance Audit</td>
<td>TOC</td>
<td>Performance Evaluation-Cal Govt. Code 27134</td>
<td>Calendar year 2016 and six months ended 6/30/17 in progress.</td>
</tr>
<tr>
<td>Treasury Administrative Fee</td>
<td>TTC</td>
<td>Compensation Agreement-Cal Govt. Code 27013</td>
<td>FY 14/15, FY 15/16 and FY 16/17 in progress.</td>
</tr>
<tr>
<td>Annual Broker/Dealer IPS Certification</td>
<td>TTC</td>
<td>Authorized Financial Dealers and Qualified Institutions</td>
<td>Calendar year 2017 in progress.</td>
</tr>
<tr>
<td>IPS Compliance Deficiencies</td>
<td>TTC</td>
<td>Investment/Diversification/Maturity Restrictions/Form 700</td>
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<td>All TOC members in compliance for calendar year 2017. A designated employee submitted an Assuming Office Statement in calendar year 2017 late.</td>
</tr>
</tbody>
</table>

### LEGEND

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

January 31, 2018

ORANGE COUNTY CHILDREN AND FAMILIES COMMISSION
Attn: Kimberly Goll, Executive Director
1505 E. 17th Street, Suite 230
Santa Ana, CA 92705

JANUARY 2018 STATEMENT

CASH IN TREASURY

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Tran Type</th>
<th>Authorized Signer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/18</td>
<td>December 2017 Admin Fee</td>
<td>AF</td>
<td></td>
<td>(2,111.84)</td>
</tr>
</tbody>
</table>

Summary

Total Deposit: $ 1,862,997.11
Beginning Balance: $ 41,060,731.11
Total Withdrawal: $ (2,318,189.59)
Ending Balance: $ 40,605,538.63

ACCRUED INVESTMENT INCOME

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Tran Type</th>
<th>Authorized Signer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/18</td>
<td>January 2018 Interest</td>
<td>IN</td>
<td></td>
<td>43,791.01</td>
</tr>
</tbody>
</table>

Summary

Total Accrual: $ 43,791.01
Beginning Balance: $ 39,756.07
Total Payment: $ -
Ending Balance: $ 83,547.08
ORANGE COUNTY CHILDREN AND FAMILIES COMMISSION
Attn: Kimberly Goll, Executive Director
1505 E. 17th Street, Suite 230
Santa Ana, CA 92705

MONTHLY APPORTIONMENT

FEBRUARY 2018 STATEMENT

CASH IN TREASURY

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Tran Type</th>
<th>Authorized Signer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/18</td>
<td>January 2018 Admin Fee</td>
<td>AF</td>
<td></td>
<td>$(2,134.94)</td>
</tr>
</tbody>
</table>

Summary

Total Deposit: $ 1,008,799.35
Beginning Balance: $ 40,605,538.63
Total Withdrawal: $(3,503,893.18)
Ending Balance: $ 38,110,444.80

ACCUERED INVESTMENT INCOME

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Tran Type</th>
<th>Authorized Signer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/18</td>
<td>February 2018 Interest</td>
<td>IN</td>
<td></td>
<td>$ 43,721.21</td>
</tr>
</tbody>
</table>

Summary

Total Accrual: $ 43,721.21
Beginning Balance: $ 83,547.08
Total Payment: $ -
Ending Balance: $ 127,268.29

Monthly Apportionment Gross Yield: 1.423%
Administration Fee: -0.060%
Monthly Apportionment Net Yield: 1.363%

Fund Number : 225

ocgov.com/ocinvestments
February 28, 2018
ATTACHMENT C

ocgov.com/ocinvestments
March 31, 2018

ORANGE COUNTY CHILDREN AND FAMILIES COMMISSION

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

Monthly Apportionment Gross Yield: 1.398%
Administration Fee: -0.060%
Monthly Apportionment Net Yield: 1.338%

Fund Number : 225

MARCH 2018 STATEMENT

INVESTMENT BALANCE IN OCIP

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Description</th>
<th>Tran Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/18</td>
<td>February 2018 Admin Fee AF</td>
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<td>$ (1,842.87)</td>
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<tr>
<td>03/07/18</td>
<td>December 2017 Interest Paid IP</td>
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<td>$ 39,756.07</td>
</tr>
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</table>

Summary

Total Deposit: $ 2,642,294.58
Beginning Balance: $ 38,110,444.80

Total Withdrawal: $(1,416,297.69)
Ending Balance: $ 39,336,441.69

ACCRUED INVESTMENT INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2018 Interest Accrued</td>
<td>$ 43,791.01</td>
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<tr>
<td>February 2018 Interest Accrued</td>
<td>$ 43,721.21</td>
</tr>
<tr>
<td>March 31, 2018 Total</td>
<td>$ 87,512.22</td>
</tr>
</tbody>
</table>

March 2018 Interest will be posted in April

$ 46,529.45
Financial Highlights
As of March 31, 2018

Revenue and Cash Balance Update

The Commission’s total Tobacco Tax Revenue through February 2018 as reported by First 5 California is $13,987,808. Prop 10 revenues for July through February are 17.32% below revenues for the same period in the prior year compared to the budgeted decline of 19.65%. Revenue has been received through January.

Interest earnings for July 2017 through March 2018 are $336,667.

Catalytic Funding Update

$29,649,610 in Catalytic Funding was expensed from FY 2012-13 through FY 2016-17. Expenses booked in the current year total $2,123,697 as of March 31, 2018. Another $6,000,000 was previously distributed for Catalytic Homeless Programs but has not yet been fully expensed.

As of March 31, 2018, $11,543,565 was encumbered for Round 1 and Round 2 programs. Nearly $9 million is encumbered for Children’s Dental and $1.5 million for Developmental Services.

Comparison of Budget vs. Actual
Fiscal Year 2017-18
Unaudited
Period Ending 03/31/18

<table>
<thead>
<tr>
<th></th>
<th>FY 2017-18 Amended Budget</th>
<th>FY 2017-18 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financing Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco Tax Revenue</td>
<td>$19,919,425</td>
<td>$12,635,640</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>150,000</td>
<td>336,667</td>
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<tr>
<td>Other Revenue</td>
<td>4,433,502</td>
<td>135,906</td>
</tr>
<tr>
<td><strong>Revenue Total</strong></td>
<td>$24,502,927</td>
<td>$13,108,254</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Children</td>
<td>$18,471,770</td>
<td>$9,756,339</td>
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<tr>
<td>Strong Families</td>
<td>2,174,624</td>
<td>1,206,709</td>
</tr>
<tr>
<td>Early Learning</td>
<td>6,411,034</td>
<td>1,919,476</td>
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<tr>
<td>Capacity Building**</td>
<td>1,606,823</td>
<td>890,442</td>
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<tr>
<td><strong>Program Services</strong></td>
<td>$28,664,251</td>
<td>$13,772,966</td>
</tr>
<tr>
<td>Admin. Functions***</td>
<td>2,996,600</td>
<td>2,043,112</td>
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<tr>
<td><strong>Total Operating Exp.</strong></td>
<td>$31,660,851</td>
<td>$15,816,078</td>
</tr>
</tbody>
</table>

**Includes Evaluation costs of $653,193

***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 $2,043,112 and encumbrances of $489,986 were 7.96% of the Fiscal Year 2017-18 Amended Budget of $31,810,851 not including Catalytic projects. Final administrative expenses are projected to be 12% at year-end due to the retirement payoff in November 2017.

Total Encumbrances as of March 31, 2018 including some multi-year contracts

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy Children</td>
<td>$31,823,792</td>
</tr>
<tr>
<td>Strong Families</td>
<td>$4,415,662</td>
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<tr>
<td>Early Learning</td>
<td>$17,986,662</td>
</tr>
<tr>
<td>Capacity Building</td>
<td>$1,044,604</td>
</tr>
<tr>
<td>Admin. Functions</td>
<td>$489,986</td>
</tr>
</tbody>
</table>

Projected June 30, 2018 Fund Balance
*Based on Commission action through December 2017. Projected fund balance does not include Catalytic funding. For financial planning purposes, Catalytic funding has been designated by Commission action and removed from available fund balance.
## Financial Highlights
### As of April 30, 2018

### Revenue and Cash Balance Update

The Commission’s total Tobacco Tax Revenue through March 2018 as reported by First 5 California is $15,655,607. Prop 10 revenues for July through March are 19.13% below revenues for the same period in the prior year compared to the budgeted decline of 19.65%. Revenue has been received through January.

Interest earnings for July 2017 through March 2018 are $383,197.

### Catalytic Funding Update

$29,649,610 in Catalytic Funding was expensed from FY 2012-13 through FY 2016-17. Expenses booked in the current year total $2,725,878 as of April 30, 2018. Another $6,000,000 was previously distributed for Catalytic Homeless Programs but has not yet been fully expensed.

As of April 30, 2018, $11,002,993 was encumbered for Round 1 and Round 2 programs. Over $8 million is encumbered for Children's Dental and $1.4 million for Developmental Services.

### Comparison of Budget vs. Actual

#### Fiscal Year 2017-18 Unaudited

<table>
<thead>
<tr>
<th>Period Ending 04/30/18</th>
<th>FY 2017-18 Amended Budget</th>
<th>FY 2017-18 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financing Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco Tax Revenue</td>
<td>$19,919,425</td>
<td>$12,635,640</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>150,000</td>
<td>383,197</td>
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<tr>
<td>Other Revenue</td>
<td>4,433,502</td>
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<tr>
<td><strong>Revenue Total</strong></td>
<td><strong>$24,502,927</strong></td>
<td><strong>$13,164,784</strong></td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Children</td>
<td>$18,471,770</td>
<td>$11,078,623</td>
</tr>
<tr>
<td>Strong Families</td>
<td>2,174,624</td>
<td>1,498,435</td>
</tr>
<tr>
<td>Early Learning</td>
<td>6,411,034</td>
<td>2,200,092</td>
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<tr>
<td>Capacity Building**</td>
<td>1,606,823</td>
<td>981,429</td>
</tr>
<tr>
<td><strong>Program Services</strong></td>
<td><strong>$28,664,251</strong></td>
<td><strong>$15,758,579</strong></td>
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<tr>
<td>Admin. Functions***</td>
<td>2,996,600</td>
<td>2,164,342</td>
</tr>
<tr>
<td><strong>Total Operating Exp.</strong></td>
<td><strong>$31,660,851</strong></td>
<td><strong>$17,922,921</strong></td>
</tr>
</tbody>
</table>

**Includes Evaluation costs of $714,562

***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 $2,164,342 and encumbrances of $456,722 were 8.28% of the Fiscal Year 2017-18 Amended Budget of $31,660,851 not including Catalytic projects. Final administrative expenses are projected to be 12% at year-end due to the retirement payoff in November 2017.

### Total Encumbrances as of April 30, 2018 including some multi-year contracts

<table>
<thead>
<tr>
<th></th>
<th>Encumbrance Amount</th>
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</thead>
<tbody>
<tr>
<td>Healthy Children</td>
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<td>Strong Families</td>
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<td>Early Learning</td>
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<td>Capacity Building</td>
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<tr>
<td>Admin. Functions</td>
<td>$456,722</td>
</tr>
</tbody>
</table>

### Forecasted Fiscal Year 2017-18 Ending Fund Balance

From Commission Long Term Financial Plan

Beginning Fund Balance, July 1, 2017  $47,294,374

Forecasted Revenue  24,502,927
Budgeted Program Expenses (28,664,251)
Budgeted Administrative Expenses (2,996,600)
Catalytic Projects (27,900,415)

Projected June 30, 2018 Fund Balance  $12,236,035*

*Based on Commission action through December 2017. Projected fund balance does not include Catalytic funding. For financial planning purposes, Catalytic funding has been designated by Commission action and removed from available fund balance.
Financial Highlights
As of May 31, 2018

Revenue and Cash Balance Update

The Commission’s total Tobacco Tax Revenue through April 2018 as reported by First 5 California is $17,592,936. Prop 10 revenues for July through April are 21.34% below revenues for the same period in the prior year compared to the budgeted decline of 19.65%. Revenue has been received through March.

Interest earnings for July 2017 through March 2018 are $429,248.

Catalytic Funding Update

$29,649,610 in Catalytic Funding was expensed from FY 2012-13 through FY 2016-17. Expenses booked in the current year total $3,271,847 as of May 31, 2018. Another $6,000,000 was previously distributed for Catalytic Homeless Programs but has not yet been fully expensed.

As of May 31, 2018, $10,457,024 was encumbered for Round 1 and Round 2 programs. Nearly $8 million is encumbered for Children’s Dental and $1.4 million for Developmental Services.

Comparison of Budget vs. Actual
Fiscal Year 2017-18
Unaudited
Period Ending 05/31/18

<table>
<thead>
<tr>
<th></th>
<th>FY 2017-18 Amended Budget</th>
<th>FY 2017-18 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financing Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco Tax Revenue</td>
<td>$19,919,425</td>
<td>$15,655,607</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>150,000</td>
<td>429,248</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>4,433,502</td>
<td>695,151</td>
</tr>
<tr>
<td><strong>Revenue Total</strong></td>
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<td>$16,780,006</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Children</td>
<td>$18,471,770</td>
<td>$12,694,909</td>
</tr>
<tr>
<td>Strong Families</td>
<td>2,174,624</td>
<td>1,832,067</td>
</tr>
<tr>
<td>Early Learning</td>
<td>6,411,034</td>
<td>3,711,568</td>
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<tr>
<td>Capacity Building**</td>
<td>1,606,823</td>
<td>1,114,231</td>
</tr>
<tr>
<td><strong>Program Services</strong></td>
<td>$28,664,251</td>
<td>$19,352,775</td>
</tr>
<tr>
<td>Admin. Functions***</td>
<td>2,996,600</td>
<td>2,327,836</td>
</tr>
<tr>
<td><strong>Total Operating Exp.</strong></td>
<td>$31,660,851</td>
<td>$21,680,611</td>
</tr>
</tbody>
</table>

**Includes Evaluation costs of $797,542

***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 $2,327,836 and encumbrances of $478,800 were 8.86% of the Fiscal Year 2017-18 Amended Budget of $31,660,851 not including Catalytic projects. Final administrative expenses are projected to be 12% at year-end due to the retirement payoff in November 2017.

Forecasted Fiscal Year 2017-18 Ending Fund Balance
From Commission Long Term Financial Plan

Beginning Fund Balance, July 1, 2017 $47,294,374

Forecasted Revenue 24,502,927
Budgeted Program Expenses (28,664,251)
Budgeted Administrative Expenses (2,996,600)
Catalytic Projects (27,900,415)

Projected June 30, 2018 Fund Balance $12,236,035*

*Based on Commission action through December 2017. Projected fund balance does not include Catalytic funding. For financial planning purposes, Catalytic funding has been designated by Commission action and removed from available fund balance.
The following is a summary of activities that were provided by Curt Pringle & Associates (CP&A) to the Children and Families Commission of Orange County during the months of January, April through June 2018.

Sacramento Advocacy Day

In May, CP&A led a successful annual trip to Sacramento in conjunction with the statewide First 5 Association’s annual Advocacy Day. The Commission hosted a breakfast on May 2 at the Citizen Hotel for Orange County state legislators and senior staff members. Additionally, we were able to coordinate one-on-one visits to the offices of legislators who were not able to attend the breakfast and either brief their staff or distribute information packets later that day.

At the breakfast, Commission Chairwomen Sandy Berry welcomed the attendees and introduced Executive Director Kim Goll, who provided an overview of the Commission’s successes over its 20-year history. Kim also highlighted how Commission-funded programs have successfully addressed statewide priorities around Comprehensive Health & Development, Family Resiliency, and Quality Early Learning. Kim also led a discussion regarding the future distribution of marijuana tax proceeds resulting from Proposition 64, the ballot measure that legalized recreational marijuana.

One highlight included our visit with Senator Janet Nguyen, who we were able to honor with a “Children’s Champion” award on behalf of the First 5 Association for her support of early childhood initiatives over the years. Senator Nguyen was kind enough to give us an impromptu tour of the Senate floor (see photo).
Overall, both through the breakfast discussion and subsequent meetings with legislative offices, we believe the trip was successful in that we were able to communicate our primary message – to encourage legislators to look to the Commission as a resource for any legislation that impacts children ages 0-5 and young families. That message was well-received by both staff and the elected members, according to feedback received after the trip.

CP&A also assisted in follow-up activities related to the Sacramento trip, including planning an in-district briefing for legislative staff in June.

**In-District Lunch Briefing**

In an effort to communicate with key legislative staff at the local level, CP&A organized an in-district lunch briefing on June 20 for staff members of county, state, and federal legislators.

The lunch was well-attended by 13 staff members from state and federal district offices and hosted by Commission partner MOMS Orange County. The briefing included a tour of MOMS’ Santa Ana headquarters, and a panel discussion moderated by Curt Pringle and featuring Kim Goll and MOMS OC CEO Pam Pimentel.

The purpose of the briefing was similar to the Sacramento trip – to communicate the overall message that the Commission can be a resource for policy issues impacting young children and families – but focused more on the fiscal and public health impacts of Proposition 64. Kim Goll discussed the Commission’s 20-year track record of success in distributing Prop. 10 tobacco tax revenues, while Curt Pringle discussed structure of marijuana tax proceeds and how local legislators will play an important role in preserving local control of those future funds. Pam Pimentel, a veteran registered nurse, also provided information about the potential negative impacts of marijuana use on pregnant women and the development of their young children from the Centers for Disease Control and Prevention (CDC) and from the American College of Obstetrics and Gynecologists (ACOG).

As was done for the Sacramento trip, attendees also received an information packet of materials highlighting the Commission-funded partners, programs, and successful outcomes.

**Governor’s Budget**

On June 27, Governor Brown signed a $207 billion budget for the 2018-19 fiscal year starting July 1. The budget includes $138.7 billion in the general fund and set a new record for spending, while setting aside $16 billion in reserves. Highlights include $600 million toward programs that reduce homelessness and record funding of $78.4 billion for K-12 schools.

Included in the budget is an expansion of the Cal Works Home Visitation program (see AB992 below), which the First 5 Association supported. The Governor’s 2018 budget included over $158M over three years to offer voluntary home visitation to first-time moms under the age of 25 who are enrolled in CalWorks.
State Legislative Update

Below is an update on bills CP&A tracked during the 2018 legislative year related to families with young children:

Bills of Interest:

- **SB 1004 - Mental Health Services Act (MHSA): Prevention and early diagnosis.** CP&A has been tasked with tracking this bill closely as it is co-authored by Senator Moorlach (R-Newport Beach) and Senator Weiner (D-San Francisco). The bill is in response to recent reports by the California State Auditor and Little Hoover Commission that have been critical of the MHSA’s funding oversight and lack of accountability in overseeing counties effective use of MHSA funds for prevention and early intervention.

  The goal of the bill is to develop a statewide strategy for Prevention & Early Intervention (PEI) programming funded by the MHSA. The bill set priorities for counties to spend MHSA-PEI funds on: “early intervention funds on early psychosis and mood disorder detection and intervention, college mental health outreach, engagement, and service delivery, and childhood trauma prevention and early intervention.” The Mental Health Services Oversight and Accountability Commission (OAC) would set these guidelines in order to give counties direction on best practices for spending MHSA funds for better outcomes outlined in Prop 63. The OAC would use its existing regulatory authority to approve counties PEI plans and ensure they are in line with priorities. If they are not, counties must provide reasoning how program(s) outside of these priorities meets their communities PEI-mental health needs.

  The First 5 Association has some concerns with the way the language is currently written, as it may create an added layer for local counties to access the MHSA funds. CP&A are working closely with Commission staff and the First 5 Association to track this bill, as it is scheduled to be heard in the Senate Health Committee on April 11. We are in the process of setting up an in-district meeting with Commission staff and Senator Moorlach before the hearing.

- **AB 11: Developmental screenings relating to Medi-Cal.** On January 4, Curt Pringle & Associates forwarded the Children and Families Commission’s letter of support for a proposed amendment to AB 11 (McCarty) to Assembly Health Committee Chairman Jim Wood and to Orange County’s Sacramento delegation. The amendment would clarify that Medi-cal providers are required to provide developmental screenings for children 0-3 using a validated screening tools to that are established by the Bright Futures/American Academy of Pediatrics Recommendations for Preventive Pediatric Health Care. In June, the bill passed unanimously out of the Assembly Health Committee and has been referred to the Appropriations Committee. The First 5 Association is also now a bill cosponsor with Children Now.

- **AB 992: Cal Works: Baby Wellness and Family Support Home Visiting Program.** This two-year bill would establish a program that would require the State Department of Social
Services to award funds to counties to contract or implement maternal, infant, and early childhood home-visiting programs. The Governor’s 2018 budget includes over $125M to first-time moms under the age of 25 who are enrolled in CalWorks. The state First 5 Association of California supported the bill, and Commission staff sent a note of support to Senator Moorlach’s office in early June. It was successfully passed in the Governor’s 2018-19 budget for $158M over three years.

- **AB 2698: Education: Child Care.** This bill, which emphasizes the social-emotional and behavioral readiness of children transitioning to kindergarten, is currently a spot bill and will be amended. The bill would require the legislature to find and declare research that supports the link between early identification of social-emotional concerns and mental health intervention. This bill is sponsored by Kidango, a large early childcare provider in the Bay Area. In June, it was passed out of the Assembly and referred to the Senate Appropriations Committee.

- **AB 2292: Child Care: Reimbursement Rates, start-up costs, and grants.** This bill would increase access to care for infants and toddlers through age 3 by (1) increasing the adjustment factor for those up to 36 months who are served in a family child care home; (2) creating a classroom planning and grant program at the California Department of Education to support general child care centers or California State Preschool Programs (CSPP) wanting to open new facilities or convert existing facilities to serve a different age group; and (3) dedicating $6M to a fund targeted outreach, training, and resources for start-up costs to recruit new family child care providers. The state First 5 Association of California supports the bill. In June, it was passed out of the Assembly and referred to the Senate Appropriations Committee.

- **AB 2001: Family Child Care Home Education Networks (FCCHENs).** This bill would require that the tools used by FCCHENs to assess that their services are high-quality and developmentally appropriate are appropriate for home settings, and that the tools would include the maintenance of a developmental portfolio for each child with opportunities for parent involvement. The state First 5 Association of California supports the bill. In June, it was passed out of the Assembly and referred to the Senate Appropriations Committee.

**2018 Essentials Update**

This past quarter, CP&A took the lead on HomeAid Orange County’s annual Essentials Donation Drive, on behalf of the Commission. Since January, CP&A staff organized and facilitate meetings with Essentials Steering Committee members, including representatives from HomeAid, UPS, Orange County Sheriff’s Department (OCSD) and the County of Orange, as well as secured sponsors to maximize support for the donation drive. We also created a Public Service Announcement (PSA) that aired on COX Communications in May, and coordinated a PSA with Honorary Campaign Chair Sheriff Sandra Hutchens that aired on Angels radio AM 830.
In April and May, CP&A staff created, distributed, and coordinated the invitation and outreach to all local legislative offices for the May 10 Community Partner Luncheon at the HomeAid Family CareCenter. Additionally, CP&A staff coordinated the luncheon agenda and secured the speakers, including Sheriff Hutchens. Over 50 individuals attended including representatives from federal, state, and county elected officials’ offices.

On June 8, CP&A prepared press kits and successfully secured media coverage from three television stations (KCBS/KCAL, KNBC, and KABC) and the Orange County Register (see attached) of the annual “Builders for Babies” event featuring ‘houses’ built from diaper boxes. We would be happy to provide clips to anyone who would like to see them.

The Essentials Campaign was a big success, exceeding the goal of collection 1 million items. According to HomeAid, the final count of donated diapers and baby items (wipes, food, clothing and care items) was 1.2 million.