



## A G E N D A

January 15, 2008

4:00 p.m.

### SPECIAL MEETING

Hanford Family Connection

First 5 Kings County

315 W. Lacey Blvd.

Hanford, CA 93230

**4:00 CALL TO ORDER & WELCOME**

**COMMISSIONERS ROLL CALL**

**REVIEW AND MODIFICATION TO AGENDA**

**4:05 OPPORTUNITY FOR PUBLIC COMMENT**

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

**SPEAKERS ARE LIMITED TO TWO MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION.**

**4:15 CONSENT CALENDAR**

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

**2008-01-001** Approval of minutes: December 4, 2007 Commission Meeting

**4:20 REGULAR AGENDA ITEMS**

- a) Fiscal Report – December 2007
- b) Executive Director's Report
- c) Program Officer's Report
- d) School Readiness Coordinator's Report
- e) Community Specialist's Report

**4:35 DISCUSSION/ACTION ITEMS**

**2008-01-002** **Digital Attic Contract** – Commission Staff  
Commission to discuss and consider approving a contract for the redevelopment of the First 5 Kings County Website.

**6:00**     **STUDY SESSION ITEMS**

- Evaluation Discussion: Next Steps
  - Childcare needs throughout the County of Kings
  - Demographics of clients being served at Family Resource Centers and the implication to the FRC Strategy.

**6:15**     **FUTURE AGENDA ITEMS**

- Grants and Contracts Policy Revision & Approval
- Study Session: Evaluation discussion regarding continuing barriers to accessing services
- UCLA 1<sup>st</sup> Quarter (October – December) Status Report
- (March) 2008-2009 Strategic Plan Review/Revise
- (April) 2008-2009 Grant Applications

**6:20**     **COMMISSIONER COMMENTS**

**6:45**     **ADJOURNMENT**

**Public Comment is Taken on Each Agenda Item**

**Please note that the order in which the agenda items are considered may be subject to change.**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 at least 48 hours prior to the start of the meeting.*

Government Code Section 54954.2 (a)



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**  
315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230  
(559) 585-0814 FAX (559) 585-0818  
Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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**2008-01-001  
December 4, 2007  
Commission Minutes**

**FIRST 5 KINGS COUNTY CHILDREN AND FAMILIES COMMISSION**  
**Meeting Minutes**

**December 4, 2007**

**Commissioners Present:** Bill Black, Perry Rickard, David Droker, John Stankovich., Peggy Montgomery, Mary Anne Ford-Sherman, Supervisor Tony Barba attended in representation of Commissioner Joe Neves.

**Commission Staff present:** Lisa Watson, Executive Director; Fabiola DeCaratachea, Technical Assistance Program Officer; Scott Waite, Grants & Contracts Program Officer; Ester Imperial, School Readiness Coordinator; Jon-Michael Hice, Community Specialist; Vanessa Avila and Rosalba Cabral, Resource Specialists; and Anamaria Dominguez, Executive Secretary.

**Consultants to the Commission:** Kelly Marschall, Social Entrepreneurs, Inc.; Pauline Hershey-Gambino, The Agency at All Valley Printing; Rosaura Heredia, Independent Consultant

**County Staff to the Commission:** Kyle Sand., County Counsel

**Others present:** Diane Hall, Kathy Cruz, Mark Alvidrez, Ana Leon, Ynez Lopez, Lisa Schmidt, Terri Quintel.

**Call to Order:** Meeting was called to order at 4:05 by Chair Black. Roll call was taken. Commissioner Droker let the group know that he will be leaving early.

**Review and Modification of Agenda:** No modification to agenda.

**Public Comment:** None

**CONSENT CALENDAR:**

**2007-12-001 November 6, 2007 Commission meeting minutes** - minutes were approved in a motion made by Commissioner Droker, seconded by Commissioner Montgomery. Supervisor Barba abstained.

**REGULAR AGENDA ITEMS:**

**Fiscal Report** - No over/under expenditures to report this month. The budget format has not yet been modified to reflect the modification/augmentation approved at the last commission meeting. UCP is bringing in front of the Commission a request for augmentation which falls outside the scope of the funds available within the modified budget. Based upon the Commissions action regarding the UCP item, a completed augmented budget will be presented to the Board of Supervisors for approval, and subsequent to such approval, the budget will be modified in the county FMS system.

Commission staff will not modify the reports to the commission until such changes occur at the County level so that Commission financial reports are consistent with county FMS reports. It is anticipated that the Commission will present to the BOS in mid-January the request for budget modification/augmentation as approved by the Commission, and hope to be able to provide the commission financial reports reflective of such updates in February 2008.

#### **Executive Director's Report –**

- Staffing changes were reported by ED Watson who introduced Ester Imperial as the new School Readiness Coordinator.
- The Multicultural Conference overall survey results indicating positive feedback were presented to the Commission.
- ED Watson provided a brief School Readiness activities update and highlighted the outreach event at the Mall introducing the Raising a Reader program to the community. At the event, Commission staff was successful in serving 53 children age 0-5 with a live character reading, literacy activity, and book distribution.
- ED Watson requested postponing the January meeting until the 8<sup>th</sup> or 15<sup>th</sup> of the month. To set the date an e-mail will be send asking for commissioner's availability.

#### **Program Officer's Report -**

- **Fabiola DeCaratachea** - In her report, Ms. DeCaratachea listed the meetings she has attended and the Technical Assistance provided to grantees. Work on data and online reporting process continues. Acknowledgment was given to Armona and Lemoore FRCs by Ms. DeCaratachea for their nice site set-up which was rich in children materials.
- **Scott Waite** - In his report, Mr. Waite talked about the 1<sup>st</sup>. Quarter Report and the reviewing of scope of work modifications. A project that Mr. Waite is currently working on is the Grantee Handbook that has been reviewed by Mike Smith from SEI and will be a less technical manual on a simpler format easier for the grantees to work with.

#### **Community Specialist's Report**

- Mr. Hice reported out on the success of the Open House held by First 5 on November 7, 2007 and the activities and contracts he has been working on during the last month.

### **DISCUSSION/ACTION ITEMS**

**2007-12-002 2007 Communications Audit** – Communications Consultant Pauline Hershey went over the Communications Audit conducted to determine the effectiveness of communications efforts over the past two years. In conclusion, the awareness among the general public and the FRC clientele has increased significantly since the audit done in 2005. Some of the immediate recommendations are:

- Implement the 2006 Communications Plan

- Create a user friendly website
- Increase outreach in the outlying areas of the County

**2007-12-003 Hanford Mall Sponsorship Contract** – A sponsorship agreement to be the sole sponsor of the Soft Play Area as well as a variety of other marketing opportunities was presented to the Commission for approval. The twelve month term contract will begin in January 2008 with a cost of \$1,700 per month, totaling \$21,000. The contract was approved unanimously by motion made by Commissioner Black, seconded by Commissioner Ford-Sherman. All other commissioners in favor.

**2007-12-004 UCP Budget Modification/Augmentation Request** – With UCP Parent and Me program not being able to operate at the Armona Family Resource Center or the Lemoore Family Connection, a budget modification/augmentation has been requested from UCP to secure and develop alternative sites in Lemoore and Armona. Commission staff presented to the Commission three options for consideration, recommending approval of option no. 2

- Option 1: Approve the full request including the modification for \$66,226.00 and the augmentation for \$48,278.00
- Option 2: Approve the full request including the modification for \$66,226.00 and the augmentation for \$48,278.00 with a caveat that an augmentation will not be provided for the next 3 years of this School Readiness cycle.
- Option 3: Approve the request for the Lemoore site, because circumstances have changed after the planning process. Deny the Armona site, because the situation and circumstances are the same as during the planning process. This would only require the \$66,266.00 budget modification request.

There was discussion of the issue and questions explored around the inability to operate from the Armona site. Following the discussion, Commissioner Rickard made a motion to approve Option No. 1, seconded by Commissioner Montgomery. Commissioner Ford-Sherman opposed. All other commissioners in favor.

**2007-12-005 Lemoore Family Connection RFP Process** – The RFP was released in November with the intent to transfer responsibility of daily operations to a community service provider identified through such process. The results of the recruitment were that only one partner agency interested in operating the center attended the mandatory orientation. Because our procurement process requires three interested applicants for a RFP process to be valid, this request for proposal procurement process has been deemed a failure. Commission staff requested the Commission consider the following options:

- Option 1: Re-release the RFP, with a contract term of 3 months
- Option 2: Sole source the contract to the one interested bidder for a 6 month contract term
- Option 3: Extend the current oversight structure through 6-30-2008, and re-release the RFP for a 12 month term.

Commission staff recommended the commission adopt option 3 and requested the commission authorize the allocation of \$75,000.00 to maintain operations through the end of the fiscal year. The reason staff recommends the extension of the current structure as opposed to the sole source option was the damaging appearance of two sole source contracts to the same provider in a single contract term. This could be interpreted by the public as preferential and counter to the Commissions actions as that of being fair and impartial in the awarding practice.

There was discussion regarding the procurement policy, and the seemingly unreasonable need for three applicants. Commissioner Montgomery asked if county counsel would explore the option of changing this requirement. Kyle Sand from County Counsel will do some work on that end and bring the issue back in front of the commission at a later date.

Commission approved option 3, authorizing the extension of the current oversight structure and the allocation of an additional \$75,000 for the operations of the Lemoore Family Connection by First 5 staff efforts. The motion was made by Commissioner Stankovich, seconded by Commissioner Rickard. All other commissioners in favor.

**2007-12-006 Baby Signs Contract** – A contract to support the delivery of Baby Signs at the Armona Family Resource Center and the Lemoore Family Connection was presented for approval. The program teaches babies to use signs that actually enhance language, cognitive, and social-emotional development. Commissioner Ford-Sherman made a comment regarding future partnership with special needs services and the benefit that it would bring to the targeted population. Kyle Sand brought to the Commission's attention that the contract needed to be amended.

Motion was made by Commissioner Ford-Sherman, seconded by Commissioner Montgomery to approve the contract –to include changes by County Counsel- with Armona Elementary School District in the amount of \$7,409.62 to support Baby Signs services which will be piloted at two FRCs. All other commissioners in favor.

**2007-12-007 2007-2008 1<sup>st</sup>. Quarter Program Status Report** – The grantees' first quarter report was presented to the Commission by Scott Waite, for the period of activity between 7/1/07 to 9/30/07. Some discussion amongst staff had occurred to modify the way in which anticipated vs. actual achievement of contract objectives and spending levels are reflected. With the second report, a running total will be included to show changes and areas of improvement.

## **STUDY SESSION ITEMS**

### **2006-2007 Evaluation Discussion** –.

ED Watson opened up the conversation by reporting out that UCLA has been responsive in modifying their work to address the concerns raised at the last commission meeting. During the first couple of weeks of January UCLA will meet with providers and will come back and deliver on things that were not met in the first contract term.

At the last commission meetings it was agreed to break up the report and discuss individually the three emerging concerns from the report:

1. Child Care,
2. Demographics being served by the FRC's, and
3. Continued barriers to access services.

Child Care issues were to be discussed today, but because Commissioner Droker had left earlier, there was objection to the discussion occurring stating that the main child care representative from the Commission should be present. ED Watson briefly provided the Commission a report on the work she has done with Local Child Care Planning Council and a consultant which developed a proposal that will answer some of the critical questions that commission needs to know to make informative decisions. The issue will be brought back to the Commission at the next meeting in order to have the major child care representative present to participate in the discussion.

ED Watson also informed the commission that a meeting with FRCs will take place on December 17, 2007 to discuss the issue of current demographics being served, and it would be staff's intent to present this information after such discussion at the next commission meeting. The final issue pertaining to evaluation can be tackled in February, maintaining the timeline necessary for moving forward with 08/09 planning.

#### **SEI First 5 Capacity Building –**

Kelly Marschall, from Social Entrepreneurs, Inc. following the direction given at the March 2007 retreat presented the Commission a survey to self-assess commission performance and summarized the issues and recommendations emerging from the review of contract administration policies, procedures and tools. Ms. Marschall went over the survey questions receiving feedback from commissioners who requested a rewrite of the questions to reflect what was also discussed at the 2006 Commission retreat for clarity purposes. Changes will be incorporated by Ms. Marschall who will send an updated survey to commissioners. Commissioner Ford-Sherman made a comment in the importance of evaluating how close the commission comes in meeting the strategic plan goals.

A discussion subsequent presentation was made by Ms. Marschall regarding a document established by Mike Smith of SEI, following some technical assistance that was being provided to Scott Waite. Mike reviewed existing Commission policies to ensure compliance with existing and new state mandates for First 5 Commissions statewide. Of particular importance, was a recommendation that the Commission should formally adopt a policy on contract compliance as required by and consistent with state law.

Commissioners Montgomery and Stankovich volunteered to work with Scott in the development of the Contract Compliance Policy. Timeframe is the first quarter of 2008.

#### **FUTURE AGENDA ITEMS**

- Commissioner Ford-Sherman will present in a study session an update on Mental Health Services Act.
- Study Sessions on:  
Child Care issues

Demographics of FRC service clientele and the implication to the FRC Strategy

**COMMISSIONER COMMENTS**

None.

**ADJOURNMENT** – Meeting was adjourned at 6:00 p.m. Date for next commission meeting was not set.



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **Fiscal Report December 2007**

**OTHER CHARGES**

		<b>Funds Budgeted</b>	<b>YTD Expended</b>	<b>Remaining Funds</b>
	<b>FRC Initiative</b>	\$ 1,159,433	\$ 626,457	\$ 532,976
823141	Avenal	\$ 150,000	\$ 54,876	
823141	Armona	\$ 150,000	\$ 66,874	
823141	Corcoran	\$ 150,000	\$ 69,105	
823141	Hand and Hand	\$ 150,000	\$ 74,249	
823141	Hand and Hand North	\$ 150,000	\$ 70,298	
823141	Kettleman	\$ 100,000	\$ 41,906	
823141	Lemoore	\$ 150,000	\$ 66,824	
823141	Parenting Instruction	\$ 50,000	\$ 2,013	
	Miscellaneous		\$ 7,902	
	Final payment 06-07	\$ 109,433	\$ 172,411	
	<b>C.A.R.E.S. Initiative</b>	\$ 478,139	\$ 191,788	\$ 286,351
823143	Kings County Office of Education	\$ 439,763	\$ 143,607	
	Miscellaneous		\$ 20	
	Multicultural Conference		\$ 48,160	
	Final payment 06-07	\$ 38,376		
	<b>Child Health Initiative</b>	\$ 220,000	\$ 93,326	\$ 126,674
823144	Kings County Health Department	\$ 200,000	\$ 85,272	
823144	Final payment 06-07	\$ 20,000	\$ 8,054	
	<b>School Readiness Initiative</b>	\$ 790,242	\$ 530,890	\$ 259,352
823145	Parent & Me Program	\$ 692,475	\$ 338,381	
823145	Final payment 06-07	\$ 57,767	\$ 161,601	
	Raising a Reader		\$ 30,907	
823145	Backpack to Success Program	\$ 40,000		
823146	<b>Resource Directory</b>	\$ 15,000	\$ 9,932	\$ 5,068
823150	<b>Community Resource Initiative</b>	\$ 89,620	\$ 60,604	\$ 29,016
	Kings CONNECTION	\$ 60,000	\$ 34,089	
	Special Programs/sponsorships		\$ 7,364	
	Special Projects final payment 06-07	\$ 29,620	\$ 19,152	
823151	<b>Capacity Building Initiative</b>	\$ 200,000	\$ 85,023	\$ 114,977
	Social Entrepreneurs, Inc.		\$ 84,768	\$ 150,730
	Teleconferences/Grantee Orientations		\$ 255	
	<b>Special Needs Initiative</b>	\$ 124,232	\$ 68,090	\$ 56,142
823152	UCP: Special Needs Project	\$ 110,756	\$ 57,014	
	Final payment 06-07	\$ 13,476	\$ 11,076	
	<b>TOTAL</b>	<b>\$ 3,076,666</b>	<b>\$ 1,666,112</b>	<b>\$ 1,410,555</b>

<b>Budget Category</b>	<b>Budget</b>	<b>YTD Expended</b>	<b>Funds Remaining</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$581,358</b>	<b>\$235,576</b>	<b>\$ 345,782</b>
<b>Total Services &amp; Supplies</b>	<b>\$402,313</b>	<b>\$188,433</b>	<b>\$ 213,881</b>
<b>Total Other Charges</b>	<b>\$3,076,666</b>	<b>\$1,666,112</b>	<b>\$ 1,410,555</b>
<b>Fixed Assets</b>	<b>\$27,272</b>	<b>\$25,687</b>	<b>\$ 1,585</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,087,609</b>	<b>\$2,115,807</b>	<b>\$ 1,971,802</b>

**REVENUES**

	<b>Budget</b>	<b>Actuals to Date</b>
General Allocation	\$ 2,231,000	\$ 898,983
School Readiness Match	\$ 324,210	\$ 100,000
School Readiness Implementation	\$ -	
CARES Match	\$ 146,120	
Other	\$ 75,000	\$ 3,124
Interest	\$ 137,969	\$ 69,991
Contribution from Reserve	\$ 1,172,473	
<b>Total Revenues Received</b>	<b>\$ 4,086,772</b>	<b>\$ 1,072,098</b>



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **Executive Director Report**

**First 5 Kings County Children and Families Commission  
Executive Director's Report  
November 25, 2007 through January 7, 2008**

**Calendar:**

- ❖ 12/3/07 – Conference call with UCLA re: Evaluation Concerns
- ❖ 12/4/07 – Met with SEI for capacity building coaching
- ❖ 12/4/07 – Met with Tot About Toys rep to discuss backpack project/contents
- ❖ 12/5/07 – Attended County Sexual Harassment Training
- ❖ 12/5/07 – Met with Behavioral Health to discuss SAMSA Grant opportunity
- ❖ 12/13/07 – Met with CARES Staff to discuss 08/09 funding
- ❖ 12/13/07 – Met with Behavioral Health to discuss SAMSA Grant opportunity
- ❖ 12/14/07 – Met with Peggy Montgomery and Kyle Sand re: contract compliance policy
- ❖ 12/14/07 – Met with Multicultural Conference subcommittee to discuss 08/09 Conference
- ❖ 12/17/07 – Hosted Grantee Quarterly Meeting
- ❖ 12/17/07 – Conference Call with Jeff Bailey re: Database development
- ❖ 12/18/07 – Meeting with CAPCC Prevention Specialist/HSA Liaison
- ❖ 12/19/07 – 1/4/08 – Out of Office

**Evaluation Activities**

UCLA has been working with staff to establish appointments for follow-up interviews with FRC Partner agencies to complete the FRC evaluation deliverables expected from last contract term. UCLA initiated the process based upon the response from the Commission during the presentation of the evaluation results at the November Commission Meeting. Additionally, regular conference calls have been established to provide status reports and identify assistance that is needed from staff. Staff has received the first quarter status report (October – December) from UCLA, which will be presented by UCLA at the February Commission meeting. The most pressing concern at this time is UCP's resistance to submission of Special Needs Assessment reports which, if not resolved, will affect UCLA's ability to complete specific scope of work deliverables. Additionally, the ability for the Commission to assess the effectiveness of the Parent and Me Program will be significantly compromised. I had requested a joint conference call with staff, UCP, and UCLA to resolve the situation to which UCP was unavailable. I will be sending a letter to UCP requiring them to submit the assessment information that they have asserted was and is being collected for all program participants in alignment with their agreement to participate in evaluation activities of the Commission. I will continue to keep the Commission abreast of the situation.

**Data Management Activities**

We continue to work with Jeff Bailey of Online Data Management systems to complete the database development for data entry purposes. Because we have requested such significant individualization according to local data needs, the development of the database has taken much longer than originally expected. Additionally, ODM prefers to modify the development of the database after actual data entry is completed from their staff so that all kinks within the system are worked out prior to rolling it out to grantees. Grantees have been informed of the progress being made and are able to track the progress of the database development by logging into the database at their leisure. If any Commissioner is interested in viewing the new database, please let me know and either I or the TA Program Officer (Fabiola) can provide you with a preview. At this time it is anticipated that ODM will continue to enter grantee data through the remainder of the fiscal term, and it is our sincerest hopes to turn data management back over to grantees in July 2008.

### **Multicultural Conference**

First 5 has coordinated and facilitated two planning meeting to establish the 2008 Multicultural Conference. The dates of September 19<sup>th</sup> and 20<sup>th</sup> have been established for the event, and the Tachi Palace has been identified as the venue of choice. We are currently working on the identification of presenters for the conference; however no commitments will be made until the Commission establishes the 2008/2009 budget.

### **School Readiness Activities**

Scott Waite, Esther Imperial and I attended the Ed Council meeting on January 7<sup>th</sup> to present to the county superintendents the progress being made in regards to the following school readiness activities:

- Next Stop Kindergarten
- Kindergarten Backpack Distribution
- Linkages to Learning Project

Next Stop Kindergarten: We anticipate providing the Next Stop Kindergarten event in mid March based upon feedback received from school sites that the event would be most useful if it pre-dated their own registration efforts. Many of the school districts that were represented at the Ed Council meeting committed to sending representation to the event in the hopes of providing the “one stop registration” services that the event is meant to provide.

Backpack Distribution: We have updated the backpack for a new and improved design. Additionally, we are working with a distributor that offers competitive prices and the option of assimilating the backpacks for the project. Since the assimilation occupies the entire staff for an entire weeks worth of work, it is an attractive option. We are currently in the process of ensuring that all items in the backpack are lead safe, and anticipate the distribution will begin in late march.

Linkages to Learning: The Linkages to Learning project, as being led by the School Readiness Coordinator (Esther) was envisioned to establish Kindergarten Transition Teams within every neighborhood with a Kindergarten serving school throughout Kings County (approximately 33 schools). Additionally, a Kindergarten Orientation was to occur at each Kindergarten serving school which was meant to introduce the child, and parent to the school environment, teacher, routine, and expectations to be prepared for upon Kindergarten entry. Because of the large scope of the project, staff has concluded it would be best to role out the project in a phase in process so as to identify challenges, and make course corrections before introducing it county wide. Esther will be meeting with each school site principal to assess their interest level and identify which phase they would be interested in for participation, in addition to identifying issues particular to their kindergarten entry community for integration into the approach.

### **Fiscal Report**

Please see attached a modified Fiscal Report reflective of the budget modification/augmentation that was approved by the Commission in February. Because the item has not been taken to the BOS as of yet, we cannot present the report in this form until such time for consistency purposes between the county FMS system and the Commission reports, however I thought it important to keep you informed of the financial status of the Commission based on the approved modification.

**OTHER CHARGES**

		<b>Funds Budgeted</b>	<b>Modification</b>	<b>YTD Spent</b>	<b>Funds Remaining</b>
	<b>FRC Initiative</b>	<b>\$ 1,159,433</b>	<b>\$ 1,242,839</b>	<b>\$ 626,449</b>	<b>\$ 616,390</b>
823141	Avenal	\$ 150,000	\$ 150,000	\$ 54,867	
823141	Armona	\$ 150,000	\$ 150,000	\$ 66,874	
823141	Corcoran	\$ 150,000	\$ 150,000	\$ 69,105	
823141	Hand and Hand	\$ 150,000	\$ 150,000	\$ 74,249	
823141	Hand and Hand North	\$ 150,000	\$ 150,000	\$ 70,298	
823141	Kettleman	\$ 100,000	\$ 100,000	\$ 41,906	
823141	Lemoore	\$ 150,000	\$ 170,000	\$ 66,824	
823141	Supportive Services	\$ 50,000	\$ 50,000	\$ 9,915	
	Final payment 06-07	\$ 109,433	\$ 172,839	\$ 172,411	
	<b>C.A.R.E.S. Initiative</b>	<b>\$ 478,139</b>	<b>\$ 306,762</b>	<b>\$ 230,143</b>	<b>\$ 76,619</b>
823143	Kings County Office of Education	\$ 439,763	\$ 383,763	\$ 143,607	
	CARES Evaluation		\$ 30,000		
	Multicultural Conference		\$ 26,000	\$ 48,160	
	Final payment 06-07	\$ 38,376	\$ (133,001)	\$ 38,376	
	<b>Child Health Initiative</b>	<b>\$ 220,000</b>	<b>\$ 257,032</b>	<b>\$ 93,326</b>	<b>\$ 163,706</b>
823144	Kings County Health Department	\$ 200,000	\$ 248,978	\$ 85,272	
823144	Final payment 06-07	\$ 20,000	\$ 8,054	\$ 8,054	
	<b>School Readiness Initiative</b>	<b>\$ 790,242</b>	<b>\$ 1,014,076</b>	<b>\$ 530,889</b>	<b>\$ 483,187</b>
823145	Parent & Me Program	\$ 692,475	\$ 692,475	\$ 338,381	
823145	Final payment 06-07	\$ 57,767	\$ 161,601	\$ 161,601	
	Raising a Reader		\$ 80,000	\$ 30,907	
	Linkages to Learning		\$ 20,000		
	Next Stop Kindergarten		\$ 20,000		
823145	Backpack to Success Program	\$ 40,000	\$ 40,000		
823146	<b>Resource Directory</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 9,932</b>	<b>\$ 5,068</b>
823150	<b>Community Resource Initiative</b>	<b>\$ 89,620</b>	<b>\$ 89,152</b>	<b>\$ 60,605</b>	<b>\$ 28,547</b>
	Kings CONNECTion	\$ 60,000	\$ 60,000	\$ 34,089	
	Sponsorships		\$ 10,000	\$ 7,364	
	Special Projects final payment 06-07	\$ 29,620	\$ 19,152	\$ 19,152	
823151	<b>Capacity Building Initiative</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 85,023</b>	<b>\$ 114,977</b>
	Social Entrepreneurs, Inc.	\$ 200,000	\$ 200,000	\$ 84,768	
	57014			\$ 255	
	<b>Special Needs Initiative</b>	<b>\$ 124,232</b>	<b>\$ 121,832</b>	<b>\$ 68,090</b>	<b>\$ 53,742</b>
823152	UCP: Special Needs Project	\$ 110,756	\$ 110,756	\$ 57,014	
	Final payment 06-07	\$ 13,476	\$ 11,076	\$ 11,076	
	<b>TOTAL</b>	<b>\$ 3,076,666</b>	<b>\$ 3,246,693</b>	<b>\$ 1,704,457</b>	<b>\$ 1,542,236</b>

<b>Budget Category</b>	<b>Budget</b>	<b>Modification</b>	<b>YTD Spent</b>	<b>Funds Remaining</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$581,358</b>	<b>\$581,358</b>	<b>\$235,576</b>	<b>\$345,782</b>
<b>Total Services &amp; Supplies</b>	<b>\$402,313</b>	<b>\$401,312</b>	<b>\$167,249</b>	<b>\$234,063</b>
<b>Total Other Charges</b>	<b>\$3,076,666</b>	<b>\$3,246,693</b>	<b>\$1,704,457</b>	<b>\$1,542,236</b>
<b>Fixed Assets</b>	<b>\$27,272</b>	<b>\$24,330</b>	<b>\$25,687</b>	<b>-\$1,357</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,087,609</b>	<b>\$4,253,693</b>	<b>\$2,132,969</b>	<b>\$2,120,724</b>



**FIRST 5 KINGS COUNTY  
CHILDREN & FAMILIES COMMISSION**

315 W. LACEY BLVD., HANFORD, CALIFORNIA 93230

(559) 585-0814 FAX (559) 585-0818

Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **Program Officer Reports**

**First 5 Kings County Children and Families Commission  
Program Officer Report  
Fabiola DeCaratachea  
November 27, 2007 – January 8, 2008**

**Projects/ Reports:**

**Data** – Staff continue to work on the development of the data base. While it is available for viewing, we are not able to enter service data at this point. Participant demographics, intakes and consents have started to be entered for specific programs and we have been working to keep the FRC's informed of the state of the database development.

**Evaluation** – Staff has received a quarterly status report from UCLA on evaluation efforts and is in the process of reviewing the information contained in the report. In response to Commission concerns, UCLA is conducting partner interviews with agencies that partnered with the FRC's in FY 06-07. We have been successful in scheduling 12 of 15 expected interviews with providers.

**Grantee Feed-back Meeting** – On Dec. 17<sup>th</sup> staff met with many of our funded programs to discuss several issues, among them: Data base development, Scope of Work and Budget Modification requests, Group Learning Events as well as ways that First 5 could support the effort to broaden the reach of FRC services. First 5 staff was pleased with the level of feed back we received and feel confident that the joint recommendations we will present to the commission on some of the above issues will be representative of the needs expressed by the grantees in attendance.

**Group Learning Events** – First 5 staff would like to expand our technical assistance to our funded programs by offering group learning events that are relevant to their work and are not duplicating the efforts put forth by SEI. In the current year, efforts are being explored to support the FRC's in bring the "Bridges out of Poverty Training" to the county and also by hosting a forum to discuss issues that are hindering access to services at the FRC's.

**Meetings/Workshops:**

- 12/03/07 – Participated in Evaluation conference call with UCLA and ED.
- 12/04/07 – Meet with SEI and First 5 staff to review quarterly status report.
- 12/11/07 – Participate in Sexual Harassment Training
- 12/17/07 – Participate in Grantee Feed-back meeting

**Technical Assistance/ Site Visits:**

- 09/27/07 – Site visit to Hand in Hand South FRC
- 09/27/07 – Site Visit to Armona FRC
- 09/27/07 – Site Visit to Lemoore Family Connection
- 12/06/07 – TA to Lemoore re: Space usage by partner organizations
- 12/06/07 – TA to Armona FRC re: Scope of Work modification and reporting

- 12/07/07** – TA provided to CHI re: reporting requirements and available TA.
- 12/10/07** – TA provided to Lemoore FC re: staffing of Family Connection
- 12/10/07** – TA provided to Armona FRC re: reporting of joint food distribution
- 01/02/08** – Site Visit to Lemoore Family Connection
- 01/03/08** – TA provided to Corcoran FRC re: data collection

# First 5 Kings County Children and Families Commission Program Officer Report

Scott Waite

November 29, 2007 – January 8, 2008

## Projects

- **Progress Reports** – After sending out feedback forms and requests for additional information, I received updated First quarter progress reports. These reports have been reviewed and filed.
- **Scope of Work & Budget Modification** – This month I completed the budget modifications and scope of work modifications that have been approved. Also, quarterly progress reports have been updated and sent out to the appropriate grantees.
- **CARES Funding** – This month I have spent time contacting other First 5 Commissions via phone and email, regarding their approach to funding their CARES program. I also sent out an email to the CARES list serve asking for potential alternative funding sources.
- **Grantee Handbook** – Gathered all the relevant documents regarding the grantee handbook. Started developing the table of contents to use as a guide while developing the first draft. Researched model documents from other organizations.

## Meetings and Workshops

- 12/03/2007 – Participated in weekly First 5 Kings County staff meeting.
- 12/04/2007 – Participated in the First 5 Kings County commission meeting.
- 12/07/2007 – Met with AI from the Child Health Initiative project with Kings County Health Department to discuss project and Scope of Work.
- 12/12/2007 – Participated in weekly First 5 Kings County staff meeting.
- 12/13/2007 – Participated in a meeting with KCOE CARES regarding funding for future years.
- 12/19/2007 – Participated in monthly CARES conference call regarding services and funding information.
- 12/19/2007 – Assisted in the Holiday event at the Lemoore Family Connection.
- 01/07/2008 – Assisted in presenting information regarding school readiness at the Education Council meeting to the Superintendents.



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **School Readiness Coordinator Report**

**First 5 County Children and Families Commission  
School Readiness Coordinator Report  
Ester Imperial  
November 26, 2007 – January 8, 2008**

**Projects/Reports**

**Raising a Reader** – I have become familiar with the program approach of Raising a Reader to include reviewing organizational information as well as shadowing the Resource Specialist in their provision of Raising a Reader services at both the pre-school service sites as well as the FRC service site. At a holiday party at Kit Carson, there was valuable feedback provided by both parent participants as well as the preschool teacher regarding the benefits observed as a result of the Raising a Reader services being delivered to their children. I am working the evaluation team to ensure that the evaluation of this project is moving forward to strengthen the ability for the commission to tell the success of this service strategy for school readiness purposes.

**Linkages to Learning** – I researched and read materials on the benefits of Kindergarten Transition Teams in order to gain necessary knowledge and information needed for effective program implementation. Started developing Program Approach to Linkages to Learning Project. I am at the initial stage of implementing the plan. I have made contacts to pre-school and kindergarten sites for meetings and collaboration.

**Meetings/Workshops**

- **11/28/2007** - Visited Hand in Hand South, and the Lemoore Family Connection
- **12/04/2007** - Attended First 5 Kings County Commission meeting.
- **12/05/2007** - Attended Preston Green Learning Center's Migrant Parent Meeting.
- **12/06/2007** - Visited Corcoran FRC.
- **12/10/2007** – Attended Family Child Care Providers meeting.
- **12/11/2007** – Attended Sexual Harassment Training.
- **12/12/2007** – Attended Human Resources Job Orientation.
- **12/17/2007** – Attended First 5 Kings County grantee meeting.
- **12/19/2007** – Participated in the Lemoore Family Connection Holiday Reading.
- **01/07/2008** – Attended Kings County of Education Council meeting



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **Community Specialist Report**

**First 5 Kings County Children and Families Commission  
Community Specialist Report  
Prepared by Jon-Michael Hice**

**November 28, 2007 to January 4, 2007**

*Media and Public Relations*

- Your New Year's Solution: Healthy Family Resolutions GUEST COLUMN Hanford Sentinel

*Marketing & Community Outreach*

- The First 5 Kings County will continue a partnership with the Hanford Mall which will allow for a full year of events and advertising both inside and outside of the mall.
- Kid's Scoop banner advertisements continue to run each Tuesday in The Hanford Sentinel. This contract was recently renewed for one year and includes delivery of The Sentinel to each of the Family Resource Centers in Kings County for use by clients and staff.
- Website redevelopment will be occurring over the next 45 days through a contract with Digital Attic, LLC out of Clovis, California.
- A presentation was made to Jacky Lowe's Child Development class at College of the Sequoias providing a general overview of First 5 Kings County along with specific information related to resource and referral.

Respectfully Submitted,  
Jon-Michael Hice, Community Specialist



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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**2008-01-002**

**Digital Attic  
Contract**



D

**Date of Meeting: January 15, 2008**  
**Agenda Item #: 2008-01-002**  
**Discussion/Action: XX**

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**PROJECT TITLE: Digital Attic Contract**

**A. Background:**

First 5 Kings County has had a long-term contractual relationship with Over the Net for the redevelopment of the Commission website. Because of significant delay, and a product that was simple in nature, commission staff have sought out the services of an alternative website developer for completion and enhancement of the website.

**B. Summary of Request, Description of Project, and Primary Goals:**

Commission staff are requesting the commission discuss and consider approving the contract with Digital Attic for redevelopment and enhancement additions to the Commission website. If approved, Digital Attic will complete the following for the Commission:

- Website construction: \$800
- Sub-page development: \$3,510
- Establishment of a user database system: \$225
- Establish master calendar database system: \$2,875
- Establishment of a document downloading system: \$850
- Establish a "Contact Us" interactive fill in system which can export to excel: \$340

The timeframe for completion is 30-45 days from date of contract receipt. If approved, the Commission can expect a completed redeveloped website by March 1, 2008.

**C. Timeframe:**

01/01/2008 to 03/30/2008

**D. Costs:**

Total cost for this contract is \$8,600 and will come from the contingencies line-item.

**E. Staff Recommendation:**

Staff recommends the Commission review and approve the attached contract for the redevelopment of the Commission website resulting in the disbursement of \$8,600 to Digital Attic for website completion by March 1, 2008.

**F. Attachments:**

Digital Attic Contract

**SERVICE AGREEMENT**  
**By and between**  
**First 5 Kings County Children and Families**  
**Commission and**  
**Contractor, Digital Attic, LLC**

*Please contact First 5 Office for hard copy of this document*



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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# **Study Session: Childcare needs throughout Kings County**



First 5 Kings County Children and Families Commission  
224 W Lacey Blvd. Hanford, California 93230  
(559) 585-0814 phone ~ (559) 585-0818 fax  
Lisa Watson, Executive Director

## **PRESENTATION FORM**

<b>Submitted by:</b>	<b>Commission Staff</b>
<b>Date Submitted:</b>	<b>January 8, 2008</b>
<b>Email Address:</b>	<b>Lisa.watson@first5kc.org</b>
<b>Telephone Number:</b>	<b>585-0814</b>
<b>Project Title:</b>	<b>EVALUATION RESULTS DISCUSSION – CHILDCARE NEEDS</b>

### **Presentation Description:**

The Commission was presented with the results of the 2006-2007 Evaluation that explored the effectiveness of the Family Resource Center strategy. As a result, a number of findings and recommendations were provided for Commission consideration. Commission staff would like to receive additional direction from the Commission based on the results of such findings and recommendations in an attempt to prepare for the impact to our future year investments, strategy, or approach to best serving children 0-5 and their families through the FRC model of care.

The areas of consideration that require follow-up attention are as follows:

1. Continued recognition of childcare as the number one concern of families with children 0-5
2. Demographics being served by FRC's support the assumption that the strategy is targeting low income populations.
3. There continues to be barriers to accessing services through the FRC strategy.

### **Continued recognition of childcare as the number one concern of families with children 0-5**

Based upon direction given to staff regarding this issue, ED Watson has met with the Local Childcare Planning Council Coordinator and has previewed a draft of their soon to be released Childcare Needs Assessment. While the assessment is extremely descriptive of children within our target population, it does not include a critical gaps analysis which, in staff opinion, would be useful for informed decision making on the part of the commission. Additionally, there are other considerations which would be critical such as workforce supply, if an expansion of childcare/preschool was to be planned and/or considered.

Because of this, ED Watson has met with Ron Unruh, Professor at Fresno State, and consultant to the LPC to ask for a proposal that would build from and expand the scope of the LPC Needs Assessment. That proposal is being presented today for Commission consideration.

**Proposal to Conduct a Child Care Needs Assessment  
Studies for  
First 5 Kings County**

*Please contact First 5 Office for hard copy of this document*



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Lisa Watson Executive Director

**Date of Meeting: January 15, 2008**

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**Study Session:  
Demographics of clients  
being served by FRC's**



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## PRESENTATION FORM

<b>Submitted by:</b>	<b>Commission Staff</b>
<b>Date Submitted:</b>	<b>January 8, 2008</b>
<b>Email Address:</b>	<b>Lisa.watson@first5kc.org</b>
<b>Telephone Number:</b>	<b>585-0814</b>
<b>Project Title:</b>	<b>EVALUATION RESULTS DISCUSSION – FRC DEMOGRAPHICS</b>

### Presentation Description:

The Commission was presented with the results of the 2006-2007 Evaluation that explored the effectiveness of the Family Resource Center strategy. As a result, a number of findings and recommendations were provided for Commission consideration. Commission staff would like to receive additional direction from the Commission based on the results of such findings and recommendations in an attempt to prepare for the impact to our future year investments, strategy, or approach to best serving children 0-5 and their families through the FRC model of care.

The areas of consideration that require follow-up attention are as follows:

1. Continued recognition of childcare as the number one concern of families with children 0-5
2. Demographics being served by FRC's support the assumption that the strategy is targeting low income populations.
3. There continues to be barriers to accessing services through the FRC strategy.

### Demographics being served by FRC's support the assumption that the strategy is targeting low income populations.

As stated in the FRC Evaluation report, "the FRC's target many of their services specifically to low income populations" (pg.18). This assumption is supported by the reality that to coordinate *existing* services with partner agencies, many of what exists are need based programs. While the FRC strategy was not originally intended to serve only low-income populations, it appears that by current design, it is improbable if not impossible for anything else to exist. The first question that staff is asking the Commission to answer is:

**Presentation Description Cont.:**

1. Does the FRC Initiative need to be modified to reflect the emphasis on serving low-income populations.
  - a. If the answer to this question is yes, staff will work to re-write the initiative and are prepared to share with the Commission the consequences of such action.
  - b. If the answer to this question is no, because FRC's are intended to support the health and development of all children 0-5, then a modification to the design needs to occur.

Staff have met with the FRC directors and staff to identify opportunities to expand the reach of their service population, and would like the Commission to consider a recommendation that has come out of such partnership. Commission staff would like the commission to invest in "Six Signature Services" at all FRC's that are specifically designed to serve the interest of families of children 0-5. These services will be presented to the Commission for their consideration.