

AGENDA

MEETING OF THE BOARD OF COMMISSIONERS

Chair: Sheila Kuehl

Thursday, July 8, 2021

1:30 PM [Click here for Public Zoom and Dial-in Info](#)

Meeting Location:

First 5 LA

750 N. Alameda Street

Los Angeles, CA 90012

(If you would like to speak to any item on the agenda, please complete a public comment form)

- 
1. **ACTION**
Call to Order / Roll Call
 2. **ACTION**
Consent
 - A. Approve Special Commission Meeting Summary Action Minutes and Transcript - Thursday, June 10, 2021 3
 - B. Approve the Monthly Financial Statements for the Month Ending May 31, 2021 63
 - C. Contracts: Approve One Agreement and Two Amendments and Authorize Staff to Complete Final Execution of the Agreements Upon Approval from the Board 69
 3. **INFORMATION**
Remarks by the Commission Chair of the Board
 4. **INFORMATION** 73
Executive Director's Report
 5. Award the Design-Build Contract for the Capital Improvement Plan (CIP) for Phase 1 to Dewberry Design-Builders, Inc in the Amount of \$3,050,631.80 and Find that Capital Improvement Plan (CIP) Project is Categorically Exempt from

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COMMISSIONERS

Los Angeles County Supervisor	Jane Boeckmann	Yvette Martinez
Sheila Kuehl	Bobby Cagle	Romalis J. Taylor
<i>Chair</i>	Barbara Ferrer, Ph.D., M.P.H., M.Ed.	Keesha Woods
Judy Abdo		Marlene Zepeda, Ph.D.
<i>Vice Chair</i>		

EX OFFICIO MEMBERS

Karla Pleitez Howell
Jonathan E. Sherin, M.D., Ph.D.
Wendy Smith, Ph.D., LCSW
Deanne Tilton

EXECUTIVE DIRECTOR

Kim Belshé

EXECUTIVE VICE PRESIDENT

John A. Wagner

A PUBLIC ENTITY

Review Under the Requirements of the California Environmental Quality Act
("CEQA")

- 6. **Break**
- 7. Present Updated Procurement Policy 96

Presenters: Jasmine Frost, Interim Chief Operating Officer/IT
Director, Jennifer Eckhart, Director, Contract Administration and Purchasing

- 8. Update on Governor's Executive Order N-25-20 for Public Meetings 173
- 9. 2021 Board Survey Report Out 174

Presenters: Linda Vo, Board Relations Manager, Jaimie Knowles, Executive
Administrative Assistant

- 10. **INFORMATION**
Public Comment (for items not on the agenda)
- 11. **ACTION**
Adjournment



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SUMMARY ACTION MINUTES

FIRST 5 LA
June 11, 2021
Meeting of the Board of Commissioners (VIRTUAL)
1:30-3:00 pm

COMMISSIONER PRESENT

Commissioners:

Judy Abdo (Vice Chair)
Linda Aragon
Astrid Heger
Sheila Kuehl (Chair)
Yvette Martinez
Frank Ramos
Jonathan Sherin
Romalis Taylor
Marlene Zepeda

Ex-Officio Commissioners:

Jacquelyn McCroskey
Karla Pleitez Howell
Deanne Tilton
Keesha Woods

COMMISSIONERS ABSENT:

Bobby Cagle [Excused]
Barbara Ferrer [Excused]

STAFF PRESENT:

Peter Barth, Chief of Staff
Kim Belshé, Executive Director
Linda Vo, Board Relations Manager
John Wagner, Executive Vice President, Center for Child and Family Impact

LEGAL COUNSEL:

Craig Steele, Attorney-at-Law

CALL TO ORDER / ROLL CALL: (Item 1)

1. Commission Chair Kuehl called the meeting to order at 1:31 pm. Quorum was present.

COMMISSION: (Items 2– 10)

2. Consent
 - A. Approve Special Commission Meeting Summary Action Minutes and Transcript - Thursday, May 13, 2021
 - B. Approve the Monthly Financial Statements Months Ending April 30, 2021
 - C. Approve 43 Contract Renewals and Two Amendments (contracting parties and amounts listed in attachment) and Authorize First 5 LA Staff to Complete Final Contract Execution Upon Approval from the Board
 - D. Approve Amendments to Four Strategic Partnerships to support First 5 LA's Kindergarten Readiness Assessment strategy:
 - Amend a Strategic Partnership with Pomona Unified School District for an Amount not to Exceed \$75,000 through June 30, 2022 for a Total Project Cost not to Exceed \$319,481
 - Amend a Strategic Partnership with Connections for Children for an Amount not to Exceed \$32,500 through June 30, 2022 for a Total Project Cost not to Exceed \$198,511
 - Amend a Strategic Partnership with the City of Pasadena for an Amount not to exceed \$32,500 through June 30, 2022 for a Total Project Cost not to Exceed \$209,807
 - Amend a Strategic Partnership with The Regents of the University of California for an Amount not to exceed \$700,000 through June 30, 2022 for a Total Project Cost not to Exceed \$3,000,000 and Authorize First 5 LA Staff to Execute an Agreement for an Amount not to Exceed \$700,000 with The Regents of the University of California
 - E. Approve Amendment of the Strategic Partnership with Dignity Community Care for an Amount not to exceed \$265,000, for a total project cost not to exceed \$1,168,876 to Coordinate the Provision of

SUMMARY ACTION MINUTES

Training and Materials to Support the LA County Department of Health Services' MAMA's Neighborhood Program Expansion through June 30, 2022 and authorize First 5 LA Staff to Execute a Contract for an amount not to exceed \$265,000

- F. Approve Amendment of the Strategic Partnership with California Community Foundation in the Amount of \$150,000 for a total project cost of \$501,282.05 to advance the Bold Vision Equity 2028 Fund through June 30, 2022 and authorize First 5 LA Staff to Execute a Contract amendment of \$150,000
- G. Approve Amendment of the Strategic Partnership with the First 5 Association of California in the Amount of \$700,000 for a Total Estimated Project Amount not to Exceed \$3,920,000 through June 30, 2028 for Statewide Policy, Communications, and Systems Change Coordination

M/S (Marlene Zepeda/Judy Abdo)

Roll Call:

Judy Abdo – Aye
Linda Aragon – Aye
Astrid Heger – Aye
Sheila Kuehl – Aye
Yvette Martinez – Aye
Frank Ramos – Aye
Jonathan Sherin – Aye
Romalis Taylor – Aye
Marlene Zepeda – Aye

THE ITEMS WERE APPROVED

- 3. **Remarks by the Commission Chair**
- 4. **Executive Director's Report**
- 5. Strategic Plan Review & Budget Adoption
 - A. **Public Hearing:** Review of Strategic Plan

The June 10 Board Meeting served as a public hearing on First 5 LA's Strategic Plan and provided staff an opportunity to give any additional comments, consistent with the Proposition 10 requirements. This annual public hearing, led by Kaya T. from the Office of Equity, Strategy, and Learning, was coupled with the Board's consideration and action on the FY21-22 budget, which reflects First 5 LA's work for Year 2 of the 2020-2028 Strategic Plan.

- B. Approve the Long-Term Financial Plan
- C. Approve Resolution 2021-04 for the Final Proposed FY 2021-22 Budget

Daisy L., from First 5 LA's Finance team, provided highlights to First 5 LA's Final Proposed FY 2021-22 Budget and the Long-term Financial Plan. These items were previously discussed at a combined meeting of the Budget & Finance and Executive Committee meeting back in May, brought as information before the full Board at the May Board meeting, and now brought back before the full Board at the June Board meeting for action.

SUMMARY ACTION MINUTES

Budget Summary below:

Budget Component	FY 2020-21 Budget		Proposed FY 2021-22 Budget	Variance
	Original	Revised		
Program				
<i>Center for Child & Family Impact Total</i>	84,899,000	88,279,000	77,525,000	(10,754,000)
<i>Offices Total</i>	9,579,000	8,949,000	10,060,000	1,111,000
<i>Other*</i>	828,000	828,000	-	(828,000)
Total 2020-2028 Strategic Plan	\$ 95,306,000	\$ 98,056,000	\$ 87,585,000	\$ (10,471,000)
<i>Legacy Investments</i>	3,153,000	3,233,200	3,219,000	(14,200)
<i>Emerging Opportunities</i>	3,000,000	215,000	1,500,000	1,285,000
Total Program	\$ 101,459,000	\$ 101,504,200	\$ 92,304,000	(9,200,200)
Operating (includes COE, OESL and Pgm Ops)	22,797,493	22,308,248	21,992,168	(316,080)
TOTAL BUDGET	\$ 124,256,493	\$ 123,812,448	\$ 114,296,168	\$ (9,516,280)

* Represents projects that expired in FY 20-21 or whose certain activities (not entire projects) were included in a different budget for FY 21-22

** Reflect new structure and work compared to FY 20-21 Departments; as such, year to year comparison will not be exact

M/S (Judy Abdo/ Marlene Zepeda)

Roll Call:

- Judy Abdo – Aye
- Linda Aragon – Aye
- Astrid Heger – Aye
- Sheila Kuehl – Aye
- Yvette Martinez – Aye
- Frank Ramos – Aye
- Jonathan Sherin – Aye
- Romalis Taylor – Aye
- Marlene Zepeda – Aye

THE ITEMS WERE APPROVED

6. Authorize First 5 LA Executive Vice President to Execute Agreements to Accept Reimbursement Funding from Promise Blue Shield and Other Health Plans for Home Visiting Services **(Written Only)**

A presentation was provided on this item. Please refer to the written materials in the Board Book packet for this meeting.

7. **Break**

8. Award the Design-Build Contract for the Capital Improvement Plan (CIP) for Phase 1 to Dewberry Design-Builders, Inc in the Amount of \$3,050,631.80 and Find that Capital Improvement Plan (CIP) Project is Categorically Exempt from Review Under the Requirements of the California Environmental Quality Act (“CEQA”)

Carl G. presented an update on First 5 LA’s Capital Improvement Project. Some highlights included:

SUMMARY ACTION MINUTES

- Staff recommendations that the Board award a contract to Dewberry Design-Builders, Inc. the selected Design Build contractor for the Capital Improvement Plan– Phase 1 work in the amount of \$3,050,631.80.
- Staff and Legal Counsel recommendation that the Board reaffirm that the CIP project is categorically exempt from review under the requirements of the California Environmental Quality Act (“CEQA”) and will inform the California Resources Agency

This item will come back to the Board for approval at the July Board of Commissioners meeting.

There was no further discussion

9. Public Comment (for items not on the agenda)

No public comments.

ADJOURNMENT:

The Commission adjourned at 3:01 pm.

NEXT MEETING:

The next Commission meeting will take place on Thursday, July 8, 2021 at 1:30 pm.

VIRTUAL BOARD MEETING
Meeting details will be posted per Brown Act Requirements

Meeting minutes were recorded by Linda Vo, Board Relations Manager

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MEETING OF FIRST 5 BOARD OF COMMISSIONERS

Thursday, June 10, 2021

750 North Alameda Street, First Floor

Los Angeles, California 90012

STENOGRAPHICALLY REPORTED BY:
HEATHERLYNN GONZALEZ
CSR #13646

1 Thursday, June 10, 2021; Los Angeles, California

2 1:31 p.m.

3 -oOo-

4 SUPERVISOR KUEHL: Let me call this Board of
5 Commissioners meeting to order, and ask Ms. Vo to call the
6 roll.

7 THE SECRETARY: Judy Abdo?

8 COMMISSIONER ABDO: Here.

9 THE SECRETARY: Linda Aragon?

10 COMMISSIONER Here.

11 THE SECRETARY: Astrid Heger?

12 COMMISSIONER HEGER: Here.

13 THE SECRETARY: Yvette Martinez?

14 COMMISSIONER MARTINEZ: Here.

15 THE SECRETARY: Frank Ramos?

16 COMMISSIONER RAMOS: Here.

17 THE SECRETARY: Jonathan Sherin?

18 COMMISSIONER SHERIN: Here.

19 THE SECRETARY: Romalis Taylor?

20 COMMISSIONER TAYLOR: Here.

21 THE SECRETARY: Marlene Zepeda?

22 COMMISSIONER ZEPEDA: Here.

23 THE SECRETARY: Carla Pleitez Howell?

24 COMMISSIONER PLEITEZ HOWELL: Yes.

25 THE SECRETARY: Jacquelyn McCroskey?

1 COMMISSIONER McCROSKEY: Here.

2 THE SECRETARY: Deanne Tilton?

3 COMMISSIONER TILTON: Here.

4 THE SECRETARY: Keesha Woods?

5 COMMISSIONER WOODS: Here.

6 THE SECRETARY: Sheila Kuehl?

7 SUPERVISOR KUEHL: Here.

8 THE SECRETARY: Quorum is present.

9 SUPERVISOR KUEHL: All right. Thank you very
10 much. Then would you please read the ground rules for the
11 meeting.

12 THE SECRETARY: I will. Thank you, commissioner.

13 Good afternoon, members of the board and public.

14 I'm Linda Vo with First 5 LA. And before we begin today's
15 meeting, I will be going over some important information.

16 Pursuant to Governor Newsom's Executive Order
17 N-25-20, members of the First 5 LA board of commissioners
18 or staff may participate in this meeting via
19 teleconference. And in the interest of maintaining
20 appropriate social distancing, members of the public may
21 observe this meeting telephonically or otherwise
22 electronically as posted on our website and this agenda.
23 To provide public comments, you may submit written public
24 comments by e-mail to lvo@first5la.org or call
25 213-276-9389. Please do indicate the item number your

1 comment corresponds with. All public comments for
2 assigned agenda item must be received before 1:30 p.m. the
3 day of the meeting. Any received after 1:30 p.m. will
4 become a part of public record. And all public comments
5 received prior to 1:30 p.m. will be read aloud at the end
6 of each item it coincides with.

7 Before we begin this meeting, please do note the
8 following: Today's meeting will include video and audio
9 allowing all meeting participants and public members to
10 view presentations via shared screen. To minimize
11 background disruptions, all board members and staff should
12 place their lines on mute until called upon to speak. And
13 to minimize multiple people speaking at the same time and
14 ensure for a coherent dialogue, board members can text
15 Supervisor Kuehl your name or use the chat box function on
16 Zoom to message me directly to indicate an interest in
17 speaking and wait to be called upon. With the exception
18 of adjournment, which will be called for by the chair, a
19 formal roll call will be done for all action items. And a
20 reminder to all board members to take yourselves off mute
21 prior to roll call.

22 If any technical assistance is required during
23 the meeting, you can contact me at 213-276-9389, and I'll
24 connect with you IT.

25 And with that, I'll hand this back to our

1 honorable chair.

2 SUPERVISOR KUEHL: Thank you very much.

3 I'd like to begin by welcoming two new alternates
4 who have been appointed to our board. I'm excited to
5 announce that LACOE as well as the 5th supervisorial
6 district, which is Supervisor Katherine Barger, have each
7 appointed a new alternate commissioner to the commission.
8 Dr. Maricela Ramirez will be replacing Dr. Arturo Valdez
9 who previously served as LACOE's alternate commissioner.
10 And Ms. Vivian Rescalvo is a new alternate commissioner
11 appointed by Supervisor Katherine Barger.

12 Let me tell you a little bit about each them.
13 Dr. Ramirez is the chief education officer for LACOE, and
14 oversees Head Start, Early Learning, the juvenile court
15 and community schools. Dr. Ramirez focuses on access for
16 all students. And she spent many years in the classroom
17 as -- as well as a principal.

18 Our second new alternate commissioner is Vivian
19 Rescalvo, who's been a good friend to the county for many
20 decades. She first served as a senior deputy to my
21 predecessor, Supervisor Zev Yaroslavsky, focusing on land
22 use, transportation, and social services. And later she
23 acted in the capacity of a senior director in countywide
24 planning at Metro.

25 So we are delighted to welcome you both. Your

1 arrival syncs up with the adoption of our budget, so it
2 couldn't be better timing for you to be here for your
3 learning and also for us to welcome you.

4 So with that, I think we can move to the first
5 item which is our consent calendar. As you can see, there
6 are a number of items on the consent calendar. And let me
7 first ask if any commissioner wishes to remove any item
8 from consent.

9 Hearing none, does any commissioner have any
10 questions or comments on any of the items on consent?

11 MR. STEELE: The chair will need to announce some
12 abstentions on some things.

13 SUPERVISOR KUEHL: Yes, I know that, Craig.
14 thank you.

15 Before we take a motion and a vote on the consent
16 on calendar, I want to ask counsel to announce abstentions
17 for both our voting and nonvoting members because
18 especially in Item 2C, we have a large number of contract
19 renewals, and so there are -- because of the number, a
20 number of conflicts of interest and abstention. So Craig
21 will announce those so that each member doesn't have to.
22 And then, when we take a vote, if a member votes but they
23 have an abstention on some item, it will have already been
24 noted so you don't have to repeat that again.

25 So, counsel, if you would announce the conflicts

1 and abstentions for the record.

2 MR. STEELE: Thank you. With regard to Item 2C,
3 the record should reflect that commissioners will be
4 abstaining from the following contracts as follows: The
5 contract with Childcare Resource Center, Commissioner
6 Taylor abstains. There are two contracts with the
7 University of Southern California Commissioners Heger and
8 McCroskey abstain. Contract with the Los Angeles County
9 Department of Public Health, Commissioner Aragon abstains.
10 And contract with LACOE, Commissioner Woods abstains. And
11 a contract with the Advancement Project, Commissioner
12 Pleitez Howell abstains.

13 SUPERVISOR KUEHL: All right. Is there any
14 public comments on the consent calendar?

15 THE SECRETARY: There are no public comments.

16 SUPERVISOR KUEHL: All right. May I have a
17 motion then to adopt the consent calendar?

18 COMMISSIONER ZEPEDA: So moved.

19 SUPERVISOR KUEHL: And a second, please.

20 COMMISSIONER ABDO: Second. Judy.

21 SUPERVISOR KUEHL: All right. Thank you. I have
22 a motion and a second to approve the consent calendar.
23 And as I said, even though you have an abstention or a
24 conflict, you can vote for the calendar because that
25 abstention has been noted. If you wish to, of course.

1 So please call the roll on the motion to approve
2 the consent calendar.

3 THE SECRETARY: Judy Abdo?

4 COMMISSIONER ABDO: Yes.

5 THE SECRETARY: Linda Aragon?

6 COMMISSIONER ARAGON: Yes.

7 THE SECRETARY: Astrid Heger?

8 COMMISSIONER HEGER: Yes.

9 THE SECRETARY: Yvette Martinez?

10 COMMISSIONER MARTINEZ: Yes.

11 THE SECRETARY: Frank Ramos?

12 COMMISSIONER RAMOS: Yes.

13 THE SECRETARY: Jonathan Sherin?

14 COMMISSIONER SHERIN: Yes.

15 THE SECRETARY: Romalis Taylor?

16 COMMISSIONER TAYLOR: Yes.

17 THE SECRETARY: Marlene Zepeda?

18 COMMISSIONER ZEPEDA: Yes.

19 THE SECRETARY: Sheila Kuehl.

20 SUPERVISOR KUEHL: Yes.

21 THE SECRETARY: Motion is passed.

22 SUPERVISOR KUEHL: All right. Thank you very
23 much.

24 The next item, Item 3, are to include remarks by
25 your humble chair. And just couple things I wanted to say

1 but I think they are in a way, tied together. We have
2 been paying, as has the world I think and I hope, more and
3 more attention to diversity, equity, and inclusion. And
4 it's an interesting thing to me because each of those
5 words, though they tie together now, means a slightly
6 different thing and a slightly different nuance of a
7 thing.

8 I'm reminded when a number of guys started the
9 gay center in Hollywood, but it was called the Gay
10 Community Services Center. And then a bunch of lesbians
11 went and painted in "and lesbian" on the sign. And as you
12 know, we have been more and more inclusive recognizing
13 that there are a number of different communities with
14 different experience; however, a shared experience in so
15 many ways of being disenfranchised, of being discriminated
16 against, of being threatened. And so we find in those
17 common goals a way to work together and move forward
18 together.

19 And I think what we're coming to loosely call
20 DEI, diversity, equity, and inclusion, is really like
21 that. Diversity is kind of -- well, I think one person
22 put it and perhaps one of you knows who said this very
23 smart thing. Diversity is being asked to the party.
24 Inclusion is being asked to dance. And it is really more
25 like that. How much of your experience is included, how

1 much of your talent is included.

2 And as we've talked about equity in the past, we
3 understand that that has a lot to do with also looking at
4 what a person or community needs in order to be treated
5 equally because we don't all start from the same place,
6 and that has to be noted.

7 And in our work, even the most mundane things
8 that we do where we talk about, for instance, procurement
9 today, it really has a pretty deep issue about diversity,
10 equity, and inclusion because, when you spend the money
11 that we spend, in terms of the contracts into which we
12 enter like 43 contract renewals that we just approved,
13 when we think about our future direction procuring
14 services and locating our partners, it's important to keep
15 pursuing, as I know we have decided to do, efforts with a
16 diversity, equity, and inclusion lens. And even that, I
17 know it can be difficult, for instance, from our point of
18 view, to work your way into a county contract. Some of
19 our departments, including the Department of Mental Health
20 -- and John was one of the first department heads to adopt
21 the model of developing incubation academies to train
22 small businesses on even how to apply for grants.

23 So thinking about this kind of sort of reality
24 based model, I want us to -- as we move forward, to keep
25 these kinds of realities in mind. It's important as we

1 look to all the people who have given their lives and/or
2 devoted their lives and/or lost their lives trying to
3 achieve this kind of level playing field in our country.

4 It's the same thing in our adoption of a budget,
5 which we're going to look at today. It's a \$14 million
6 budget, and it's -- you know, we are the stewards of these
7 public funds and have to protect and allocate them wisely.
8 And I think we're doing a good job. But, again, looking
9 to Kim and her team, it is important to continue -- and I
10 know we will -- to live what we believe and to carry out
11 what we believe, and as everybody used to say, put our
12 money where our mouth is, which I believe we're doing.

13 So happy to -- looking forward to further
14 discussion of these two items as well as everything else
15 today. And that is really it for my comments.

16 Linda, are there any public comments on my
17 comments?

18 THE SECRETARY: There are no public comments on
19 your comments.

20 SUPERVISOR KUEHL: Okay. Then let me turn to our
21 esteemed executive director for her report.

22 MS. BELSHE: Thank you, madam chair. Thank you
23 for your comments.

24 So I want to talk a little bit about some similar
25 -- similar items. And I do so in the context of looking

1 ahead to next week, as I know many of us are, where with
2 the expected action by the State government around the
3 reopening. I think we are all seeing some -- some --
4 finally seeing some light at end of the Covid pandemic
5 tunnel. And, you know, I know -- I know I'm not alone
6 that after nearly a year and a half of experiencing a lot
7 of isolation and loss and grief, it's just great, having
8 been vaccinated, to be able to hug my dad and to watch
9 others outside, being with family and friends in a very
10 proximate way strengthened by and comforted by having been
11 vaccinated. It's great to see schools reopening and
12 people traveling and sports returning with a lot of fans
13 and restaurants and bars, et cetera, et cetera.

14 So it's -- it's like really, really exciting and
15 always like feels -- it almost feels normal. And as I
16 shared in my -- my highlights comments in my ED report,
17 it's that sense of normalcy that actually has me feeling
18 anxious, has me feeling a bit worried because, while we
19 are definitely in such a much better place than we were a
20 year ago individually and collectively, we are still not
21 in a good place. The Coronavirus absolutely endures, and
22 I think we all agree and recognize it's premature to be
23 declaring victory and it's super important that we not
24 individually and collectively become complacent.

25 More fundamentally, it endures disproportionately

1 in terms of its on impacts on black and brown residents
2 and has deepened some very already deep health and
3 economic and educational disparities.

4 So when we look at the social and racial
5 inequities that have been so vividly laid bare over the
6 course of the past year and we see the growing racial
7 awareness taking place in our county, across our state,
8 across our nation, you know, I think it really underscores
9 for us that returning to normal cannot be the new normal.

10 And so I want to encourage us in the context of
11 our work together at First 5 LA, as we consider the
12 economic reopening, you know, we need to see this as an
13 inflection point that requires us to consider, are we
14 stepping back into what was normal prior to the -- the
15 pandemic or are we moving forward and setting our sights
16 on a new normal and a more just and equitable normal.

17 So I know we're excited to be reopening, and that
18 provides us with a sense of relief. And I also want us to
19 recognize that -- that we have some important work to do
20 individually and collectively to ensure an equitable
21 recovery. And so First 5 LA, I think this is a really
22 important moment in time for us to really rededicate
23 ourselves to building a safe and just and equitable
24 society. We know our -- our lane -- we talk about First
25 5. We know our lane. Our lane is children. And we know

1 how we swim and work in our lane gives us an opportunity
2 to really shape a very different future for our kids, ones
3 where they're safe and healthy and ready to succeed in
4 school and life. I think our organization has got the
5 right focus in terms of looking at advancing sustainable
6 solutions to the conditions that hold inequities and hold
7 problems in place, and we are guided by some deeply held
8 and powerful values and investment guidelines, including
9 what the Supervisor just spoke to in terms of diversity,
10 equity, and inclusion that directs us to really dig into
11 the root causes and to focus on structural issues,
12 systemic inequities, racism that hold children and
13 families back.

14 So, you know, I think this is a really timely
15 conversation for us both to be raising as chair and
16 executive director because our board and staff, we share a
17 responsibility to really shape and advance a vision for a
18 better tomorrow for our kids, a -- a more just and
19 equitable normal for our children. And we have a shared
20 accountability for results. And that's really the work
21 before us and that's what the budget is all about.

22 The budget really speaks to that responsibility
23 that we hold. It reflects our values, our priorities, and
24 our opportunities to contribute to a very different
25 tomorrow and a different future for our kids. So that's

1 the work. That's the work that's embedded in our budget
2 aligned with our strategic plan and that's the new normal
3 in terms of a just, equitable, and safe future for all of
4 our children that we're starting to contribute to.

5 So with that, we look forward to continuing the
6 dialogue with the board. We are really grateful for your
7 feedback and guidance to date, and eager to bring this
8 forward for a final vote.

9 Back to you, madam chair.

10 SUPERVISOR KUEHL: Thank you very much.

11 Ms. Vo, are there any public comments on the
12 executive director's report?

13 THE SECRETARY: No public comments.

14 SUPERVISOR KUEHL: All right. Thank you.

15 And thank you very much, Kim.

16 Let us then move to Item 5. Let me lay out for
17 you kind of what will happen with Item 5. Item 5A is a
18 public hearing. And I will -- my duty is to open the
19 public hearing and conduct it. And during that public
20 hearing, we'll have a presentation by Kaya, as you can see
21 on your agenda, any public comments. And then I will
22 close the public hearing. And then move on to Item 5B and
23 5C presented by Daisy and Raoul.

24 No vote will be taken on the public hearing, of
25 course, but there will be a vote on Item B to approve the

1 long-term financial plan and Item C to approve the budget.
2 So that's how we will proceed.

3 So prior to asking Kaya for her presentation, I
4 want to call the public hearing to order and turn it over
5 to Ms. Tith to give us a report.

6 MS. TITH: Thank you so much and good afternoon,
7 commissioners.

8 As the chair has shared, today's agenda items
9 there's annual public hearing about First 5 LA's strategic
10 plan that's consistent with Proposition 10's procedural
11 requirements that's imposed on each county commission as a
12 condition to the continuing receipt of Prop 10 tobacco tax
13 funds.

14 So as you heard throughout this past year, staff
15 has shared progress and reflections from year one
16 implementation of our 2020-2028 strategic plan. The
17 strategic plan, as we heard earlier, starts as that
18 roadmap guiding First 5 LA's work as systems change leader
19 and funder grounded in our values, including diversity,
20 equity, and inclusion, and investment guidelines as Kim
21 has mentioned.

22 The Four strategic priorities which are
23 strengthening public and communities systems, advancing
24 and building on community experience, expanding influence
25 and impact with data, and optimizing our effectiveness,

1 serves as the guide post for our work through 2028. We've
2 had past presentations on strategic plan implementation
3 over this fiscal year. Those presentations have included
4 the Best Start regional highlights, how we're living into
5 our DEI value, the learnings from the pandemic, and the
6 implication for our work moving forward, as well as how
7 we're aligning our organizational structure to the impact
8 we seek, and then most recently the reforming our
9 procurement policy to optimize our effectiveness.

10 And as we shared earlier, since May, we have been
11 on this budget journey. And the presentations and
12 discussion of the fiscal year 21-to-22 budget and the
13 long-term financial plan provisions, and our -- the fiscal
14 year 21-22 budget reflects those priorities for year two
15 of our strategic plan.

16 So as the chair had mentioned, before we hand it
17 over to Raoul and Daisy for the presentation and board's
18 action item of the budget and long-term financial plan
19 revisions, we will hand it back to the chair to take any
20 public comments as part of this annual public hearing of
21 the strategic plan.

22 SUPERVISOR KUEHL: Thank you very much.

23 Commissioners, we're going to take public comment
24 first and then any comments or questions that you might
25 wish to take.

1 Ms. Vo, is there any public comment on the
2 strategic plan?

3 THE SECRETARY: There are no public comments on
4 this item.

5 SUPERVISOR KUEHL: All right. Thank you.

6 Any commissioners who wish to speak in the public
7 hearing about the strategic plan review?

8 I have no requests to speak, so I would then
9 close the public hearing. And as I indicated to you, no
10 vote is indicated for this piece of Item 5.

11 But with the public hearing closed, let us now
12 move onto the long-term financial plan and the budget and
13 turn it over to Daisy and Raoul. I don't know who goes
14 first, but I know the two of you can work it out. So over
15 to you for the report on the long-term financial plan and
16 on the budget.

17 MR. ORTEGA: Good afternoon, commissioners, and
18 thank you, madam chair.

19 I'm really excited to be here today because it
20 marks the final touch point of our budget process where
21 staff is seeking board approval of both the fiscal year
22 21-22 budget and the updated long-term financial plan. We
23 understand that there have been many touch points
24 throughout this process which we call the budget journey,
25 and it is a heavy lift. It is not only a heavy lift for

1 staff within the organization, but it is a heavy lift of
2 our commissioners and our committee members.

3 As we started our -- our journey, we started with
4 our first presentation with the budget and finance
5 executive special committee meeting where we did an
6 in-depth review of the resources supporting both program
7 and the operations.

8 As the committee that has the fiduciary oversight
9 of the organization's resources and overall budget
10 process, having the opportunity to vet the budget and to
11 receive feedback from this committee and to get their
12 endorsement is instrumental to this process. And at this
13 time I really want to reach out and say thank you,
14 Commissioner Martinez, for your leadership and your
15 guidance in leading those meetings.

16 From there at the May commission meeting, finance
17 presented the first draft of the budget as an information
18 item, and then we went and moved to later on in the month
19 to the PPC meeting where finance provided a high-level
20 overview of the final draft budget. In addition, it was
21 an opportunity for our board members to engage with my
22 colleagues from the Center For Child and Family Impact
23 where we spoke in depth about the work and the resources
24 that is driving the fiscal year's budget.

25 At this time, I would also like to acknowledge

1 Commissioner Zepeda for her leadership in the PPC meeting.

2 We understand that the budget is a one-year
3 snapshot of our ongoing evolution and the detail work that
4 we need to accomplish for fiscal year 21-22. It is
5 anchored on our strategic plan values and decisions that
6 we have made together as board and staff. And most
7 importantly, it is the instrumental tool that we will use
8 to hold ourselves accountable in making sure that the work
9 intended in this budget is accomplished within the
10 resources that have been established by the board.

11 As always, I am extremely proud of the work and
12 support of my colleagues across the organization in the
13 development of this -- of this budget. I'm also extremely
14 grateful to the committee members for their engagement,
15 input, and guidance into this year's budget.

16 So as we reflect back on our journey and we share
17 with you what we have heard and taken from our engagements
18 with you as committee members and as commissioners, today
19 we present to you our final presentation of the fiscal
20 year 21-22 budget and ask for your approval of the budget
21 and approval of the long-term financial plan.

22 I now pass it on to Daisy for the final
23 presentation for this budget process.

24 MS LOPEZ. Thank you, Raoul. Good afternoon,
25 commissioners, staff, and guests.

1 We are very excited to present the fiscal year
2 21-22 budget and updates to the LTFP for the fourth and
3 final time. And as Raoul noted, we will be seeking board
4 approval of these items today.

5 So today's presentation will serve as an overview
6 and reminder of the proposed fiscal year 21-22 budget and
7 administrative cost limit, updates to the LTFP with a
8 focus on changes or requests for clarifications raised by
9 commissioners, followed by a discussion of our estimated
10 year-end fund balance levels, and we'll conclude with a
11 request for approval.

12 We do thank the board members for their
13 commitment during this process. A lot of information has
14 been shared and a lot of great feedback has been received
15 around estimates and sustainability, logistics, and fiscal
16 direction of the organization.

17 So we begin with the budget discussion with an
18 overview and reminder of the revisions to the budget
19 framework.

20 So the fiscal year 21-22 budget framework has
21 been revised to align with the 2020-2028 strategic plan
22 and First 5 LA's adapted organizational structure
23 organized within these four components.

24 Now, I would like to briefly remind you of the
25 resources that we have proposed for fiscal year 21-22.

1 Changes to the framework had resulted in a reassessment of
2 our resources and where they reside within the budget. A
3 few of the projects or more specific project resources
4 have been relocated from one area of the budget to another
5 and/or have been consolidated and centralized in a
6 different area of the budget where it was found to be
7 better aligned. So due to these changes, comparison to
8 prior year costs will not be exact, but some of the
9 examples of these changes include centralizing
10 organizationwide sponsorship funds and memberships into
11 the Office of Government Affairs and Public Policy budget,
12 which is captured within the higher level offices total in
13 this table.

14 We also moved program specific evaluation
15 resources from the Office of Data For Action, formally
16 MLE, to the relevant team. So, for example, \$1.4 million
17 in support of the Welcome Baby impact study now resides
18 within the families budget under the Center For Child and
19 Family Impact, and 540,000 in support of the Best Start
20 learning agenda is now in the communities budget.

21 So the proposed cost estimates result in an
22 overall decrease of roughly 9.5 million or 7.7 percent in
23 anticipated spending for fiscal year 21-22 compared to the
24 revised 20-21 budget. This is driven by a net decrease in
25 program spending of approximately 9.2 million and a

1 decrease of approximately 316,000 in support of
2 operational costs. The outcome is a more prudent budget
3 that is still responsive to the ongoing needs resulting
4 from a pandemic, but is more closely aligned with our
5 short- and long-term sustainability goals established in
6 the LTFP spending limit and fiscal realities of declining
7 revenues and a declining fund balance.

8 The total proposed fiscal year 21-22 budget
9 estimate reflected in this table of roughly 114.3 million
10 is \$100,000 higher than the estimate presented at the
11 special board budget and finance committee meeting on May
12 6th and shared with the board on May 13th, but is
13 consistent with the estimates shared at special PPC
14 meeting on May 27th.

15 So as we have discussed, the operating budget was
16 augmented by \$100,000 to support salary adjustments due to
17 market conditions or to ensure equitable pay. So although
18 the resources in support of program costs are declining,
19 our approach and commitment to activities in pursuit of
20 our longer-term strategic goals and our north star
21 objective that by 20-28 all children and LA County enter
22 kindergarten ready to succeed in school and life continue
23 to evolve and advance.

24 So one example of this reduction of resources in
25 support of our -- is the reduction of resources in support

1 of our kindergarten readiness investment. The reduction
2 is a result of renegotiating contracts to better align the
3 budget and scope of work with supporting children zero to
4 five. However, the decline in resources is not
5 anticipated to reduce the impact of KRA or the amount of
6 data collected.

7 Another example of alignment to our fiscal
8 imperative and long-term sustainability goals is the
9 decline in resources in support of the regional network
10 grantees, or RNGs, starting with fiscal year 21-22, which
11 is reflective of the effort in partnership with the RNGs
12 and the communities to develop and advance a
13 sustainability strategy for their work. So we will be
14 briefly discussing the revisions to the long-term plan one
15 more time a little later in this presentation before we
16 request approval of the budget and revised LTFP, but first
17 we're going to take a quick look at the fiscal year 21-22
18 proposed operating budget.

19 So in this table you can see that the total
20 overall operational cost is below the 20-21 budget from
21 \$22.3 million in 20-21 to a proposed \$21.99 million in
22 21-22. So as I noted earlier, an additional \$100,000 has
23 been included in the personnel services line item to
24 support salary adjustments due to market conditions and to
25 ensure equitable pay.

1 So overall, our biggest operational investment is
2 and continues to be our staff who are fundamental to
3 advancing First 5 LA's goals. The proposed budget to
4 support personnel cost includes 120 full-time equivalents,
5 or FTEs, down from 148 FTEs in alignment to the adapted
6 organizational structure. The changes to FTEs has
7 resulted in a reduction to personnel costs as well as
8 incremental reductions across other line items related to
9 staffing support costs.

10 The ongoing pandemic has continued to impact cost
11 in fiscal year 21-22, and resources have been adjusted and
12 captured accordingly. Consistent with previous years,
13 however, the overall operating budget was developed using
14 historical data and information available to us to inform
15 these estimates.

16 As First 5 LA's administrative costs are captured
17 within our operational costs, we will now take a look at
18 the proposed administrative costs for fiscal year 21-22.

19 So of the 21.99 million proposed in operational
20 costs, our administrative costs represents roughly 14.1
21 million of that total for fiscal year 21-22. So, again,
22 just as a reminder, our current policy methodology is
23 consistent with previous years and it reflects a broad
24 approach to what we consider administrative costs.

25 Any future changes to the administrative costs policy will

1 be presented to the board for review and approval.

2 So moving onto a quick recap of the changes to
3 the long-term financial plan. We use a long-term plan to
4 better manage our long-term spending and fund balance.
5 The long-term financial plan through fiscal year 27-28 was
6 approved at the July 2020 meeting of the board of
7 commissioners as were the corresponding annual spending
8 limits. Revisions to the LTFP are based on changes to the
9 expenditures and revenues that are grounded in new
10 information for fiscal years 19-20 through 21-22. We do
11 ask that you please refer to Appendix A included in
12 today's materials for additional details regarding the
13 individual specific adjustments.

14 So this graph reflects our revenue and
15 expenditure projections through the duration of the
16 2020-2028 strategic plan, and it helps to illustrate the
17 effect of revenue and expenditure decisions, but more
18 specifically highlights the buildup of the fund balance in
19 the early years when our incoming revenue outpaced
20 spending; that our expenditures continue to exceed
21 revenue, and our primary source of revenue continues on a
22 gradual rate of decline. That's the Proposition 10
23 tobacco tax revenue.

24 So expenditures are expected to peak in fiscal
25 year 20-21 before beginning a gradual rate of decline

1 through the end of the strategic plan period. These
2 estimates are grounded in last year's established LTFP
3 annual spending limits.

4 So moving on to the assumptions. We are honoring
5 the established limits and our disciplining ourselves to
6 adhere to the long-term financial plan spending limits
7 approved by the board in July of last year. Assumptions
8 used in the LTFP are consistent with last year, including
9 grounding our Proposition 10 tobacco tax revenue
10 projections in the data that we received from the
11 California Department of Tax and Fee Administration.

12 We also ground our other external revenue in
13 confirmed and projected funds, and we continue to set
14 aside a reserve that is consistent with board-approved
15 policies.

16 The updates to the revenues and estimated
17 spending included in the LTFP and outlined in Appendix A
18 results in an overall increase in revenue, decrease in
19 expenditures, and consequently an increase in our
20 projected available ending fund balance at fiscal year-end
21 2028.

22 So we will continue to see fluctuations to the
23 total fund balance over the course of the long-term plan.
24 This is normal as we align to the final audited annual
25 expenditures, revised budgets, and revised revenue

1 projections from the State. So as our revenues and
2 projected spending has been revised to align with the
3 latest information that we have received over the past
4 year, we will require board approval of the revised
5 long-term financial plan.

6 So now we will shift our attention to a
7 discussion of our estimated year-end fund balance. It has
8 been our practice to review fund balance levels with the
9 commission every year, using the guidelines provided
10 through the Governmental Accounting Standards Board
11 statement, also known as GASB 54, as is applicable to
12 First 5 LA, just to reaffirm commitments over the past --
13 and over the past few years we have utilized the annual
14 budget process as the opportunity to review these
15 remaining commitments with the commission. So these fund
16 balance details are included in today's materials in
17 Attachment F of the budget book.

18 So listed here is a reminder of our various fund
19 balance categories and definitions, which includes
20 nonspendable, committed, assigned, and unassigned. And we
21 will be expanding more on these categories through the
22 audit process which, as Raoul noted, is underway and will
23 be brought to the board in September.

24 Again, today marks the final step in our budget
25 journey and we're requesting board approval of resolution

1 number 2021-04. And we have shared a considerable amount
2 of information over the course of this budget process, and
3 we want to ensure that our request for approval with the
4 adoption of resolution number 2021-04 included in today's
5 board materials is clear. So first, we're requesting to
6 replace last year's resolution. Second, we are requesting
7 approval of the fiscal year 21-22 budget items included in
8 the proposed budget and the administrative cost limit.
9 Third, we are requesting approval and endorsement of the
10 GASB 54 fund balance commitments. We will also be asking
11 for approval of the fund balance reserve for 21-22 which
12 is calculated at 50 percent of the total budget consistent
13 with board policy. And last, we are requesting approval
14 of the updates to the long-term financial plan which
15 formally assigns funds through fiscal year 27-28.

16 So we, again, thank the board members and staff
17 for their commitment during this process, but we really
18 thank participating staff. The development of this budget
19 and the work being proposed by these estimates was a
20 deeply collaborative process that required a lot of
21 discussions, strategic thinking, and planning to ensure
22 that our proposed work and resources aligned to our
23 strategic plan goals and our values of collaboration,
24 integrity, learning, diversity, equity, and inclusion.

25 So with that being said, we are again requesting

1 approval of the items we have just discussed. That
2 concludes this presentation, and I will now turn it over
3 to our chair. Thank you.

4 SUPERVISOR KUEHL: Thank you very much.

5 So we have -- have we had all the presentations
6 on long-term financial plan and the budget?

7 MR. ORTEGA: Yes.

8 SUPERVISOR KUEHL: Is that a "Yes".

9 MR. ORTEGA: Yes.

10 SUPERVISOR KUEHL: All right. Good. Just want
11 to make sure because sometimes there are multiple
12 contributions.

13 All right. Do I have any comments or questions
14 from commissioners? I don't have any texts, but I don't
15 know if anyone has any questions to our staff about either
16 the long-term financial plan or the budget.

17 Hearing none, are there any public comments on
18 any of the items, either of these items?

19 THE SECRETARY: There are no public comments on
20 any of these items.

21 SUPERVISOR KUEHL: Okay. Counsel, do we need to
22 take a separate vote to approve the long-term financial
23 plan or the budget or are we doing it all with one vote?

24 MR. STEELE: You can take both of those actions
25 in one vote.

1 SUPERVISOR KUEHL: All right. Good. Then do I
2 have a motion to approve the long-term financial plan and
3 approve resolution 2021-04 for the final proposed budget.

4 COMMISSIONER ABDO: I would so move. This is
5 Judy.

6 SUPERVISOR KUEHL: All right. I have a motion
7 and --

8 COMMISSIONER ZEPEDA: I will second. This is
9 Marlene.

10 SUPERVISOR KUEHL: Thank you, Marlene.

11 So we have a motion and a second on the long-term
12 financial plan approval and budget approval.

13 Ms. Vo, please call the roll on that motion.

14 THE SECRETARY: Judy Abdo?

15 COMMISSIONER ABDO: Yes.

16 THE SECRETARY: Linda Aragon?

17 COMMISSIONER ARAGON: Yes.

18 THE SECRETARY: Astrid Heger?

19 COMMISSIONER HEGER: Yes.

20 THE SECRETARY: Yvette Martinez?

21 COMMISSIONER MARTINEZ: Yes.

22 THE SECRETARY: Frank Ramos?

23 COMMISSIONER RAMOS: Yes.

24 THE SECRETARY: Jonathan Sherin?

25 Romalis Taylor?

1 COMMISSIONER TAYLOR: Yes.

2 THE SECRETARY: Marlene Zepeda?

3 COMMISSIONER ZEPEDA: Yes.

4 THE SECRETARY: And Sheila Kuehl.

5 SUPERVISOR KUEHL: Yes.

6 THE SECRETARY: Motion is passed.

7 SUPERVISOR KUEHL: All right. Thank you very
8 much. The motion passes. The long-term financial plan is
9 approved and the final proposed 21-22 budget is approved.
10 Thank you, thank you very much.

11 And, Daisy and Raoul, please thank your staffs as
12 well for all the work that's gone into this.

13 And that -- let us then move to Item 6. Item 6
14 is a written only report so we don't have a presentation,
15 but our executive director has informed our board in
16 writing of a potential conflict of interest. So John
17 Wagner is designated to act in place of the ED. Board
18 approval is required to authorize the First 5 executive
19 vice president -- that is Mr. Wagner -- to execute
20 agreements to accept reimbursement from Promise Blue
21 Shield and other health plans for home visiting services.

22 It's a pretty exciting action item. And I don't
23 know, John, if you wanted to speak to how important this
24 is before we have discussion and a vote.

25 MR. WAGNER: Thank you, madam chair. Just to

1 reiterate, this was presented to the program and planning
2 committee. And I -- I really -- this is really exciting.
3 And I want to give credit to my predecessor, Christina
4 Altmayor, and the team within the Center For Child and
5 Family Impact who've been working on this in excess of a
6 year. And this is exciting because it's the first time we
7 will enter into a contract with a health plan that will be
8 reimbursing us for our investment in Welcome Baby select
9 home visiting.

10 So I appreciate the opportunity to say a few
11 brief remarks and turn it back over to the chair.

12 SUPERVISOR KUEHL: Any comments or questions from
13 my commissioners?

14 THE SECRETARY: We have one from Romalis Taylor.

15 SUPERVISOR KUEHL: Okay. Romalis, go ahead.

16 COMMISSIONER TAYLOR: I totally agree this is
17 really exciting. And most importantly, it's going to
18 serve a broader part of the community that greatly needs
19 these services. So it provides access, especially around
20 home visitation and other services that are needed in the
21 community. So I'm excited to see this. Very great work.
22 Hopefully see more of it. I love it. So let's spread it
23 to the rest of them. Thank you for doing great work and
24 getting more resources out to the community. It's
25 excellent. And whenever you're ready, I'm ready to make a

1 motion and approve this proposal.

2 SUPERVISOR KUEHL: I'll take a motion from you,
3 Romalis. Go ahead.

4 COMMISSIONER TAYLOR: I request that we approve
5 the motion to have the executive vice president lead this
6 effort in as we go forward and agreements as far as any
7 agreements that are needed to be made.

8 SUPERVISOR KUEHL: All right. Is there a second?

9 COMMISSIONER RAMOS: This is Frank. I second.

10 SUPERVISOR KUEHL: Thank you, Frank.

11 Yes. I think -- you know, the big deal about
12 this is also not just Promise Blue Shield, but, hopefully,
13 other health care insurance providers recognize that, you
14 know, we're doing some of their work, and that home
15 visiting is an important part of health care. So to
16 reimburse us for this is not only, you know, a good source
17 of revenue for us, a little bit anyway, but also
18 recognition that this is an important part of health care.
19 I think that's going to be an exciting piece of it.

20 So thank you for the motion and the second. This
21 is to clarify to authorize our executive vice president to
22 execute agreements to accept reimbursement funding, in
23 this case, from Promise Blue Shield but also other health
24 plans for home visiting services.

25 We have a motion and a second.

1 Ms. Vo, please call the roll on that motion.

2 THE SECRETARY: Judy Abdo?

3 Linda Aragon?

4 COMMISSIONER ARAGON: Yes.

5 THE SECRETARY: Astrid Heger?

6 COMMISSIONER HEGER: Yes.

7 THE SECRETARY: Yvette Martinez?

8 COMMISSIONER MARTINEZ: Yes.

9 THE SECRETARY: Frank Ramos?

10 COMMISSIONER RAMOS: Yes.

11 THE SECRETARY: Jonathan Sherin?

12 Romalis Taylor?

13 COMMISSIONER TAYLOR: Yes.

14 THE SECRETARY: Marlene Zepeda?

15 COMMISSIONER ZEPEDA: Yes.

16 THE SECRETARY: And Sheila Kuehl?

17 SUPERVISOR KUEHL: Yes.

18 THE SECRETARY: Motion is passed.

19 SUPERVISOR KUEHL: All right. Great.

20 I think now it's good to take a ten-minute break.

21 So let us come back at 2:31 precisely. I'll call us back
22 into session. Have a fun break.

23 (A brief break.)

24 SUPERVISOR KUEHL: All right. We will come back
25 into open session. If everybody can look alert.

1 Ms. Vo, do you see that everyone has come back
2 online?

3 THE SECRETARY: I see half of the commissioners
4 back online. But I see a couple getting back online as we
5 are speaking.

6 SUPERVISOR KUEHL: Okay. Good. We'll kind of
7 ease our way into it. So we're back in order and back in
8 session, and we're on to Item 8, which is an information
9 item only having to do, obviously, with a design build
10 contract for our building which will be brought to the
11 board on July 8th at our next board meeting. So we will
12 not have a vote about this today, but we'll have a pretty
13 healthy presentation about the process and the selection
14 issues and items.

15 So, Carl, if you're there, I believe we turn it
16 over to you for this presentation; is that correct?

17 MR. GAYDEN: That is correct. And good
18 afternoon.

19 SUPERVISOR KUEHL: All right. Welcome. Good
20 afternoon. Over to you.

21 MR. GAYDEN: Thank you, madam chair. And good
22 afternoon, commissioners.

23 I'm really excited to be presenting this item
24 today on the capital improvement plan. It's going to be a
25 little bit more -- today's presentation is going to be a

1 little bit more detailed than previous presentations you
2 may have seen from First 5 LA in general, a lot of
3 technical and financial and legal information. And the
4 reasoning is very simple. This is due to the presentation
5 really needing to be very transparent of the nature of the
6 public works requirement of public capital improvement
7 projects. So we're very happy to be at this stage of
8 recommending the award of the design builder general
9 contractor to perform the construction work for the first
10 phase of our project. And today in my presentation, I
11 plan to provide the necessary details and enough
12 information so the board may approve the award of funding
13 to the design build contract of our recommended vender
14 that's Dewberry Design-Builders Incorporated in the amount
15 of \$3,050,631.80 for the July 8th board of commissioners
16 meeting to fulfill our governance process for approval.

17 So in addition to the recommendations of the
18 contract contractor, we're also going to be reaffirming
19 our CEQA, or California Environmental Quality Act,
20 exemption.

21 Just a little reference before I get into the
22 agenda slide. You know, I just want everyone to
23 understand what a design builder really is. The design
24 builder is the general contractor. They're responsible
25 for the construction of this work. And we have selected a

1 modified design build method. That's one of the industry
2 standard approaches that has been recommended by our legal
3 team. And a design build method is really when the owner,
4 which is us, First 5, hires an architectural engineering
5 firm, that was IMEG, that's one of our partners, to
6 produce a bridge document that outlines our required
7 performance specifications in the construction. And then
8 that document serves as a basis to solicit proposals for
9 the design build contractors -- for the general
10 contractors who are going to provide and perform the
11 design work as well as the construction. And the
12 advantage of this approach really provides a single point
13 of responsibility for the design and construction and that
14 liability and risk back on to the design builder instead
15 of First 5 LA.

16 So with that explanation, let me just quickly go
17 through the agenda. I'm going to touch today on the
18 project's alignment to the strategic plan followed by very
19 brief -- and I mean brief historical context, spend most
20 of our time today talking about the high-level update and
21 the brief explanation of the design builder procurement
22 selection process. And then I'm going to walk you through
23 the results of the process.

24 I'm going to give you a little bit of general
25 information about the company, Dewberry Design-Builders

1 Incorporated, who we're recommending for approval. I'll
2 walk you through the CEQA reaffirmation process. And
3 then, lastly, I'm going to highlight our immediate next
4 steps in our approval process. And then we'll leave some
5 time for questions and answers.

6 So this is just a reminder slide that our
7 strategic plan calls for First 5 LA to undertake its work
8 differently with an emphasis on collaboration across the
9 organization, and our building should reflect the building
10 space that enhances productive. The CIP project will
11 advance strategic project number 4, which is optimizing
12 our effectiveness and short-term marker of progress number
13 42, which improves the physical space that reflects
14 updated space planning and building maintenance best
15 practices that promotes greater team and
16 organizational-wide collaboration.

17 This next slide is a very familiar slide, and
18 it's really a repeat of the slides that you've seen in
19 previous presentations. And I'm only going to highlight
20 really and remind everyone that the leadership team has
21 made informed decisions throughout this project through
22 many discussions with our subject matter experts, our
23 consultants, legal's recommendation, and vetting through
24 our executive committee to use a phased approach to this
25 project. And that's really based on the -- our ever

1 changing environment and present realities of the Covid
2 pandemic.

3 And just a quick reminder, phase one of the
4 project includes addressing the building and reentry tasks
5 that are needed for staff to reenter when the time is
6 right to return, which will be next year -- next calendar
7 year. And also addressing our foundational improvements
8 and upgrades since we've owned our building for over 15
9 year.

10 Phase two of the project will follow phase one,
11 and that's going to be -- it's also going to be based on
12 an informed approach once we know more from the industry
13 and our consultants how leadership needs to best address
14 our building layout and our management practices to fit
15 the expectation of a safe and healthy work environment.

16 So this timeline is also a very familiar slide
17 and you've seen this slide through previous updates and
18 presentations and there's very minimal changes to what we
19 have except for progress being made and a couple of
20 additions. And I'll explain those very briefly.

21 We've always had a very aggressive timeline with
22 a lot of moving parts and a lot of details and milestones
23 that fall behind in support this -- this high-level slide.
24 And staff continues to make great progress towards meeting
25 these milestones on time.

1 Now, since the last time we presented to the full
2 board a couple months ago, staff has added some more time
3 in the schedule to really accommodate the time needed for
4 any appeals from any of the vendors that may arise during
5 our selection process. This change clause our
6 preconstruction milestone here on the slide in the middle
7 to really extend out or move back a quarter, meaning that
8 the end of the preconstruction phase would move from
9 Q-three of 2021 -- move to Q-three of 2021 opposed to that
10 happening at the end of Q-two. This also changed the
11 start of the construction, the physical construction
12 milestone, to somewhere in Q-four of 2021. There's going
13 to be a lot of pre-work that we're going to have to do to
14 get that going. And that would actually be happening
15 between the October-December time as we're getting permits
16 and doing all the things necessary to start the
17 construction.

18 However, this does not change our overall goal
19 which has been consistent throughout the project and
20 throughout my communication of completing the first phase
21 work -- full construction of that first phase in Q-one of
22 2022.

23 We've also added to our milestones as recommended
24 by our legal counsel. We're going to separate out the
25 procurement of the IT work from the design builder/general

1 contractor procurement. So staff and legal felt that
2 having our design builder and general contractor handle a
3 very specific IT task was just a little risky, and
4 recommended that we procure separately for the IT
5 infrastructure appraisal and the equipment. And these two
6 contractors would work together and they would -- but we
7 would just have the IT subject matter experts focus
8 exclusively on the IT work and the design builder
9 exclusively focus on the construction and how that
10 connects to the IT.

11 So our project team will be working with AMS.net
12 for our IT infrastructure upgrades and for our new
13 equipment. And this has already been procured through
14 piggy-backing through another public agency which allowed
15 First 5 to skip the procurement process. This contract
16 has already been fully executed and we're ready to work --
17 they'll be ready to work with Dewberry once approved.
18 Keep in mind, that the AMS contract is not a part of the
19 approximate \$3 million we're asking for for Dewberry
20 today.

21 Kim, under her authority granted from this board
22 -- and this was granted back a couple years ago that you,
23 the board, approved VIP-related activities that don't
24 require public works requirement -- and the IT work does
25 not require those requirements -- to approve that

1 contract. And that contract authorized \$205,813 to be
2 moved forward for our IT work. So that's just in
3 addition. Separate note, that's separate from the \$3
4 million.

5 As you can see in our timeline, during the
6 preconstruction phase, we must select the design builder
7 and inform the board. And that's what we're doing right
8 now. In this milestone, it requires a two-step
9 procurement process that requirement an RFQ and RFP
10 process in order to select the design builder.

11 So let me explain a little bit about our process.
12 So -- and this slide kind of illustrates that. And based
13 on our recommendation from our legal team, staff conducted
14 a two-step procurement process to procure the design
15 builder which included a request for qualifications, which
16 is on the left side of the slide, and a request for
17 proposals, or an RFP which is on the right. The two-step
18 procurement process was suggested from our legal counsel
19 to ensure First 5 LA received the most qualified
20 applicants to make the proposals to perform the
21 construction. It really offered us this opportunity to
22 make a competitive and rigorous procurement process where
23 the responders' qualifications were evaluate and vetted up
24 front by internal and external staff using industry
25 standards.

1 There were five firms that were short listed and
2 asked to move forward to the request of proposals process,
3 or the RFP process. The companies in the RFP process were
4 then asked to submit a technical and price proposal for
5 the CIP project. We used those same reviewers, the
6 subject matter experts who severed in the RFQ process to
7 evaluate the five proposals that we actually did receive
8 and we evaluated and reviewed those, and those included
9 the contractor's plan and approach to the work as well as
10 outlining their safety plan, their schedule to complete
11 the work, and it also identified any subcontractors that
12 will assist with the completion of the project, and, most
13 importantly, it included the cost of the bid.

14 So kind of leading up to getting to the price,
15 and we're going to get there in just a second. I know
16 everyone wants to see, but I just want to give you a
17 little bit of this issue.

18 So here are the results. As you can see, the
19 price was not only the consideration in this selection
20 process, although it was a major component. This result
21 slide indicates that we applied our scoring criteria that
22 was approved and vetted through our industry subject
23 matter experts and our legal counsel and how it resulted
24 to the top bidder being selected.

25 There were five firms: Charles Pankow Builders,

1 Dewberry Design Builders, Phase One Construction
2 incorporated, Grace Construction, and Morley Builders
3 Incorporated.

4 And just a quick reminder -- and we mentioned
5 this is previous presentations and to the committee in
6 terms of budget allocation and the history of the CIP
7 project. In June of 2017 the board of commissioners
8 established a CI -- a capital improvement fund committing
9 approximately \$6.9 million in funding for capital
10 improvements for the building. Last year, once we decided
11 on the CIP approach and we informed and had a conversation
12 with the executive committee and we brought an estimate of
13 about \$2.9 million provided by our subject matter experts
14 and consultants, which they thought at the time was going
15 to be the cost range for the proposed phase one
16 infrastructure work and reentry work. Throughout this
17 process we've indicated that we've been -- been very clear
18 with the board that we would not have the final cost of
19 this phase one until after completion of this RFP process.
20 And based on where we are in the process, this slide
21 reveals the actual number of the total price proposed.

22 Based on those result and the final tally of the
23 scoring among the allocation of the scores, Dewberry
24 Design-Builder submitted the lowest price proposal and had
25 the second best technical proposal and presentation based

1 on these calculations with them receiving a total of
2 481.12 points of the score. Dewberry's bid for all the
3 construction work -- and this excludes the IT wiring was
4 for \$3,050,631.80 which we will be asking your approval
5 for next month. And just for your knowledge, the IT, as I
6 mentioned, that was already approved. However, if you add
7 up those two numbers, total cost for the entire phase one
8 is about \$3.2 million.

9 All along these costs are still within that \$6.9
10 million allocation that was approved for the project and
11 that's still going to leave us a good share of funds
12 remaining for the phase two work once leadership is ready
13 to move this forward.

14 And just for board assurance, after reviewing all
15 the bids and quotes we received, we looked at our --
16 looked to our subject matter experts and we looked at
17 every bid in detail individually to ensure that that price
18 was -- that was provided was consistent and all of the
19 information in the quotes were included for the work to be
20 performed. And we're sure that even though some of these
21 close in number ranges are different, we're sure that the
22 quotes are very consistent and the work that needs to get
23 completed is accurate. So based on the scoring card trade
24 as we just discussed, Dewberry Design-Builders is the
25 preferred contractor.

1 Here's some general information about Dewberry.
2 And we do have Robert Austin, who is the associate vice
3 president assistant business unit manager, who will be the
4 point of contact for this entire project on the call. and
5 I want to thank you for joining us. And we're also going
6 to allow for some questions at the end if you would like
7 to speak with him.

8 But Dewberry is a privately-held, family-owned,
9 established in 1956, headquartered in Fairfax, Virginia,
10 with more than 50 locations and 2,300 professionals
11 nationwide including a local office here in Pasadena,
12 California. One of Dewberry's key strengths is their
13 ability to augment or design build construction services
14 with a deep bench of in-house architects, engineers, and
15 consultants across every -- every kind of discipline that
16 you can think of when it comes to construction.

17 Dewberry and its selected subcontractors are very
18 experienced in doing this work. They've had a lot of
19 public work experience including work with the county for
20 the Department of Public Works, their headquarters, the LA
21 County Department of Health Services, the Ferguson
22 Complex, as well as developing the new student success
23 center at UC Riverside. We also found out that Dewberry
24 supports small businesses within their organization with
25 25 percent of their contract or more being anticipated

1 given to small business contracts.

2 Now, lastly, for item number 2, this board
3 approval, the board previously found back in 2019 that the
4 CIP is categorically exempt from review under the
5 requirements of the California Environmental Quality Act,
6 or CEQA. Based on consultation from our legal counsel,
7 we're reaffirming that this project continues to fall
8 squarely within the existing facilities exceptions under
9 the CEQA guidelines Section 15301 and is thus exempt from
10 further CEQA review.

11 In plain speak, this project does not involve the
12 extension of the existing building or any new construction
13 of the exterior space. Given the passage of time,
14 however, it is considered best practice to refresh the
15 CEQA exception and file a new notice of exception
16 following the board approval. This finding means that the
17 additional review of this project is not required because
18 it's in a class of projects that are exempt from the
19 review process. This makes sense because the work will
20 take place within the envelope existing structure without
21 significant impact on our surrounding environment. In fact,
22 many aspects of the capital improvement plan will improve
23 the environmental impacts of First 5 LA's facilities. So
24 staff and legal counsel are recommending that the
25 commission find the project is categorically exempt.

1 For our immediate next steps include staff
2 returning to the board in July for final approval to
3 execute the contract with Dewberry Design-Builder
4 Incorporated for phase one of the CIP project in the
5 amount of \$3,050,631.80 with the goal of starting
6 construction process of as early as August 2021. And that
7 the board reaffirm the adoption of resolution number
8 2021-06, I believe, finding that the capital improvement
9 plan is categorically exempt from the review under the
10 California Environmental Act, or CEQA, and directing staff
11 and legal counsel to file the required notice of
12 exception.

13 After receiving the approvals, the CIP project
14 team will prepare for construction and issue the notice to
15 proceed to Dewberry.

16 Now, I just want to say that this has been a team
17 effort. I want to thank everyone on the board, on the
18 executive committee -- I know this still needs to get
19 approved -- but our leadership and all the staff and
20 consultants who have worked extremely hard to get to us
21 this point. We could not have done this work without all
22 the support that we've received. So thank you all for
23 your support. And that's my presentation.

24 Does the board have any questions?

25 SUPERVISOR KUEHL: Carl, thank you very much.

1 That was -- you know, it's really significant. And we've
2 been talking about this for a long time. This is a big
3 step forward, I think. And thank you. Very clear
4 presentation.

5 Romalis has a question. Go ahead.

6 COMMISSIONER TAYLOR: Hello, Carl. How you
7 doing?

8 MR. GAYDEN: Pretty good, Commissioner Taylor.

9 COMMISSIONER TAYLOR: One thing I want to do is
10 thank you and the team and everyone for their due
11 diligence in this effort. It shows that you really
12 understand the complications that can occur with such a
13 complex capital project.

14 My question is more with the transition in the
15 planning. I want to know if -- and this is where the
16 problem is, make sure that we -- do we -- are we making
17 sure that the tie-offs that have to occur between phase
18 one and phase two are there as part of the overall design
19 so there's not complications in phase two?

20 MR. GAYDEN: Great question. I still -- and
21 we've talked a lot with our consultants and subject matter
22 experts on this. The work that we're actually performing
23 -- first, let me say, we did an analysis to make sure some
24 of the work that we want to do in phase two, which is more
25 of the cosmetic work, was separated out from the first

1 phase. So phase one is really truly a lot of the
2 infrastructure, the backbone, foundation parts of the
3 systems that are flexible enough to -- oh, that are going
4 to be completed and to help our overall foundation and our
5 infrastructure in what's behind the system that goes.

6 The cosmetic changes is what we're going to
7 really do in phase two that don't really interfere with
8 the first phase of work that will really touch on the
9 infrastructure.

10 So we looked at all the different things that we
11 want to do potentially in phase two and called out what
12 are some of those things that are very important in phase
13 one that we need to accomplish that gives us that
14 flexibility in phase two to be able to do the cosmetic.

15 So I don't know if anyone else wants to add to
16 that, Jasmine or John, but I think that's the -- or Kim.
17 I mean, that's the approach we took.

18 COMMISSIONER TAYLOR: I'm going to ask just a
19 clarification because I think still you're going to have
20 construction in the second phase that ties to into
21 electrical, water, gas, and things of that nature. And
22 the tie-off I'm talking about is the feeders to all of
23 those systems that may be impacted by what's going to go
24 on in phase one. So if they are going to be that, you
25 want to make sure those tie-offs from transitional from

1 any upgrades from phase one that are going to affect phase
2 two with regards to these subsystems supports that need to
3 be in place, you know. You've got the power boards that
4 are going to have to be shut up and ready to be change it.
5 They're going to be maybe rewiring and things and you
6 might be tearing out walls. So all I'm just trying is,
7 are we truly prepared in anticipation of that transition.

8 MR. GAYDEN: Absolutely. And I think I'll use
9 two quick examples. One, you know, HVAC, for instance.
10 We thought about HVAC. We've thought about the issues of,
11 you know, let's say we want to reorganize the space where
12 staff sits. How do we change the system that we have
13 right now to accommodate some of our immediate concerns
14 but leave open some of those issues of where we might need
15 to position some of those vents or other factors to move
16 the HVAC once the system is there. So we're building that
17 infrastructure but then thinking about the issues that
18 might come ahead on where we make that placement.

19 One other thing is, we're really working in
20 utilizing our architectural engineering firm who is going
21 to be on this project after this general contractor builds
22 this. They've already also thought ahead of how those
23 connections and how they need to expand for electrical
24 boards or other boards that need to be placed once we have
25 the work. So it's not like we're going to lose the staff

1 that are very familiar or the consultants that are very
2 familiar with our building. They're absolutely going to
3 be on the project for the next time to help us support and
4 think about those expansion or other movement issues
5 because they drew the bridge documents and diagrams and
6 the technical for the next phase of the project.

7 So we know that there is going to be some work
8 that needs to be done, but we have the right team in place
9 to be able to assist in help us think through those issues
10 and expand where we need to expand.

11 COMMISSIONER TAYLOR: Well, this is my last
12 question deals with the IT. I'm glad to see that we're
13 going to have them work together because that's going to
14 be critical for running conduits and stuff that will
15 facilitate the IT system. So I just wanted to throw out,
16 hopefully, in that transition you're planning for that
17 too.

18 MR. GAYDEN: Absolutely. We have a clear scope
19 of work that means what the -- and, Jasmine, please feel
20 free to also step in. But, you know, clear direction, you
21 know, the wiring, the IT people are really going to focus
22 the infrastructure, the technology. And Dewberry would
23 come in behind them to make sure it connects. So they
24 have to be in talk in full holding each other's hand
25 through the process and supporting each other in the -- in

1 the, you know, together as a part of the team. So -- but
2 there's clear scopes of work for each, but they're going
3 to be working together to make sure Dewberry powers the
4 decisions that the IT people are going to make in terms of
5 wiring in the infrastructure.

6 Jasmine, anything you wanted to add?

7 MS. FROST: Yes. Just to echo what Carl said, we
8 have baked into the timeline a very collaborative approach
9 where we have the -- the IT equipment that's going to be
10 set up and configure, and then we have Dewberry that's
11 going to do all the construction, the wiring. And once
12 that's done, the preconfigured hardware is just going to
13 be brought onsite and racked and stacked, and then they
14 will be working with Dewberry on that.

15 COMMISSIONER TAYLOR: Good job. I just wanted to
16 be clear about that because that was a little concern.
17 Sometimes those small transition pieces get overlooked and
18 then all of a sudden you've got --

19 MS. FROST: We stitched the two together.

20 COMMISSIONER TAYLOR: Okay. All right.

21 SUPERVISOR KUEHL: Thank you very much.

22 Are there any other questions or comments from
23 commissioners?

24 Seeing none and hearing none, thank you very much
25 for the presentation. As we indicated throughout, it's an

1 information item today that will come back to us at the
2 next board meeting for a vote giving us good time if we
3 think later of any inquiries that we think about today to
4 ask questions. But this has really, really moved the item
5 forward. And thank you very much for the work and for the
6 presentations.

7 That's the end of our regular agenda. Is there
8 any public comment on items that were not on the agenda?

9 THE SECRETARY: There are no public comments for
10 items that are not on the agenda.

11 SUPERVISOR KUEHL: All right. Any second
12 thoughts from anybody before we adjourn?

13 All right. Good. Thank you very much to the
14 staff. Thank you to my colleagues on the board. And
15 we'll be in touch, obviously, over the next month and meet
16 again as a board on July 8th.

17 Have a good rest of your June and happy beginning
18 of summer.

19 (At 2:59 p.m. the meeting was adjourned.)

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C E R T I F I C A T E

I, Heatherlynn Gonzalez, a Certified Shorthand Reporter for the State of California, License Number 13646, do hereby attest that:

The preceding is a true and accurate transcription of the meeting of the organization named herein;

The meeting was taken down stenographically and transcribed into English under my supervision and authority;

I have no interest, financial or otherwise, in any of the parties, issues, or individuals who are involved in this organization.

Attested to on this 23rd day of June 2021.

DocuSigned by:
Heatherlynn Gonzalez

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CERTIFIED SHORTHAND REPORTER
FOR THE STATE OF CALIFORNIA

FIRST 5 LA

SUBJECT:
Monthly Financial Reports

RECOMMENDATION:
Approval of the monthly financial statements for the months ending May 31, 2021.

BACKGROUND:
Staff provides monthly financial reports for the Commission's review and approval to ensure transparency of the financial status of First 5 LA.

DISCUSSION:

First 5 LA began the month of May with a cash balance of \$340.6 million. During the month of May, we received \$6.5 million in revenues. We had \$5.0 million in program expenditures, and \$1.4 million in operating expenditures. As a result, First 5 LA ended the month with a cash balance of \$340.6 million.

This report includes detailed financial information for the months ending May 31, 2021. The financial statements are unaudited and reported as a "soft close." All materials in this packet and check registers are available online. Statements in this report include the following:

- Revenue and Expense Statement: Summarizes financial statements to highlight the starting cash balance, revenues received, program and operating expenses, and the ending cash balance for the month.
- Balance Sheet: Provides a "snapshot" view of the Commission's assets, liabilities and fund balance as of May 31, 2021.
- Detailed operating and program expenditures: Shows expenses against the FY 2020-21 Budget approved on July 9, 2020, and adjusted in March 2021 as well as a report of expenditures related to programs functioning as pass-through agreements.

**Los Angeles County Children and Family First -
Proposition 10 Commission (aka) First 5 LA
Revenue and Expense Statement
May 31, 2021, Unaudited**

	REVENUES AND EXPENDITURES	
Cash Balance as of April 30, 2021	\$ 340,606,078	
Revenue		
Monthly State Allotments	\$ 6,362,838	(1)
Medi-Cal Administrative Activities (MAA)	-	
State Commission - Other Program Funds	32,830	
Interest Income - Unreserved	103,770	
Investment Income - Other	12,547	
Total Revenue	\$ 6,511,985	
Expenses		
Program Budget (Attachment A)		
2020-2028 Strategic Plan	\$ 4,767,016	
Legacy Investments	293,296	
Total Initiative/Program Expenses	\$ 5,060,312	
Pass-Through (Attachment B)		
Medi-Cal Administrative Activities (MAA)	\$ -	
Total Pass-Through Expenses	\$ -	
Operation and Administration (Attachment C)		
Personnel	\$ 1,223,057	
General Operating	56,928	
Consultant Services	69,142	
Professional Services	62,827	
Travel Expenses	-	
Professional Development	6,060	
Capital Improvements	4,442	
Total Operation and Administration	\$ 1,422,457	
Total Expenses	\$ 6,482,769	
Variance (Revenue - Expenses)	\$ 29,216	
Cash Balance as of May 31, 2021	\$ 340,635,294	(2)

NOTE:

- 1) Tobacco tax revenue for March 2021.
- 2) Cash Balance excludes fixed assets and liabilities.

**LOS ANGELES COUNTY CHILDREN AND FAMILY FIRST - PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)
PROGRAM EXPENDITURES BY FY 2019-20 BUDGET
MAY 31, 2021, UNAUDITED**

INITIATIVE/PROGRAM	FY 2020-21 BUDGET	MAY EXPENDITURES	FISCAL YTD EXPENDITURES	BALANCE REMAINING
2020-2028 STRATEGIC PLAN				
Strategic Plan Priority Outcome Areas				
Families	38,218,000	2,316,503	28,098,021	10,119,979
Communities	20,405,000	1,237,078	8,506,607	11,898,393
Early Care & Education Systems	21,288,000	495,486	8,952,885	12,335,115
Health-Related Systems	5,575,000	192,899	1,545,381	4,029,619
Strategic Plan Policy & Strategy Support				
Policy Agenda/Advocacy	1,625,000	21,983	968,683	656,317
Communications & Marketing	5,363,000	283,600	3,025,477	2,337,523
County Partnerships	315,000	-	195,225	119,775
Strategic Partnership-Cross-Cutting Funder Partnership	692,000	100,000	272,474	419,526
Strategic Partnership-Grantmaking Memberships	41,000	-	36,230	4,770
Community Engagement and Advocacy	207,000	-	-	207,000
Integration & Learning				
Communities of Practice	39,000	-	4,999	34,001
Data Development and Integration	727,000	-	401,875	325,125
Data Partnership with Funders	850,000	-	-	850,000
Dissemination	20,000	-	-	-
Impact Framework	125,000	-	43,426	81,574
Knowledge Management	25,000	-	-	25,000
Learning Plan Development	100,000	-	-	100,000
Program Evaluation	2,366,000	119,467	813,839	1,552,161
Staff Capacity Building	75,000	-	-	75,000
Subtotal 2020-2028 Strategic Plan	98,056,000	4,767,016	52,865,122	45,095,878
LEGACY INVESTMENTS				
Baby Friendly Hospitals	128,200	-	85,538	42,662
Little by Little/One Step Ahead	3,105,000	293,296	2,302,708	802,292
Subtotal Legacy Investments	3,233,200	293,296	2,388,246	844,954
Emerging Opportunities Fund	215,000			215,000
TOTAL	101,504,200	5,060,312	55,253,368	45,940,832

The FY 2020-21 program budget reflects the mid-year budget adjustments approved on March 11, 2021.

NOTES -PROGRAM EXPENDITURES BY FY 2020-21 BUDGET:

Journal entries for FY 2019-20 accrued expenses were reversed in July 2020. The amounts reported are the actual program expenditures for May 2021.

LOS ANGELES COUNTY CHILDREN AND FAMILY FIRST - PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)
 EXPENDITURES - PASS-THROUGH
 MAY 31, 2021, UNAUDITED

Attachment B

INITIATIVE/PROGRAM - PASS-THROUGH	MAY EXPENDITURES	YEAR TO DATE EXPENDITURES
Medi-Cal Administrative Activities (MAA) - LA County Charges	-	-
Medi-Cal Administrative Activities (MAA) - Participation Payment	-	-
TOTAL	-	-

**Los Angeles County Children and Family First -
Proposition 10 Commission (aka) First 5 LA
Operating & Administrative Budget Update
May 31, 2021, UNAUDITED**

OPERATION AND ADMINISTRATION EXPENSE	MAY ACTUAL	FISCAL YTD ACTUAL	FY 2020-21 BUDGET	FISCAL YTD VARIANCE
Personnel Services				
Salaries & Wages	820,036	11,848,191	13,722,800	1,874,609
Fringe Benefits	403,021	2,983,621	4,081,895	1,098,274
Total Personnel Services	1,223,057	14,831,812	17,804,695	2,972,883
General Operating Expenses				
ADP Payroll Charges	2,538	30,007	40,000	9,993
Workers Compensation Insurance	-	60,927	61,000	73
Utilities	-	91,055	145,000	53,945
Corporate Insurance	-	100,278	101,000	722
Mileage, Parking and Other Transportation	-	256	34,670	34,414
Telephones	32,236	55,966	70,000	14,034
Cell Phones & Mobile Devices	9,250	105,100	167,400	62,300
Outside Printing & Publishing	-	202	3,600	3,398
Other Supplies	-	-	10,250	10,250
Postage & Delivery	-	4,516	13,200	8,684
Educational Supplies	585	1,591	2,900	1,309
Office Supplies	334	19,770	77,570	57,800
Subscriptions & Publication	235	21,594	28,240	6,647
Equipment-Rents & Leases	1,881	19,185	27,000	7,815
Building Repair & Maintenance	-	100,106	150,000	49,894
Equipment Repair & Maintenance	92	232	12,000	11,768
Offsite Storage	761	31,499	29,550	(1,949)
Hardware & Software Maintenance	8,803	256,838	470,730	213,892
Miscellaneous/Contingency	-	1,588	95,000	93,412
Internal Meeting	214	1,564	95,000	93,436
Divisional Capacity Building	-	2,100	75,000	72,900
Total General Operating Expenses	56,928	904,375	1,709,110	804,735
Consultant Services				
Consultant Fees	69,142	532,179	1,418,725	886,546
Other Professional Fees	-	260,165	350,500	90,335
External Reviewers	-	-	3,000	3,000
Total Consultant Services	69,142	792,345	1,772,225	979,880
Professional Services				
Audit	-	58,130	90,000	31,870
Legal Fees	32,568	126,267	150,000	23,733
Professional Dues	929	76,220	119,818	43,598
Staff Recruitment	21,581	26,813	10,000	(16,813)
Commission Stipends	1,950	20,550	25,000	4,450
Web-Based Services	5,799	28,446	48,000	19,554
Bank & Other Service Charges	-	5,302	35,000	29,698
Total Professional Services	62,827	341,728	477,818	136,090
Travel Expenses				
Airfare	-	-	10,500	10,500
Lodging	-	-	6,000	6,000
Per Diem	-	-	4,125	4,125
Other Travel Expense	-	86	19,925	19,839
Total Travel Expenses	-	86	40,550	40,464
Professional Development				
Training Material & Supplies	-	80	11,300	11,220
Internal Training	-	-	91,000	91,000
Leadership Programs	-	14,005	48,500	34,495
Conference Registrations	6,060	30,523	142,650	112,127
External Education/Training	-	5,213	65,900	60,687
Total Professional Development	6,060	49,821	359,350	309,529
Capital Improvements				
Capital Outlay (Equipment Purchases)	4,442	5,067	144,500	139,433
Total Capital Improvements	4,442	5,067	144,500	139,433
TOTAL OPERATING EXPENSES	1,422,457	16,925,235	22,308,248	5,383,013

NOTES - OPERATING & ADMINISTRATIVE BUDGET UPDATE:

The administrative expenses are within the maximum authorized under the Board policy.

The FY 2020-21 operating budget reflects the mid-year budget adjustments approved on March 11, 2021.

**Los Angeles County Children and Families First -
Proposition 10 Commission
Statement of Net Assets
May 31, 2021 Unaudited**

Current Assets:

Cash	\$	1,522,228
Cash- Morlin Mgmt Corp		91,619
Investment:		
Operating and Allocated funds		324,013,922
Advance - Regional Network (RN)		1,644,600
Advance - Various		4,327,747
Other Receivables		17,223
Total Current Assets	\$	331,617,339

Fixed Assets:

Land	\$	2,039,000
Building & Improvements		12,076,512
Furniture & Fixtures		627,671
Computer, Software & Accessories		2,039,785
Office Equipment		331,033
Accumulated Depreciation		(6,485,968)
Total Fixed Assets	\$	10,628,033

Total Assets

\$ 342,245,372

Liabilities and Net Assets

Current liabilities:

Other Liabilities	\$	90,604	(1)
Total Current Liabilities	\$	90,604	

Net Assets:

Investment in capital assets	\$	10,628,033
Restricted		331,526,735
Total Net Assets	\$	342,154,768

Total Liabilities and Net Assets

\$ 342,245,372

NOTES:

(1) Other Liabilities include accounts payable, and other related liabilities.

First 5 LA

SUBJECT:

Contracts for approval

RECOMMENDATION:

Approve one agreement and two amendments and authorize staff to complete final execution of the agreements upon approval from the Board.

BACKGROUND:

First 5 LA's proposed programmatic budget for FY 2021-22 totals \$92,304,000 and the approved operating budget totals \$21,992,168. Funding for the new agreement and amendments are included in the FY 21-22 budget which was approved at the June 10, 2021 meeting. For contracts that span fiscal years, the estimated spending amount for each fiscal year will be included in First 5 LA's annual budgets for approval. Pursuant to contract terms, if the Commission does not appropriate funds for the agreement in future fiscal years, First 5 LA may terminate the agreement. Upon approval of the agreements presented below, staff will complete final execution.

There is **one agreement** for approval with California Children and Families Commission (First 5 CA) to enter into a funding agreement with First 5 California for the total amount of \$ 1,483,220 to support the implementation of the IMPACT 2020 Regional Training and Technical Assistance (T&TA), and Coordination Hub, which is a two-year funding cycle aligned with IMPACT 2020. T &TA Hub funds serve as backbone support for regional needs. These funds will support activities that support that county's region to implement QSLA programming, including things like meeting facilitation support, QSLA data infrastructure, and more.

There are **two amendments**:

- One amendment is with Community Partners to support the Early Care and Education Policy and Advocacy Fund (Fund). This is a multi-year initiative that aims to advance improved access to quality, affordable, sustainable Early Care and Education (ECE). The Contractor serves as the intermediary for the Fund to accomplish the following objectives: 1) provide administrative coordination of the Fund including co-design of the Fund, and the competitive grantee selection process; 2) coordinate capacity building, learning and information sharing; 3) track and assess progress towards the anticipated Fund outcomes; and 4) inform First 5 LA's efforts to build relationships with other funders/partners working to increase investments and policy changes in ECE. The Fund provides partnership grants and emerging opportunities grants for ECE policy and advocacy-related projects. This amendment will provide an additional 6 months, \$2 million in regranting funds for FY21-22, and an additional \$134,071 in administration funding to extend ECE PAF until a new integrated Policy and Advocacy Fund is launched in FY22-23. This amendment anticipates grants to up to 15 organizations with a set-aside for small projects supporting field-wide needs.
- One amendment is with Center for Collective Wisdom LLC to provide thought partnership, tools and practices from Living Collective Wisdom to First 5 LA broadly in support of ongoing organizational learning and collective impact in alignment with the 2020-2028 Strategic Plan and Impact Framework. At the conclusion of this project, First 5 LA will have: 1) structures and processes that support staff reflection on their work and progress towards results for ongoing strategy refinement; 2) an organizational learning agenda that includes key performance

indicators on organizational culture and learning; 3) internal, cross-functional, regional teams working to integrate strategies within Best Start geographies to achieve population-level results; and 4) internal staff capacity to sustain the structures, practices and tools of this project beyond engagement with the Center for Collective Wisdom.

DISCUSSION:

Staff seeks the Commission's approval of the agreements summarized in Attachment A.

Attachment A
July 2021

NEW										
DEPARTMENT	TEAM / INITIATIVE/ STRATEGY / PROGRAM	CONTRACT (PROJECT) INFORMATION	PROCUREMENT METHOD	PROJECT LENGTH	ESTIMATED TOTAL PROJECT COST	CONTRACT AMOUNT	ANTICIPATED CONTRACT START DATE	ANTICIPATED CONTRACT END DATE	ANTICIPATED PROJECT END DATE	
1	Early Care & Education Team	Early Care & Education/ IMPACT 2020	<p>CALIFORNIA CHILDREN AND FAMILIES COMMISSION (FIRST 5 CA) First 5 LA seeks approval to enter into a funding agreement with First 5 California to support IMPACT 2020. IMPACT 2020 Regional Training and Technical Assistance (T&TA), and Coordination Hub is a two-year funding cycle aligned with IMPACT 2020. T &TA Hub funds serve as backbone support for regional needs. Regional T&TA Hub funds support QSLA's infrastructure by providing financial support for our collaborative efforts, allowing the Hub to hire a facilitator and support data needs via a shared database. These funds from First 5 CA will support activities to implement QSLA programming, including meeting facilitation support, QSLA data infrastructure, and more.</p> <p>On July 9, 2020 the board authorized First 5 LA to Receive Funds from First 5 CA in the amount of \$9,054,135 through June 2023 for COVID-19 Early Care and Education provider relief and IMPACT 2020 in support of Quality Counts California (QCC) and Quality Start Los Angeles (QSLA) Regional Efforts, approved Resolution # 2020-04 and authorized First 5 LA Staff to Execute Agreement to Receive Funds in the Amount of \$9,054,135 with First 5 CA. At the July 9, 2020 Commission meeting, the board authorized the Executive Director to accept additional funding from First 5 CA should additional funding for Quality Counts California (QCC) and/or Quality Start Los Angeles (QSLA) regional efforts continue without returning to the board with another resolution for additional funding. This request seeks authority to enter into an agreement with First 5 CA for an additional \$1,483,220.</p> <p>Funding for this contract will be received from First 5 CA, receipt of which was approved through Board Resolution No. 2020-04 on July 9, 2020. As the award was issued following approval of the FY 21-22 Budget, resources will be included in the Budget at mid-year. All funds received are considered restricted and committed for the purpose of this contract.</p>	Not Applicable – Funds provided by First 5 CA	2 Years	\$ 1,483,220	\$ 1,483,220 Estimated FY 21-22 Spending \$ 741,610 Committed for FY 2021-22 Impact to FY 22-23 Budget \$ 741,610 Assigned for FY 2022-23	07/1/2021	06/30/2023	71 06/30/2023

AMENDMENTS									
	TEAM	TEAM/ INITIATIVE/ STRATEGY / PROGRAM	CONTRACT (PROJECT) INFORMATION	PROCUREMENT METHOD	PROJECT LENGTH	CURRENT CONTRACT AMOUNT	AMENDMENT AMOUNT	NEW CONTRACT AMOUNT	*SATISFACTORY PROGRESS ACHIEVED BY CONTRACTOR?
2	Early Care & Education Team	ECE Systems/ECE Strategy 1 - Policy/Advocacy/ECE Policy Advocacy Fund	<p><u>COMMUNITY PARTNERS (#09347)</u> The Early Care and Education Policy and Advocacy Fund (Fund) is a multi-year initiative that aims to advance improved access to quality, affordable, sustainable Early Care and Education (ECE). The Contractor serves as the intermediary for the Fund to accomplish the following objectives: 1) provide administrative coordination of the Fund including co-design of the Fund, and the competitive grantee selection process; 2) coordinate capacity building, learning and information sharing; 3) track and assess progress towards the anticipated Fund outcomes; and 4) inform First 5 LA's efforts to build relationships with other funders/partners working to increase investments and policy changes in ECE. The Fund provides partnership grants and emerging opportunities grants for ECE policy and advocacy-related projects. This amendment will provide an additional 6 months, \$2 million in regranting funds for FY21-22, and an additional \$134,071 in administration funding to extend ECE PAF until a new integrated Policy and Advocacy Fund is launched in FY22-23. This amendment anticipates grants to up to 15 organizations with a set-aside for small projects supporting field-wide needs.</p> <p>Funding for this contract was included in the budget for FY 21-22, which was approved at the June 10, 2021 Board of Commissioners meeting.</p>	RFQ	5 Years, 8 Months	\$4,033,403	\$2,134,071	\$6,167,474 Estimated FY 21-22 Spending <u>\$2,450,000</u>	Yes
3	Office of Equity, Strategy, and Learning	Office of Equity, Strategy, and Learning/ Internal Operations / Office of Equity, Strategy, and Learning - Consultant Fees	<p><u>CENTER FOR COLLECTIVE WISDOM LLC (#10285)</u> Contractor to provide thought partnership, tools and practices from Living Collective Wisdom to First 5 LA broadly in support of ongoing organizational learning and collective impact in alignment with the 2020-2028 Strategic Plan and Impact Framework. At the conclusion of this project, First 5 LA will have: 1) structures and processes that support staff reflection on their work and progress towards results for ongoing strategy refinement; 2) an organizational learning agenda that includes key performance indicators on organizational culture and learning; 3) internal, cross-functional, regional teams working to integrate strategies within Best Start geographies to achieve population-level results; and 4) internal staff capacity to sustain the structures, practices and tools of this project beyond engagement with the Center for Collective Wisdom. The contract amendment with the Center for Collective Wisdom (C4CW) is to request additional funds in the amount of \$400,000 and to extend the contract end date to June 30, 2022, in order for C4CW to continue to serve as a thought partner with First 5 LA.</p> <p>Funding for this contract was included in the budget for FY 21-22, which was approved at the June 10, 2021, Board of Commissioners meeting.</p>	Procurement Exception	2 Years, 6 Months	\$69,000	\$400,000	\$469,000 Estimated FY 21-22 Spending \$417,250	72 Yes

*Satisfactory progress is based on whether contractors and grantees are making or will be expected to make satisfactory progress towards completion in the current agreement by the contract expiration date.

Memo

To: Board of Commissioners
From: Kim Belshé, Executive Director
Date: July 8, 2021
Subject: EXECUTIVE DIRECTOR'S REPORT

I. EXECUTIVE DIRECTOR'S HIGHLIGHTS

“Credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.”

As I look ahead to this month’s start of the XXXII Olympiad in Tokyo, I’m reminded of these inspirational words by President Teddy Roosevelt, which have long been used to capture the courage, grit, tenacity and skill of athletic competition. I’m an avid sports enthusiast and will be among the millions of people on the virtual sidelines watching, admiring, and cheering on competitors who’ve reached the pinnacle of their sport.

The former President’s words have an enduring resonance, and not just because of their relevance to sports. Indeed, the purpose of President Roosevelt’s comments was not to motivate athletic competitors. The President’s speech focused on the responsibilities of citizenship and challenged cynics who disparage those working to make the world a better place. He emphasized the power of doing – and the importance of stumbling, learning, and doing some more – and chastised individuals who sit on the sidelines and criticize those “in the arena.”

Many of us will be among those sitting on the sidelines watching and cheering at the upcoming Olympic Games. In our work, though, we are in the arena. We are decidedly not sitting on the sidelines. We are working with purpose and in partnership to contribute to a just, safe and equitable future for our children. We are deepening our commitment to diversity, equity and inclusion as foundational to advancing our North Star. We are working alongside parents and communities to advance community-identified priorities. We are partnering with diverse stakeholders to advocate for prioritizing young children in

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policies, centering children and families in systems, and closing race-based disparities. We are bringing our voice to injustice and inequities that impede opportunity for children.

Systems change work is difficult, complex, messy. It's not without risk. We occasionally stumble and fall short of our own aspirations and expectations. And we continue. We learn. We grow. We move forward with purpose and passion for our mission and North Star.

First 5 LA has set a bold goal for our work; our North Star: by 2028, all children in Los Angeles County will enter kindergarten ready to succeed in school and life. We purposefully anchored that goal to 2028, when the XXXIV Olympiad will be hosted here in Los Angeles.

With purpose, passion and partnership, First 5 LA has the opportunity to contribute to a future Los Angeles, which prioritizes children and families, addresses systemic barriers to equity and opportunity, and advances a just and equitable future for our children. That is the LA County we aspire to introduce to the world in 2028. That is what draws us to the arena, energizes our efforts, and inspires confidence that change, ultimately, is possible, and First 5 LA has a role to play. Now, that's something to cheer for.

II. OPTIMIZING OUR ORGANIZATIONAL EFFECTIVENESS

Centering Diversity, Equity, and Inclusion (DEI) in First 5 LA's Organizational Culture and Practices

First 5 LA is deepening its commitment to DEI as foundational to living our values and critical to advancing our North Star. Since January 2021, First 5 LA has worked with a DEI consultant partner, The Seed Collaborative, to strengthen our DEI competency as a core component of our organizational identity, culture, and practices. Early June marked the completion of the first phase of the DEI partnership, which centered on establishing a baseline understanding of First 5 LA's DEI competencies and culture through an organization wide survey; 45 one-on-one interviews with staff, commissioners, and grantee partners; and 7 focus groups with 44 staff. The **Office of Equity, Strategy, and Learning** is working closely with The Seed Collaborative to facilitate the second phase of the DEI partnership, focusing on sharing Phase 1 findings and organizing a team of staff to serve as a decision-making body on actionable DEI solutions. Phase 1 findings will be shared with staff and commissioners throughout the summer and fall. Findings will ultimately contribute toward an assessment report and DEI Plan, dated for completion in 2022, to capture short and long-term strategies for advancing DEI in alignment with F5LA's Strategic Plan. Our work with The Seed Collaborative aligns with other organizational efforts to embed DEI more intentionally in First 5 LA's work and processes, including walking alongside grantee partners to ensure more equitable outcomes in our programmatic initiatives and reforming our procurement policies and processes to better advance our DEI goals.

Commemorating Juneteenth and Promoting Family Diversity

On May 20, I announced my decision to observe Juneteenth as an official organizational holiday—preceding LA County, the City of LA, and the federal government in designating Juneteenth an official holiday. Organization-wide learning and reflection on Juneteenth culminated with an All-Team meeting on June 16, which centered on unpacking the history of Juneteenth and exploring connections between liberation, justice, and the African American experience to our work through arts and culture and critical dialogue. To support First 5 LA activities, awareness and opportunities for learning and reflection on the Juneteenth holiday, numerous communications initiatives were also planned and executed for the weeks of June 14 and 22. Contract Administration and Purchasing (CAP) Team member and Contract Compliance Officer Terrie Johnson penned the internal- and external-facing blog, [Before the Healing Can Begin](#). Colleagues across First 5 LA exchanged information on events being held across the County. Social media posts also circulated on the agency's channels to increase awareness of First 5 LA's first-time recognition of the holiday and to drive traffic to the public blog and First 5 LA's parenting website where a list of resources was published to help parents talk with their children about the holiday and its history.

In addition to Juneteenth, June provided an opportunity for First 5 LA to more intentionally acknowledge and celebrate the diversity of families, from Pride Month to the commemoration of the Loving Supreme Court decision to Father's Day. I am committed to ensuring that First 5 LA's voice celebrates all families, and that internally and externally – with our employees who represent the diversity of our County, and the families throughout LA County – First 5 LA contributes to critical dialogue around historical and systemic inequities embedded in Black and LGBTQ+ communities, and making visible lived experiences for families that have for too long gone unseen.

III. ADVANCING PROGRESS TOWARD OUR RESULTS FOR CHILDREN AND FAMILIES

Result 1: Families Have The Resources, Opportunities, and Relationships To Optimize Their Child's Development

Best Start South LA, Region 2 Learning Dialogue: A Vibrant South Los Angeles: Understanding 'Dignity' as a Determinant of Health

The **Communities Team** has initiated regional Learning Dialogues as a space for convening and organizing stakeholders within each Best Start region to generate collective understanding of: a) the stories behind baseline data from First 5 LA's Impact Framework, Early Development Index (EDI), Advancement Project's Best Start data, and other public systems' data relevant to First 5 LA and community priorities; and b) the experiences of families, communities, public agencies and others where baseline data does not exist. The Learning Dialogues help communities identify and clarify their common agendas and priorities.

On June 15, 2021, the Best Start South LA Region 2 team hosted their first Learning Dialogue of the 2021-2022 fiscal year. Representatives from First 5 LA, Community Health Councils, labor unions, higher education, and small businesses serving the South Los Angeles communities collaborated to plan this dialogue. The discussion focused on the dignity that comes with employment that pays a living wage, which enables families to be more economically resilient and self-reliant when it comes to accessing quality food and early childhood education. South Los Angeles stakeholders, community residents and business owners participated in the virtual dialogue. First 5 LA staff facilitated the event which included an opening plenary with speakers Dimitrios Jones, The North Star Market; Lester Garcia, SEIU Local 99; Gloria Martinez, UTLA; and Janna Shadduck-Hernandez, UCLA Labor Center. These panelists shared their work, their connection to the topic of dignity and how this issue shows up in South LA post COVID-19. Small breakout sessions followed the panel discussion where participants engaged in conversations on topics such as the living wage, early care education, and local entrepreneurship. The Communities Team hopes to continue lifting the importance of dignity as a determinant of health in future South LA learning dialogues.

Office of Communications: Public-will building through earned media relations/storytelling

The **Office of Communications** (OOC) secured an opportunity with a reporter at Salon.com, a digital media outlet that covers politics, national news, culture, food, science and health through insightful reporting, who was seeking a health expert who can speak to ways moms can address stress or anxiety around breastfeeding, with a preference to speak about the Black, Indigenous, People of Color (BIPOC) experience. Working in partnership with Health Systems Team consultant, Dr. Melissa Franklin, who is helping coordinate L.A. County's efforts to reduce Black infant and maternal mortality rates through communications and countywide stakeholder engagement, we identified and coordinated the opportunity with Asaiah Harville, an International Board Certified Lactation Consultant and active participant in the Los Angeles County African American Infant and Maternal Mortality Prevention Initiative. As a result, Asaiah was quoted in the article, "Silicon Valley wants to "optimize" your breastmilk. Don't fall for it," highlighting how every mother should have access to the support that she needs prenatally, during birth and during the postpartum period, and how they also need standardized

parental leave, easy access to lactation support, and laws and policies that support families and parents across the board and address disparities and inequities across society on the whole.

The article, "Silicon Valley wants to "optimize" your breastmilk. Don't fall for it," ran online on June 6, 2021: <https://www.salon.com/2021/06/06/silicon-valley-wants-to-optimize-your-breastmilk-dont-fall-for-it/> .

The article was further promoted on social media:

Facebook: <https://www.facebook.com/first5la/posts/10158332698071762>

Twitter: <https://twitter.com/First5LA/status/1407830859399499779>

Virtual Annual Family Strengthening Summit

The Virtual Annual Family Strengthening Summit was held on June 17, 2021, with over 600 participants representing multiple home visiting programs including Welcome Baby, Select Home Visitation grantees, and staff from program models countywide such as Nurse Family Partnership. Home visiting represents a critical component of the first Strategic Priority, with the focus on strengthening public and community systems. The event, hosted with support from the **Family Supports Team**, acknowledged and highlighted the successes and challenges of the past year, with a focus on data and a panel of home visiting clients and testimonials. The Summit was organized by the Family Strengthening Oversight Entity, led by Los Angeles Best Babies Network. Key speakers included Dr. Junlei Li, Senior Lecturer in Early Childhood Education and Co-Chair of Human Development Education Program from the Harvard Graduate School of Education and spoken word poet Avi Silver.

Result 2: Children Receive Early and Timely Developmental Supports And Services

Proceeding Reports on ACEs Aware Activities Released

First 5 LA's **Health Systems Team** concluded the Peer-to-Peer and Network of Care provider engagement activities as part of the state funded ACEs Aware initiative grant. Building upon the work of the LA County TRISC workgroup and the implementation of Help Me Grow LA, First 5 LA was uniquely positioned as a convener of cross-sector partners and stakeholders dedicated to promoting optimal child development. Through these activities, First 5 LA brought to the forefront the need to focus on the perspective of families and communities in engaging this work. The four Peer-to-Peer learning sessions were co-developed and implemented in partnership with the American Academy of Pediatrics – California Chapter 2 and targeted pediatricians and family practitioners. First 5 LA consulted with Health Management Associates to facilitate the two cross-sector Network of Care sessions. To summarize discussions and recommendations that arose from these activities, First 5 LA contracted with Harder+Company Community Research to write proceedings reports that detail topics, information shared, and key quotes. Reports include background, summary of each session, and conclusion and recommendations.

Reports can be found here: <https://app.box.com/s/30y9v11zf9lxzygly2qv7wogs62k5hi3>.

Findings from these reports will inform a practice paper to be completed and distributed in Fall 2021. The practice paper will explore challenges and recommendations for implementing comprehensive health and development screenings and will include considerations for strengthening networks and services that connect families to appropriate supports.

Result 4: Children Have High Quality Early Care and Education Experiences.

Quality Start LA Awarded IMPACT 2020 Regional Training & Technical Assistance and Coordination Hub Funds from First 5 CA

In June, First 5 LA was awarded First 5 CA's Improve and Maximize Programs so All Children Thrive (IMPACT 2020) Training and Technical Assistance (T&TA) and Coordination Hub funding in the amount of \$1,483,220 over two years. This funding supports Los Angeles County's regional coordination efforts to improve the quality of care provided in Los Angeles County's mixed-delivery early learning system. These funds support activities such as meeting facilitation among Quality Start Los Angeles (QSLA) stakeholders and the use of a countywide data system to comply with statewide data collection requirements.

Policymaker Engagement

On June 17, 2021, representatives from the **Office of Government Affairs and Public Policy** (OGAPP) attended a virtual policy roundtable hosted by the LA County Business Federation (BizFed), which featured LA City Council President Nury Martinez. Martinez elevated how COVID-19 has dramatically altered the economic outlook for women in the workforce as over 2 million have either left their jobs because of lack of child care or were laid off. She encouraged business leaders in attendance to begin to support and advocate for family friendly policies as they will improve the LA City economy and support their own respective businesses. In February, Councilmember Martinez introduced a universal child care motion on the council, which would require the City's Housing and Community Investment Department to study how state funding could be accessed to better serve LA City residents' child care needs. OGAPP and the **Early Care and Education** (ECE) team will be meeting with Councilmember's staff to discuss her proposal.

Also on June 17, 2021, OGAPP representatives attended a virtual town hall hosted by LA County Supervisor Holly Mitchell and Legislative Women's Caucus Chair, Assemblymember Cristina Garcia, focused on challenges and solutions for the child care system and workforce. Supervisor Mitchell discussed her intention to introduce a motion at the Board of Supervisors that will address child care stabilization grants and funding to help child care providers pay back rent. OGAPP and the ECE Team will review and monitor the motion once it is introduced.

Advancing Early Learning Priorities in the Antelope Valley

The **Office of Communications** (OOC), in partnership with the **Office of Government Affairs and Public Policy** (OGAPP) and the **Communities Team** worked with First 5 LA's partner, ReadyNationCA, to develop an opinion editorial piece (op-ed) to lift up the importance of early learning opportunities for communities in the Antelope Valley. The op-ed opportunity was a follow-up to a webinar on brain science hosted by ReadyNationCA in March 2021, which featured Chief Government Affairs and Public Policy Officer, Charna Widby. ReadyNationCA identified their member, Antelope Valley Hispanic Chamber of Commerce President Sylvia Duarte to co-author the piece with First 5 LA Communities Team Program Officer Roxana Martinez. OOC, OGAPP, Roxana and ReadyNationCA together penned the piece titled, "Strong Early Learning and Child Care are Essential," which speaks to the importance of strengthening California's early learning system and its positive impact on working families, California's workforce and economy, and our society as a whole. This collaborative effort was in furtherance of OOC's strategy to utilize media placements to build public will and complement the strategic priorities of the OGAPP and Communities Team.

The op-ed was featured in the Antelope Valley Press (AVPress.com) on June 3, 2021: https://www.avpress.com/opinion/strong-early-learning-and-childcare-are-essential/article_c8afcc8e-c416-11eb-85d8-9b0c6b386814.html

The article was further promoted on social media:

Twitter: <https://twitter.com/readynationca/status/1400844800639717380?s=12>

LinkedIn: <https://www.linkedin.com/feed/update/urn:li:activity:6806620210267873280>

State and Federal Advocacy Updates

As of printing the final state budget has not been signed, when a final budget is adopted the Office of Government Affairs and Public Policy OGAPP will produce and share a full analysis memo with the board and partners with analysis of funding for early childhood supports and forecasting potential budget junior bills that may come in the summer months. In addition to the state budget, OGAPP continues to advocate for state legislative proposals in support of First 5 LA's four results for children

Since the last board meeting, First 5 LA's following support bills have continued moving forward in the legislative process.

- SB 246 (Leyva), related to reimbursement rates, which would replace the current bifurcated, unaligned reimbursement system with the Child Care Stabilization Formula, a single, regionalized state reimbursement rate for child care, preschool, and early learning services. Status: Passed Senate Floor; in Assembly Human Services and Education Committee.
- AB 92 (Reyes), related to child care family fees, which would establish a more equitable sliding scale for family fees. Status: Passed Assembly Floor; amended in the Senate and re-referred to the Human Services Committee.
- AB 123 (Gonzalez), related to Paid Family Leave, which would increase wage replacement provided by the California Paid Family Leave Program to 90 percent of a new parent's wages, up from the current level of between 60 and 70 percent of earnings. Status: Passed Assembly Floor, and re-referred to Appropriations Committee.
- SB 316 (Eggman), related to same day billing for federally Qualified Health Centers and Rural Health Centers, which would allow Medi-Cal to reimburse Federally Qualified Health Clinics (FQHCs) and Rural Health Clinics (RHCs) for two services when a patient receives a medical visit and mental health or dental visit on the same day at the same clinic location. Status: Passed Senate Floor; re-referred to Appropriations Committee with a recommendation to consent calendar. For the full advocacy agenda, see attachment (2. Advocacy Agenda).

In light of the Biden Administration declaring June 21, 2021 "Child Tax Credit Awareness Day," Rep. Jimmy Gomez (CD-34) held a press conference in the district at the Weingart YMCA Wellness and Aquatic Center with the goal to notify eligible families about their monthly payments from the expanded Child Tax Credit passed in the American Rescue Plan of up to \$300 per month, per child beginning July 15 through December 2021. The Child Tax Credit provides children and their families with additional payments throughout the year that helps them with the cost of food, child care, diapers, healthcare, clothing, and other essential items. Nearly 90% of children will benefit from these monthly payments, \$250 per month per child, and \$300 per month for every young child under the age of six, including those from the most economically vulnerable families. OGAPP will continue advocating on the importance of the Child Tax Credit expansion, and for its extension beyond 2021. First 5 LA supported the press conference by identifying speakers and attendees and Chief Government Affairs and Public Policy Officer, Charna Widby, was quoted in Rep. Gomez' press release, see attachment (3. Rep. Gomez Press Release).

IV. CONTRACTS AND SPONSORSHIPS EXECUTED LEVERAGING EXECUTIVE DIRECTOR DELEGATION AUTHORITY

Contracts Executed \$25,000 to \$75,000

Contracts Executed Between \$25,000 - \$75,000

CONTRACTS EXECUTED BETWEEN \$25K-\$75K

Procurement Update Pursuant to the Procurement Policy adopted on February 13, 2014, "The Executive Director (or designee) may approve any contract less than \$75,000 in the aggregate in a fiscal year, and will establish appropriate internal policies and controls for those awards. Copies of contracts executed in the amount of \$25,000 or more and up to \$75,000 within a fiscal year will be provided to the Commission during the course of its normal business and be provided as informational items."

The following contracts were executed between April 16, 2021, and June 1, 2021. Copies of the executed contracts can be found here: <https://www.first5la.org/ed-report-agreement-july-21>

#10293 CCF COMMUNITY INITIATIVES FUND – Contract Amount: \$50,000
Contract Period: 6/1/2021 – 5/31/2022

This new Strategic Partnership with CCF Community Initiatives Fund, fiscal sponsor of Los Angeles Partnership for Early Childhood Investment (LA PECEI), will secure a facilitator to lead and complete a strategic planning process with the Home Visiting Consortium. The facilitator's primary goals will include the following: 1) Utilize a diversity, equity and inclusion lens for all strategic planning activities; 2) Develop and complete a strategic planning process resulting in a review of vision, goals, decision making processes and Consortium structure, a five-year strategic plan and a one-year action plan; 3) Facilitation of effective, outcome-oriented meetings of the Consortium progressing toward consensus-based recommendations for implementing the strategic plan; 4) Creating an effective and regular communication pathway with the Advisory Committee; and, 5) Ensuring, through strategic guidance, that work among the workgroups, leadership team and the full Consortium is moving the larger group toward its purpose. Funds for this project are included within the FY 2020-2021 First 5 LA Programmatic Budget under Home Visiting, Los Angeles County Perinatal and Early Childhood Home Visiting Consortium, which was approved by the Board of Commissioners in July 2020.

Event Sponsorships

Unpacking the Governor's 2021 May Revise with Assemblymember Kevin McCarty and the California Department of Finance's Chris Ferguson

Date: June 10, 2021

Sponsorship Amount: \$1,000

In alignment with our Organization-Wide Sponsorships, OGAPP partnered with UNITE-LA, to sponsor a virtual discussion, "Unpacking the Governor's 2021 May Revise with Assemblymember Kevin McCarty and the California Department of Finance's Chris Ferguson." As a sponsor of the event, First 5 LA was given the opportunity to help lead the discussion. Senior Policy Strategist Ofelia Medina participated and moderated questions for the panel that focused on how the state should continue to invest in the child care system and workforce. The event was attended by business leaders, and legislative staff, and was co-sponsored by the Hollywood Chamber of Commerce and the Valley Industry Commerce Association (VICA).

CONGRESSMAN GOMEZ CONVENES LOCAL LEADERS, CHILDCARE PROVIDERS, AND WORKING FAMILIES TO ANNOUNCE EXPANDED, MONTHLY CHILD TAX CREDIT PAYMENTS

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Los Angeles, June 21, 2021

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LOS ANGELES – Today, as part of [the White House's Child Tax Credit Awareness Day of Action](#), **Congressman Jimmy Gomez** (CA-34) convened local elected officials, working families, childcare providers, and other city leaders at the Weingart East Los Angeles YMCA to announce expanded, monthly child tax credit payments passed in the American Rescue Plan in March 2021. These payments, which will start on July 15, serve as a guaranteed monthly income for parents nationwide. Angelenos can expect \$250 per month for each child ages 6-17 and \$300 per month for each child ages 0-5 and a total of \$3,000 and \$3,600, respectively.

Joining Congressman Gomez was L.A. Unified School District Superintendent Austin Beutner, Vice President of Equity and Inclusion at the Los Angeles YMCA Mario Valenzuela, Associate Executive Director of the Bresee Foundation Ana Grande, Director of Community Wealth and Services for the East L.A. Community Corporation Elba Serrano Schildcrout, President and CEO of the Mexican American Opportunity Foundation Martin Castro, CEO of Pathways LA Tamika Farr, Economic Development Specialist at KYCC Hye Won Baek, and working families from across California's 34th Congressional District.

“The past year was hard on all of us, but especially so for children and their working-class families,” **said Congressman Gomez**. “While we’re hopeful we’ve moved past the worst of the COVID-19 pandemic, many of my low-income constituents continue to struggle to pay the bills and keep a roof over their head. But come July 15, millions of American families are going to get more help with payments through the enhanced child tax credit. I’d like to thank the elected officials, local leaders, and working families who joined me today in East Los Angeles for helping us express the importance of this truly transformative policy achievement within the American Rescue Plan.”

“We know first-hand the struggles working families face and schools have done more during this crisis than any other organization to help those most in need,” **Los Angeles Unified Superintendent Austin Beutner said**. “We provided 140 million meals along with 40 million items of much-needed supplies to children and adults, computers and internet access to 500,000 students and their families, 2 million COVID tests to students, school staff and their families and access to vaccinations for 86,000 school staff members, 300,000 students and thousands of community members. All at local, neighborhood schools. Now we want to help the half-million families we serve receive the Child Tax Credit which can provide them with up to \$3,600 per child to help them make ends meet.” **Superintendent Beutner added**, “We’re in regular dialogue with the

largest group of families in the Los Angeles area who qualify to receive money under this program. It makes sense to try to tie the pieces together at schools to make sure the families we serve receive the benefits they're entitled to."

"The Koreatown Youth and Community Center supports the new Child Tax Credit, which will help provide essential support to the children and their families in our community," **said Steve Kang, Director of External Affairs for KYCC.** "After an economically challenging year for many following the COVID-19 pandemic, the expanded Child Tax Credit is crucial to uplifting our families and providing financial relief to those who need it most."

"This child tax credit through a monthly payment was made possible by the American Rescue Plan," **said Elba Schildcrout, Director of Community Wealth & Services at the East L.A. Community Corporation.** "We have relied on hardworking families, including Latinx families and immigrants, as essential workers to get us through the pandemic. Because of them, many of us were able to quarantine, keep ourselves safe, and put food on the table. These monthly payments will ensure that those who sacrificed during the pandemic and have children will have the resources they need to feed their kids and pay their rent and bills"

"In less than one month families across the country will begin receiving a vital financial lifeline in the form of the expanded monthly Child Tax Credit thanks to the American Rescue Plan proposed by President Biden and passed by Democrats in Congress," **said Adam Ruben, Director of Economic Security Project Action.** "The expanded Child Tax Credit will help all families succeed, from working families struggling with basic needs like food, rent, and bills, to middle-class families that need help with childcare and college savings. It will help Main Street businesses and whole communities thrive. This is a huge win for families, and we are so pleased to join with the Biden administration to help raise awareness about it."


"At SHIELDS for Families, we are thrilled that Angelenos will receive the expanded Child Tax Credit in the upcoming month," **said Cameron Lewis of SHIELDS for Families.** "And, we are thrilled that our immigrant communities will receive this assistance. Our immigrant communities have been the backbone of our Angelo culture, our economy, and our identity. It is about time that we, as taxpayers, see a return on our investment in the federal government. Daily, immigrants perform backbreaking work to keep our local businesses running and their families fed. Our communities have the right to live with dignity. They have the right to live without worry that they may not be able to feed their children, clothe them, or take care of their needs. The expanded Child Tax Credit is one more step toward making this a reality."

"For thousands of low-income families who prepare their taxes with us, this expansion and advance of the child tax credit will provide critical relief in recovering from this pandemic," **said Hye Won Baek, Economic Development Specialist for KYCC.** "Every Year, FreeTaxPrepLA is a witness to how much EITC, CTC, and other credits provide families with financial security and stability, and we are excited about

how the new child tax credit will help our families thrive."

"Although we are emerging from the worst of the pandemic, the economic disruptions it has caused will negatively impact family financial stability far into the future," **said Charna Widby, Chief Government Affairs and Public Policy Officer of First 5 L.A.** "In 2018, nearly 23 percent of L.A. County families with young children were living in poverty, and this past year has only increased the adversity many are facing, including rising rates of food insecurity and job loss; and decreased access to critical child care needs. The American Rescue Plan's expanded Child Tax Credit allows many families with children who haven't previously been eligible for the full benefit to now receive it, and sending the direct payments on a monthly basis will ensure they quickly reach families who need them most. The expansion, though, is currently set to expire at the end of the year. Together, we must work to ensure the newly expanded Child Tax Credit is made permanent, marking this moment as a first step toward providing the consistent supports necessary to help lift our most at-risk families out of poverty."

Families can expect their Child Tax Credit benefit to be direct deposited into their bank accounts on the 15th of each month beginning in July, and they will receive a lump sum payment to make up the balance of the total benefit in 2022. In CA-34, this benefit will benefit 139,200 children across 41,300 households and will lift 17,400 children out of poverty. To learn more about the expanded Child Tax Credit, [please click here.](#)

First 5 LA - Advocacy Agenda 2021							
Updated: 6/27/21							
Policy Item	Author/Budget Amount	Co-Authors	Title & Description	Notes/Sponsor/Status	Community Identified Priority	Analysis Complete	Position Taken
Early Care & Education							
AB 92	Reyes (AD-47) - Grand Terrace	Bonta, McCarty	Preschool and Child Care and Development Services: Family Fees: Current law requires the Superintendent of Public Instruction to establish a fee schedule for families using preschool and childcare and development services. Current law exempts certain families from those fees. This bill would declare the intent of the Legislature to enact legislation that would alleviate the burden on low-income families of fees for preschool and childcare and development services.	Sponsors: Parent Voices, Child Care Law Center, CCRC Assembly Human Services Committee Senate Human Services Committee		Yes	Support
SB 246	Leyva (SD-20) - Pomona		Early Childhood Education: Reimbursement Rates: Would make a number of changes to the reimbursement rate system, including implementing plan that establishes reasonable standards and assigns rates that vary with additional factors, increase rates for license-exempt providers, and would require the CDE and CDS to create the Quality Counts California Pilot Reimbursement Program intended to allow childcare providers to receive higher reimbursement rates.	Sponsors: EveryChild CA Assembly Human Services Committee		Yes	Support
Health							
SB 316	Eggman (SD-05) - Stockton	McGuire, Aguiar-Curry, Dahle, Hertzberg, Jones, Nielsen, Wiener, Frazier, Cristina Garcia, Eduardo Garcia, Lorena Gonzalez, Mathis, Paterson, Robert River, Stone	Medi-Cal: Federally Qualified Health Center and Rural Health Clinics: This bill would allow Medi-Cal to reimburse Federally Qualified Health Clinics (FQHCs) and Rural Health Clinics (RHCs) for two services when a patient receives a medical visit and mental health or dental visit on the same day at the same clinic location. A medical visit is a service carried out by a physician, physician assistant, nurse practitioner, certified nurse-midwife, clinical psychologist, licensed clinical social worker, visiting nurse or a comprehensive perinatal practitioner, while a mental health visit is a service from psychiatrist, clinical psychologist, licensed clinical social worker, or marriage and family therapist. Dental care must be provided by a dental hygienist.	Sponsors: California Health+ Advocates; Association of Public Hospitals and Health Systems, School Based Health Alliance Assembly Appropriations Committee		Yes	Support
Families							
AB 123	Gonzalez (SD-33) - Long Beach		Paid Family Leave: Weekly Benefit Amount: This bill would revise the formula for determining benefits available pursuant to the family temporary disability insurance program, for periods of disability commencing after January 1, 2022, by redefining the weekly benefit amount to be equal to 90% of the wages paid to an individual for employment by employers during the quarter of the individual's disability base period in which these wages were highest, divided by 13, but not exceeding the maximum workers' compensation temporary disability indemnity weekly benefit amount established by the Department of Industrial Relations.	Senate Appropriations Committee		Yes	Support
Communities							
NA							
Sustainability							
NA							

Lead Organization	Subject
Protecting Immigrant Families (PIF) Campaign	Public Charge
We Must Count Campaign	COVID-19 health disparities
ECE Coalition	ECE state investments
Latino Policy & Politics Initiative	COVID-19 health disparities
Children Now	May Revise

FIRST 5 LA

SUBJECT:

- 1: Award the Design-Build Contract for the Capital Improvement Plan (CIP) for Phase 1 to Dewberry Design-Builders, Inc in the amount of \$3,050,631.80.
- 2: Find that Capital Improvement Plan (CIP) project is categorically exempt from review under the requirements of the California Environmental Quality Act (CEQA).

RECOMMENDATION TO AWARD

This memo is to recommend that at the July 8 Board of Commissioners meeting, the Board award the design-build contract to Dewberry Design-Builders, Inc. Funds to accomplish this work are included within the Capital Improvement Plan Fund, which was established and approved by the Board of Commissioners in June 2017 via resolution to support capital improvements related to building infrastructure maintenance and workspace layout. These resources have previously been designated Committed for fund balance purposes.

BACKGROUND:

First 5 LA's mission is for all children in Los Angeles County to enter kindergarten ready to succeed in school and life. Our approach to the CIP Project is to strengthen First 5 LA's physical assets, thereby advancing the organization's ability to effectively execute its 2020-2028 Strategic Plan. This work will advance our Strategic Priority #4: Optimizing our Effectiveness and Short-Term Marker of Progress #42: Improve the physical space that reflects updated space planning and building maintenance best practices that promotes greater team and organization-wide collaboration.

Our Leadership Team has always been very clear with the overall vision of this Capital Improvement initiative. The purpose of our CIP is two-fold: (1) to renovate First 5 LA's physical space to align to the organization's new structure, facilitate collaboration across the organization, and reflect updated space planning best practices; and (2) to address immediate physical plant needs and plan longer term for the maintenance and support of our facility.

First 5 LA owns and occupies its office building located at 750 N. Alameda Street, Los Angeles, California, on the Union Station campus. The building is three stories with approximately 45,000 square feet of office space. The second and third floors contain offices and cubicles for First 5 LA staff. The first floor contains a Multipurpose Room (MPR) for large meetings, four meeting rooms, storage rooms, and a vacated space previously occupied by a childcare provider.

In June of 2017, the Board of Commissioners established a Capital Improvement Fund (CIF) to make improvements to our facility, to help elevate the critical and urgent nature of our work. The CIF was comprised of unspent FY 2015/16 Operating Budget funds in the amount of \$3,660,359 and unspent FY 2016/17 Operating Budget funds in the amount of \$3,299,317. The CIF was established as part of the FY 2017/18 budget process, committing a total of \$6,959,676 in funding for capital improvements for the building.

In March 2018, First 5 LA retained MARRS Services, Inc. (MARRS) as the Project Management/Construction Management (PM/CM) consultant to oversee and manage the implementation of the CIP. First 5 LA also retained Klawiter & Associates (KA) to assess the inventory of existing furniture and develop a conceptual interior design on three floors of First 5 LA's occupied space. First 5 LA, also retained IMEG Corporation (IMEG) as the Architectural & Engineering (A&E) firm to perform preliminary architectural and engineering services which include engaging the necessary consultants, engineers and surveyors to assess the site conditions and provide pre-design, preparation of concept designs, schematic

design, and prescriptive specification development, as well as preparation of other required documents as directed by First 5 LA.

In July 2018, First 5 LA's Board of Commissioners adopted the CIP to renovate the First 5 LA office building – exterior and interior – to reflect the newly aligned organizational structure and to enhance internal collaboration and work. The CIP scope includes interior office tenant improvement, replacement of existing roofing material, replacement of (3) rooftop air handling units (HVAC), installation of new solar panels, building and site security and other site improvements including new perimeter fencing, monument signs and site light fixtures. The CIP work includes architectural, structural, mechanical, electrical, and plumbing (MEP) and limited civil engineering work for the parking lot area for lighting and general security improvements.

In consultation with our Executive Committee in June 2020, the Executive Committee endorsed that the CIP will be completed in a phased approach. The Capital Improvement Plan is scheduled to be executed in two phases, Phase 1 and Phase 2.

Phase 1 will cover the more immediate needs including preparing the building for re-entry when we can safely return staff to the office, likely next year. In addition to these re-entry projects, we will also be addressing work for our foundational needs that were called out in our building assessment. This will include addressing some of our heating and boiler needs, adding solar and the structural roof support, replacement of HVAC, reroofing, AV upgrades for the MPR and adjacent Commissioner's Conference Room on the first floor, etc.

Phase 2 work will be more of an informed approach once more is known on how to best address our building layout and management practices to fit the expectation of a safe and healthy environment post-COVID.

The Board of Commissioners presentation in March 2021 provided context on what was accomplished to date for the CIP Project and went into detail on the phased approach and the next steps within the project.

In May 2021, Staff presented an update to the Executive Committee to review the CIP Phase 1 procurement process and the timeline.

In June 2021, Staff presented the details to the request for the Board of Commissioners for information to the award of the Design Builder contract to Dewberry for the CIP Phase 1 work and to reaffirm the CEQA exemption.

DISCUSSION:

Based on the results of a competitive proposal process, staff recommends that the Board award a contract to Dewberry Design-Builders, Inc. the selected Design Build contractor for the Capital Improvement Plan–Phase 1 work in the amount of \$3,050,631.80. Staff and Legal Counsel also recommend that the Board reaffirm that the CIP project is categorically exempt from review under the requirements of the California Environmental Quality Act ("CEQA") and will inform the California Resources Agency.

First 5 LA received a total of five proposals of potential Design Builders and shortlisted all five that met our industry standard and rigorous qualifications. Minimum requirements for the firms were five (5) years' experience in design-build, an established office within 60 miles of the project, and bonding capacity of \$3 million or greater. Respondents were also required to have a minimum of 1.25 ratio of assets/liabilities. The five firms that were shortlisted are:

1. Charles Pankow Builders, Ltd
2. Dewberry Design-Builders, Inc.
3. Fasone Construction, Inc.
4. Graves Construction
5. Morley Builders, Inc.

Based on the scoring, Dewberry Design-Builders, Inc. is the preferred contractor. Staff recommends the contract be awarded to Dewberry Design-Builders, Inc. as the Design-Builder for the CIP Phase 1 project. There were no appeals filed through the Request for Proposal (RFP) procurement process by any of the proposers.

Lastly for Item 2 of this board approval, the Board previously found that in 2019 the CIP is categorically exempt from review under the requirements of the California Environmental Quality Act (CEQA). Based on consultation with our legal counsel, we are reaffirming that this project continues to falls squarely within the existing facilities exemption under CEQA Guidelines Section 15301 and is thus exempt from further CEQA review. This project does not involve the expansion of the existing building or any new construction of exterior space. Given the passage of time, however, it is considered best practice to refresh the CEQA exemption and file a new Notice of Exemption following Board approval. This finding means that additional environmental review of the project is not required because it is in a class of projects that are exempt from the review process. This makes sense, because the work will take place within the envelope of an existing structure, without significant impact on the surrounding environment. In fact, many aspects of the CIP will **improve** the environmental impacts of First 5 LA's facilities.

NEXT STEPS:

Staff anticipates after the awarding of the contract with the approval by the board, Staff can execute a contract with Dewberry Design-Builder, Inc. for Phase 1 of the CIP project in the amount of \$3,050,631.80 with the goal of starting the construction process as early as August 2021, and that the Board re-affirm and adopt Resolution No. 2021-05, finding that the Capital Improvement Plan ("CIP") is categorically exempt from review under the California Environmental Quality Act ("CEQA") and directing staff and Legal Counsel to file the required Notice of Exemption. First 5 LA will continue to monitor and mitigate any potential risks and/or delays that come during the construction phase and communicate with the Board (if needed).



Board of Commissioners Meeting Capital Improvement Plan (CIP)

Request Approval from the Board to Award the
Design Builder for CIP Phase 1




89



Carl Gayden,
Senior Director of Workplace Management

July 8, 2021

Phase 1 Timeline

Phase	Milestone	Activities	Start	Completion
Preconstruction	Bridge Document Finalized	<ul style="list-style-type: none"> Create, review and approve bridge document 	Q3 2020	Q1 2021
Preconstruction	RFQ for D/B Contractor Prequalification Complete	<ul style="list-style-type: none"> Complete RFQ Prequalify D/B contractors 	Q3 2020	Q1 2021
Preconstruction	RFP for D/B Contractor Complete	<ul style="list-style-type: none"> Complete RFP Select D/B contractor 	Q1 2021	Q2 2021
Preconstruction	Board Approval	<ul style="list-style-type: none"> Info on D/B contract at Combined Meeting of Budget & Finance and E.C. Info and Action on D/B contract at Board meeting  	Q2 2021	Q3 2021 ⁹⁰
Construction	Construction Document Complete	<ul style="list-style-type: none"> Issue Notice to Proceed to D/B contractor Finish drawings and permitting with City Conduct Plan/Check 	Q3 2021	Q4 2021
Construction	Construction	<ul style="list-style-type: none"> Complete construction 	Q3 2021	Q1 2022

*Phase 2 work will follow same process as above; timeline pending

- Phase 1 of the Capital Improvement Project will address building foundational needs and preparing the building for staff reentry when it is safe to return to the office
- We are recommending that the Design/Builder contract for the CIP Project Phase 1 be awarded to Dewberry Design Builders, Inc. in the amount of \$3,050,631.80

91

- Reaffirm that the Capital Improvement Plan (CIP) project is categorically exempt from review under the requirements of the California Environmental Quality Act (CEQA)
- The California Resources Agency has established categories of projects that are exempt from review under CEQA, because they typically do not have a significant effect on the environment.
- Based on consultation with our legal counsel, this project falls squarely within the existing facilities exemption under CEQA Guidelines Section 15301, and is thus exempt from further CEQA review.
- All work will be done on an existing structure in an existing developed area, and some aspects of the CIP improve the environmental sustainability of First 5 LA's building.

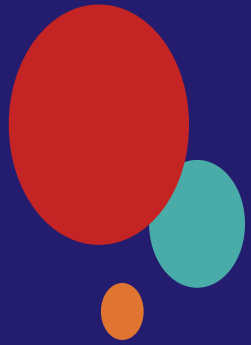
92

Project Next Steps

- After Board approval, Legal will file the appropriate Notice of CEQA Exemption
- The CIP project team will prepare for construction
- Issue the Notice to Proceed to Design-Builder/General Contractor
- First 5 LA will continue to monitor and mitigate any potential risks and/or delays that come during the construction phase and communicate with the Board



93



Questions?

RESOLUTION NO. 2021-05

A RESOLUTION OF THE LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST PROPOSITION 10 COMMISSION FINDING THAT IMPLEMENTATION OF FIRST 5 LA'S CAPITAL IMPROVEMENT PLAN IS CATEGORICALLY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, CATEGORY 1

The Board of Commissioners of the Los Angeles County Children and Families First Proposition 10 Commission ("the Commission") hereby finds and resolves as follows:

Whereas, First 5 LA owns its headquarters building located at 750 North Alameda Street ("the Building");

Whereas, the Building is a substantial capital asset of First 5 LA that must be periodically renovated, improved and maintained;

Whereas, the Commission previously directed staff to complete a Capital Improvement Plan ("CIP") for Commission approval and committed funds to pay for the work contemplated by the CIP;

Whereas, First 5 LA is moving forward with implementation of the CIP by awarding a contract to a Design Builder;

Whereas, First 5 LA is making substantial improvements to the Building that will improve energy efficiency and environmental sustainability of the Building, and

Whereas, the CIP work is an activity undertaken by a public agency that may cause a direct or indirect physical change in the environment, and is thus a "project" as defined in the California Environmental Quality Act ("CEQA").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The work specified in the CIP, and the award of contract to a Design/Builder, is categorically exempt from review under CEQA as a Category 1 exemption, because it is the operation, repair, maintenance and minor alteration of an existing structure. 14 Cal. Code of Regulations, Section 15301.
2. The Executive Director or her designee and Legal Counsel are directed to file a Notice of Exemption when legally required.
3. The executed copy of this Resolution shall be retained on file as evidence of the Commission's action herein.

PASSED, APPROVED AND ADOPTED THIS 8TH DAY OF JULY, 2021 BY THE FOLLOWING VOTE:

AYES: Commissioners _____

NOES: Commissioners _____

ABSTAIN: Commissioners _____

Sheila James Kuehl
Chair, First 5 LA

Kim Belshé
Executive Director

FIRST 5 LA

SUBJECT: Proposed Procurement Policy Reforms

BACKGROUND:

The Procurement Reform Project was launched in 2019 to address challenges attributed to the current procurement policy and processes that have resulted in inefficiencies and time intensive processes, operational issues, and outdated procurement strategies and methods. The project team assessed the current policy and existing processes to address the challenges and learnings from implementation. These recommendations are intended to better align with First 5 LA's strategic direction and values, maximize best use of the Board's important resource of time and attention, and enable more effective and efficient implementation of the Strategic Plan. This project contributes to First 5 LA's efforts to optimize our effectiveness, one of four strategic priorities in our Strategic Plan. The board last approved the Procurement Policy on Feb. 13, 2014. As required by California Health and Safety Code § 130140, First 5 LA is required to adopt contracting and procurement policies in a public hearing. Staff are recommending changes to the policy which is provided as information at the Board of Commissioners meeting on July 8. The revised policy will return to the Board of Commissioners for approval on September 9. Upon approval of the revised policy, staff will develop processes to support implementation of the policy.

The project team commenced this work by establishing a set of guiding principles to inform policy and process recommendations.

Guiding Principles:

- Aligns with mission, values & Strategic Plan
- Improves efficiency
- Clarifies accountabilities
- Aligns with public procurement values
- Promotes consistency
- Complies with legal requirements
- Supports the highest and most strategic use of the Board's time

In the Fall of 2019, Calyptus Consulting Group, Inc. was selected through a competitive solicitation to provide their expertise, share industry best practices, conduct research, and provide project management support. With the support of Calyptus Consulting Group, the project team developed and used the approach described below to inform policy recommendations.

Approach

First 5 LA conducted a spend analysis of all active agreements as of December 16, 2019 which totaled \$155M for 235 agreements. The intent of this evaluation was to determine First 5 LA's spend by method of procurement, procurement exceptions, agreement types, and activity by thresholds. This analysis informed discussions around threshold suitability, need for exceptions, and utilization of procurement methods. The data, broken out by percentage of dollars and agreements, were also used as a comparison to other benchmarked organizations to support the development of the recommendations.

Next, the consultants conducted staff interviews and focus groups. The interviews covered procurement practices, policy-related issues and other staff pain points. These feedback sessions helped the project team understand staff perceptions, feedback and areas of focus for improvement.

The next phase of the project involved benchmarking peer organizations. Peer organizations were identified from F5LA interviews and the project team. These include independent First 5 Commissions, other public sector agencies (City, County, State, academic institutions), and foundations. This analysis was also considered in developing final recommendations around thresholds, board approvals, exception types, and other policy components.

Finally, the project team conducted a review of best practices in public procurement. The team reviewed best practices advanced by the National Institute of Governmental Purchasing (NIGP), the National Association of State Procurement Officials (NASPO), and the guidelines provided by the First 5 Association's Financial Management Guide (FMG).

Diversity, Equity and Inclusion (DEI):

With the support of Seed Collaborative, First 5 LA's DEI consultant, and the Office of Equity, Strategy and Learning (OESL), the policy incorporates First 5 LA's commitment to this value. The policy articulates First 5 LA's intent to establish accessible and fair procurement practices. This requires addressing barriers to participation in procurement to make contract opportunities more accessible to all businesses. The strategies and practices to support DEI in procurement will be developed in consultation with Seed Collaborative, OESL, and Calyptus Consulting Group. The project team will continue to explore Los Angeles County's Preference Program and other emerging practices to test and pilot. Staff intend to collect, monitor, and use data on diversity, equity, and inclusion to inform and adjust procurement procedures to ensure continuous alignment with the stated goals in the policy.

The revised policy was informed by the guiding principles and the approach described above. Once the revised policy and process changes are implemented, we anticipate greater efficiencies with procurement activities, more expeditious contracting approvals, an increase in participation and funding of diverse businesses and an improvement in contractor and grantee experience. Please refer to Attachment D for a summary of all recommendations. The revised policy primarily addresses areas that are non-negotiable (i.e. required by law), change infrequently, have widespread application, and address major operational issues. First 5 LA's existing procedures manual will be revised to support the policy which will include detailed processes and activities, specific roles and responsibilities, and address how to operationalize the policy. First 5 LA's procedures manual will serve as the primary source for procurement and contracting related processes.

Attachments

The documents listed below are included as attachments:

Attachment A: Revised Procurement Policy

Attachment B: Current Procurement Policy

Attachment C: Current Appeals Policy: The Appeals Policy has been incorporated into the revised Procurement Policy.

Attachment D: Summary of recommendations

Attachment E: Presentation to the Executive Committee

NEXT STEPS

Staff will seek approval of the revised Procurement Policy at the Board of Commissioners Meeting on September 9.

Los Angeles County Children and Families First Proposition 10 Commission

SUBJECT: Procurement Policy	Policy Number:	A-2100
	Effective Date:	October 1, 2021
	Supersedes:	2/13/14, 11/14/13, 11/29/12, 4/12/12, 6/8/06, Appeals Policy 9/13/12
Initiating Authority: Contract Administration and Procurement	Page	1 of 8

I. PURPOSE

This document establishes a uniform policy for the procurement of goods and services, by the "Los Angeles County Children and Families First – Proposition 10 Commission ("Commission") aka "First 5LA".

II. APPLICATION

This policy applies to all Commission employees and contractors authorized to do business on behalf of the Commission, hereinafter referred to as the “user.” The contract administration and procurement staff (“CAP”) will be responsible for policy implementation. The user team or office shall comply with this policy and the procedures developed by CAP.

III. OVERVIEW

The Commission shall procure goods and services using an accessible, fair, and uniform process, allowing for free and open competition aligned with the Commission’s value and investment guideline of diversity, equity and inclusion. Procurement shall be conducted in a manner that delivers quality materials and services from responsible entities¹. The Commission shall promote competition for the procurement of goods and services and under certain circumstances, prioritize partnerships that are essential to advance the Strategic Plan. Purchases or procurements shall be consistent with and in support of the Commission’s Strategic Plan and shall not be divided into smaller units to avoid the requirements of this policy.

IV. PROCUREMENT METHODS

Determination of the procurement method shall consider total cost and project length or timeframe for goods and services needed by the Commission. Unless a specific exception to this policy applies, the Commission shall procure goods and services as follows:

- 1) No bid: For goods and services up to \$10,000, the user may select the provider directly

¹ Responsible and responsive entity is one that has responded appropriately and has the capability to comply with all aspects of the solicitation as defined in California Public Contract Code 1103. In order to be eligible to apply, current and former contractors and grantees must not remain in non-compliant status with any existing and past Commission contracts.

without the need for bids. This process shall not be used when it is reasonably foreseeable that the recurring purchases would exceed the no-bid threshold in the aggregate.

- 2) Informal bid or small purchase: For goods and services between \$10,001 and \$100,000, the user shall comply with the informal bid process to procure goods and services. The user shall collect at least 3 bids from qualified providers, with the award to the responsible entity submitting the lowest bid or best value to F5LA. If less than three responses are received, the user must demonstrate that sufficient outreach and diligence were undertaken and document why the requirement for three bids was not met.
- 3) Formal bid or open solicitation: For goods and services over \$100,000, the user shall competitively procure goods and services from the lowest responsible bidder or the evaluation method set forth in the solicitation, or other method deemed appropriate for a formal bidding process.

There are two means of conducting a competitive, open solicitation:

- a. The first method is to conduct an open competitive solicitation process². The solicitation shall be posted publicly on the Commission's website and publicized through other appropriate channels that extend the Commission's reach to prospective applicants in alignment with the Commission's diversity, equity and inclusion value and investment guideline. Simple or standard solicitations shall be posted for a minimum of 10 business days prior to the submission deadline; complex procurements shall be posted for a minimum of 15 days prior to the submission deadline. Any exceptions to the posting period shall be approved by the Director of CAP (or designee). Open solicitations shall be written to include the scope of work, specifications, and terms and conditions of the proposed purchase or contract. The solicitation shall provide sufficient details to assist prospective applicants in calculating an accurate, unconditioned, and stable bid.
- b. The second method is to establish a pool of qualified providers through an open solicitation. Providers in the pool shall be selected by the evaluation method set forth in the solicitation. Admittance into the pool does not guarantee a contract. Pools shall be refreshed at least once every 2 years. When pools are refreshed, the Commission may, at its discretion, allow for existing members to remain in the pool without re-qualifying, if there have been no material changes in the qualifications of the pool member.

Each open solicitation shall provide explicitly that the Commission reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid, unless otherwise approved by the Commission. The CAP Director, in consultation with legal counsel, may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers. CAP shall make the final determination as to which method of solicitation is most effective in each given solicitation and shall approve all solicitation methods used

² Includes joint solicitations defined as two or more agencies that aggregate their individual product and service needs into a single solicitation effort.

prior to issuance.

- 4) Cooperative agreements³ and piggybacking⁴ for goods and services: Cooperative agreements and piggybacking are permissible when a public entity or cooperative purchasing program allows other entities to utilize all or a portion of the goods and services as originally advertised, competed, evaluated, and awarded. Additionally, the Commission may include assignability clauses to contracts procured by the Commission to allow other public agencies to piggyback on these opportunities. When applicable, the Commission may also leverage contracts awarded by the State of California without further competitive bidding (Public Contracts Code Section 10298 *et seq.*).

V. PROCUREMENT EXCEPTIONS

It is acknowledged that in certain circumstances, there will be important business reasons why exceptions to an informal bid or competitive solicitation may be necessary. Those circumstances are described below. Exception requests must be supported by evidence that due diligence has been performed through a market analysis to arrive at the determination. Procurement exceptions described in subsections a-e below shall be justified and well-documented.

Justification for exceptions shall be documented by the user, approved in accordance with section VI Approvals, and maintained in the project file. Lack of planning will not suffice as a justification for these exceptions.

The following circumstances shall allow the Commission to issue a sole source contract and the informal and formal bidding requirements of this policy shall not apply:

- a. The supplies, equipment or services to be procured are unique because of their quality, durability, availability, exclusivity, or fitness for a particular use, or are available from only one source.
- b. The offeror's related experience or expertise, techniques, specialized capabilities, or a combination of these are integral factors to the work that no other source can comparably perform.
- c. A strategic partner defined as having an existing infrastructure or substantial investment in a program or project that either cannot be duplicated or would be duplicated at the expense of the Commission, and has the demonstrated resources, ability, program reach, or level of expertise to support the Commission's systems change work. Strategic Partnerships also include entities that administer jointly funded programs or entities with key relationships⁵ when these are critical to advancing the Commission's Strategic Plan. In all instances, the Strategic Partnership must be

³A cooperative agreement is a competitively bid agreement from a lead public agency established with multiple vendors in which those vendors agree to allow other public agencies to acquire specific goods or services in the future at established prices.

⁴Piggybacking is a method of procurement whereby an agency uses another agency's contract, even though it was not a party to the original solicitation and contract award.

⁵Proposed strategic partners with key relationships must demonstrate affiliations with key stakeholders needed by the Commission that cannot be achieved through a traditional procurement process.

aligned with the Commission's Strategic Plan.

- d. Emergency purchases defined as time-limited purchases that are essential to the health, safety, and welfare of personnel or for the protection of property, systems and assets and arises from a present, immediate, and existing emergency that could not reasonably be foreseen. These purchases may also include extreme events, as defined in the Fund Balance Policy A-2301.
- e. Circumstances in which competition is deemed to be inadequate after solicitation of a number of sources.
- f. Categorical exemptions defined as purchases that do not lend themselves to a competitive procurement process. CAP shall make a determination of categorical exemptions based on, but not limited to, the following:
 - i. The market for an item or service is regulated by a third party (bus tokens, postage, utilities), or
 - ii. The purchase is governed by another Commission policy (travel policy, conference, and event sponsorship), or
 - iii. An item or service is not possible to be competed (leasing of property, subscriptions, and memberships).

CAP will manage the list of categorical exemptions. A sole source justification is not required for purchases under categorical exemptions.

VI. APPROVALS

- a. All Commission contracts, and amendments over \$150,000 in the aggregate shall be presented to the Board of Commissioners as an item under Consent for approval prior to execution on behalf of the Commission. To comply with First 5 LA's Governance Guidelines, the annual budget shall serve as information for contracts presented to the Board for approval if the resources for those contracts are included in the board approved budget.
- b. The Executive Director (or designee) may approve any contract or amendment up to \$150,000 in the aggregate and will establish appropriate internal procedures and controls for those awards. Contracts that are executed under the Executive Director (or designee) between \$10,000-\$150,000 will be presented as information at the next Board of Commissioners meeting. The Executive Director (or designee) has authority to extend contracted timeframes without cost referred to as "no-cost contract extensions."
- c. The Executive Director (or designee) may approve contracts above his/her delegated authority during months when the Board of Commissioners is not scheduled to meet. These contracts must be presented to the Board of Commissioners at the next available meeting and exercised only when essential to support the Commission's operations and programs.
- d. Strategic Partnerships over \$150,000 in the aggregate shall be presented to the Board of Commissioners and the Board shall determine, through specific written findings, whether establishing the Strategic Partnership is in the best interests of the Commission.

- e. In an emergency, as defined under Section V, the Executive Director (or designee) has authority to enter into contracts in any amount. In addition, the Executive Director (or designee) has the authority to amend or extend agreements to support contractors and grantees during a declared emergency in any amount. These contracts must be provided to the Board of Commissioners as information at the next Board of Commissioners meeting.
- f. The CAP Director (or designee) shall determine if a proposed exception complies with Section V of this policy. The Executive Director (or designee) shall provide final approval of all exceptions excluding Strategic Partnerships over \$150,000.

VII. DIVERSITY, EQUITY, AND INCLUSION

In alignment with the organization's value of diversity, equity and inclusion, the Commission is committed to accessible and fair procurement practices. The Commission shall address barriers to participation in procurement to make contract opportunities more accessible to all businesses, including but not limited to, local small business enterprises, social enterprises, and community business enterprises⁶ (includes minority, women, disabled veterans, disadvantaged, and LGBTQ owned enterprises). Selection and final consideration of awards shall be determined by the evaluation criteria established by the Commission. The Commission shall not discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, or national origin. Strategies and practices to support diversity, equity, and inclusion shall be documented in the Commission's procedures' manual. The Commission shall collect, monitor, and use data on diversity, equity, and inclusion to inform and adjust Commission's procedures to ensure continuous alignment with this policy.

VIII. PUBLIC CONTRACTS CODE AND PUBLIC WORKS

- a. Pursuant to Public Contracts Code Section 3410, when purchasing food, the Commission shall give preference to United States-grown produce and United States processed foods when there is a choice and when it is economically feasible to do so, at the discretion of the Executive Director (or designee).
- b. The Commission shall purchase recycled products whenever recycled products are available at the same or lesser price and shall require contractors to comply with Public Contracts Code Sections 22150-22154 regarding the use and reporting of post- consumer materials.
- c. The Commission shall comply with the provisions of the California Public Contract Code for all applicable public works projects.

IX. REGRANTING

If the Commission is the recipient of non-First 5 LA Proposition 10 funds and is required to regrant to specific organizations, these funds shall be regranted to the recipient organization without the application of the procurement policy. In the event that the Commission is required to include specific subcontractors in its proposals and selected for award of funds, the

⁶The Community Business Enterprise (CBE) Program was established by Los Angeles County Consumer and Business Affairs and encourages minority, woman, disabled veteran or disadvantaged business owners to capitalize on opportunities in government and private-sector procurement programs.

requirements of this policy shall not apply. If the Commission receives unallocated funds or funds that are not dedicated to a specific sub-recipient, the requirements of the policy will apply for use of those funds.

X. CONFLICT OF INTERESTS

The Commission shall not contract with, or provide contract or grant funds to, a person or entity who has a conflict of interest, or with whom a Commissioner or staff member has a conflict of interest, except as permitted by applicable law. A conflict of interest exists when one has the opportunity to advance or protect one's own interest or private interest of others, with whom one has a relationship, detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the Commission. No Commissioner, staff member, or consultant shall make, participate in making, or in any way use his or her official position to influence the making of a decision of hiring services for the Commission when he or she knows or has reason to know he or she has a financial interest. Decision-makers must recognize that even the perception or temptation of a conflict of interest may give rise to the disqualification of a proposer or the termination of an agreement. The Commission shall determine potential conflicts of interest at the earliest opportunity. Contractors and Grantees are expected to comply with these provisions as a material part of any Contract or Grant agreement. A Contractor's or Grantee's failure to promptly disclose known conflicts of interest shall be grounds for disqualification or termination. The Commission's "*Conflict of Interest*" policy applies to all methods of procurement.

XI. APPEALS

Unsuccessful bidders, proposers or applicants for Commission contracts or grants shall have the ability to appeal an unfavorable decision of the Commission on that matter subject to the limitations and procedures established in this policy. Such an appeal shall be permitted only on the grounds that the decision violated applicable law, Commission policies and procedures, or the terms of the solicitation. Appeals challenging the Commission's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding the Commission's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. This appeal policy does not apply to operational or monitoring decisions made during the course of awarded contracts and grants. The Executive Director (or designee) may establish further rules and procedures consistent with this policy to assist in the implementation of the appeals process. The Commission staff may offer debriefings, at their discretion, to unsuccessful proposers after the appeals period has passed and after the resolution of any appeal.

This appeal policy does not apply to informal bids or operational and monitoring decisions made during the course of awarded contracts and grants.

PROCEDURE

- a. Any appeal of a decision by the Commission shall be in writing and filed within ten (10) business days following the date the notification of decision is made by the Commission. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by the Commission. Any appeal received by the Commission after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected.

- b. The written appeal shall include the following information:
- i. The specific contract, solicitation or other decision being appealed.
 - ii. The name, address, telephone numbers and email address of the appellant.
 - iii. A detailed description of the specific legal and factual grounds for the appeal, stating specifically the violation of applicable law, the Commission's policies and procedures, or the terms of the solicitation.
- c. New grounds for appeal raised by the appellant after the appeal is filed shall not be considered.
- d. In any appeal filed pursuant to this policy, the burden shall be on the appellant to demonstrate the violation of applicable law, Commission policies and procedures, or the terms of the solicitation.
- e. Upon receipt of a timely appeal, the Executive Director (or designee) shall review the appeal to determine if it is permitted by this policy. If the appeal is rejected as improper, the Executive Director (or designee) shall provide a prompt written notification to the appellant with an explanation for this decision.
- f. When a timely and proper appeal is submitted, the Commission shall not execute a contract with another party during the pendency of an appeal. The Commission reserves the right at its sole discretion to bifurcate solicitations.
- g. If the appeal is timely and proper, the Executive Director (or designee) shall investigate the appeal and render a decision within 20 business days upon receipt of the appeal. At the discretion of the Executive Director (or designee), a meeting may be held with the appellant and staff to investigate the grounds for the appeal.
- h. If the Executive Director (or designee) believes that he or she is unable to make an impartial decision on the appeal, the appeal shall be referred to an *ex officio* member of the Commission who has no interest in the matter for investigation and decision.
- i. The Executive Director (or designee) shall render a written decision to the appellant. The decision may direct any of the following actions:
- i. Deny the appeal and proceed with award of the contract with the selected proposer.
 - ii. Refer the results of the appeal back to the Commission staff for further review and selection based on the results of the appeal.
 - iii. Overturn the results of the selection process and designate a new successful proposer if clearly dictated by the findings of the appeal.
 - iv. Refer the matter to the full Commission.
 - v. Cancel the procurement and resolicit.

The decision of the Executive Director (or designee) shall be final.

- j. The Executive Director (or designee) shall have authority to temporarily extend existing contracts where the goods and/or services provided under the existing contract are the subject of an ongoing procurement and the results of that procurement have been appealed in accordance with this policy until such time as the appeal has been decided.

Attachment B

Los Angeles County Children and Families First Proposition 10 Commission

SUBJECT: Procurement Policy	Policy Number: A-2100
	Effective Date: 02/13/14
	Supersedes: 11/14/13, 11/29/12, 4/12/12, 6/8/06
Initiating Authority: Contract Compliance Department	Page 1 Of 5

I. PURPOSE

This policy establishes a uniform policy and procedures for the procurement of services and materials by the “Los Angeles County Children and Families First – Proposition 10 Commission (“Commission”) aka “First 5 LA.”

II. APPLICATION

These procedures apply to all Commission departments, employees and individuals/consultants authorized to do business on behalf of the Commission.

III. POLICY

First 5 LA shall procure goods and services on the open market through a fair and uniform procurement policy, allowing for free and open competition and in a manner that delivers quality materials and services from responsible¹ entities in the most cost-effective manner. It is acknowledged that in limited circumstances, there will be important business reasons why exceptions to a competitive solicitation may be necessary. Those limited circumstances are addressed in the “Exceptions” section below. The procurement process for purchases made pursuant to an exception shall be well-documented.

IV. PROCEDURES

Unless a specific exception to this policy applies, the Commission shall competitively procure goods and services with a value of \$25,000 or more per fiscal year, from the lowest responsible bidder or the evaluation method set forth in the Requests for Proposal (“RFP”), written solicitation, or other method deemed appropriate for a formal bidding process.

¹ Responsible entity is one that has responded appropriately and has the capability to comply with all aspects of the solicitation. Current and former contractors, grantees and vendors must not be out-of-compliance with any existing and past Commission contracts in order to be eligible to apply.

Purchases or procurements shall be consistent with the Commission's Strategic Plan, and shall not be divided into smaller units to avoid the requirements of this policy. RFPs or other methods for bidding shall be written to include the scope of work, specifications and terms and conditions of the proposed purchase or contract. Each RFP or other appropriate method shall provide sufficient details to assist prospective applicants in calculating an accurate, unconditioned and stable bid. Each RFP or other method used shall provide explicitly that the Commission reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the bid. The Executive Director (or designee) or Commission may waive any irregularity in bids. The Executive Director (or designee) and user Department Director shall make the final determination as to which method of solicitation is most effective in each given solicitation and shall approve all RFPs or other method used prior to issuance.

1. Purchases or services of \$25,000 or more within a fiscal year require a competitive, open solicitation, unless meeting the requirements of an exception as stated below. There are two means of conducting a competitive, open solicitation:
 - A. First 5 LA can establish pools of qualified entities through an open solicitation known as a Request for Qualifications (RFQ). The RFQ will clearly delineate required area(s) of expertise or service. The pool of acceptable entities will be selected in adherence to the requirements as spelled out in the separate "*Selection of Grantees and Contractors*" policy. Entities that have successfully competed through the RFQ and have been selected into the pool are referred to as "pool registered entities." Being registered in the pool in no way guarantees a contract. It is the Commission's sole discretion to determine those areas in which pools will be established. That determination will be made in consultation with the Executive Director (or designee). Pools may be open and add successful entities on an ongoing basis. Pools may also be closed, accepting successful entities during a defined period of time. If a pool of registered entities is established and is closed, it will have to be reopened to allow the option for additional providers to submit their qualifications on a regular basis ("refreshed"), no less than every 24 months. When pools are refreshed, the Commission may at its discretion allow for existing members to remain in the pool without re-qualifying, if there have been no material changes in the qualifications of the pool member. Once a pool is established, the Commission may conduct a competitive solicitation from the appropriate pool and by areas of expertise. In so doing, the Commission is not required to undertake the 10-day posting requirement or the standard evaluation process, as spelled out in the "*Selection of Grantees/Contractors*" policy.
 - B. The second method of conducting an open, competitive solicitation is by conducting a general solicitation. The solicitation shall be posted publicly on the Commission's website and publicized through any other appropriate channels. The solicitation shall be posted for a minimum of 10 business days prior to the submission deadline and must adhere to all other requirements as spelled out in the "*Selection of Grantees/Contractors*" policy.

The exceptions to the competitive bidding requirements of this Policy shall be as follows:

Justification for using other than the competitive bid solicitation process, or the selection of other than the lowest competitive bidder for procurements of \$25,000 or more within a fiscal year shall be approved in writing by the Executive Director (or designee) and maintained in the project file. The Commission's "*Conflict of Interest*" policy applies to all methods of procurement.

The competitive bid requirement of this policy shall not apply under the following circumstances:

- a. The supplies, equipment or services to be procured are unique because of their quality, durability, availability or fitness for a particular use or are available from only one source;
- b. The Executive Director (or designee) has determined in writing that exigent or emergency circumstances require the immediate purchase of specific supplies, services or equipment, which determination shall be maintained in the Commission's files;
- c. Personal services contracts² if the Executive Director issues a written finding prior to the award of contract that the proposed contractor is so uniquely qualified for the particular project that competitive bidding would not be in the best interests of the Commission. Such findings must specifically define the nature of the personal services to be provided, should be infrequently made and shall remain in the Commission's file regarding the contract.
- d. In certain circumstances, the Commission may enter into Strategic Partnerships.³ In all instances, the Strategic Partnership must be aligned with the approved Strategic Plan, and may be established only when any one of the following conditions is met:
 - i. The Strategic Partnership can provide specific resources needed by First 5 LA to implement an approved program or initiative in a manner or on a scale that makes the Strategic Partnership more cost-effective than resources provided through a competitive solicitation; or
 - ii. The Strategic Partnership can implement an approved program or initiative more expeditiously than resources provided through a

² The term "personal services contract" shall mean a contract in which, by its express terms, the labor, or unique skills or talents, of a particular identified individual or group of individuals are material to the performance of the contract. "Personal services contracts" include, without limitation, contracts for temporary employees.

³ A strategic partner is defined as an existing governmental, not-for-profit or for-profit entity which has specific resources needed by the Commission and which has the demonstrated resources, ability or level of expertise to implement specific activities in cooperation with the Commission that are consistent with the Commission's Strategic Plan and meet the conditions as stated above.

- competitive solicitation; or
- iii. The Strategic Partnership can provide a demonstrated level of ability or expertise that is only available in the community through the proposed Strategic Partnership; or
- iv. The Strategic Partnership provides an opportunity to leverage First 5 LA funds to produce additional funding for the program or initiative or service.

For Strategic Partnerships up to \$75,000 the Executive Director (or designee) shall determine in writing that establishing the Strategic Partnership is in the best interests of the Commission. For Strategic Partnerships of \$75,000 or more in any fiscal year, the determination must be presented to the Board at a public meeting and the Board shall determine, through specific written findings, whether establishing the Strategic Partnership is in the best interests of the Commission.

2. Unless a specific exception to this policy applies, the Commission shall solicit bids or proposals through a broad array of communication media, designated to attract a range of competitive bidders. At a minimum, each RFP or other solicitation shall be posted on the Commission's website for a minimum of 10 business days and transmitted by the responsible department(s) to identified potential bidders. Further requirements are addressed in the "*Selection of Grantees/Contractors*" policy.
3. The Commission shall promote diversity amongst its contractors/grantees and vendors, taking into account the diversity of the Los Angeles County population. To do so, the Commission shall adhere to requirements as spelled out in the "Selection of Grantees/Contractors" policy and may undertake additional efforts to ensure representation of disadvantaged businesses, minority, veteran, women -owned entities, as well as small-business enterprises.
4. Each RFP or other solicitation method issued by the Commission shall contain a sample of the Commission's standard applicable contract for goods or services including, without limitation, insurance requirements, with a statement notifying the bidder that the selected bidder shall be expected to execute the contract without substantive alteration.
5. All Commission contracts to contractors, grantees or vendors of \$75,000 or more in the aggregate in any fiscal year shall be presented to the Commission on a consent calendar for approval prior to execution on behalf of the Commission. The Executive Director (or designee) may approve any contract less than \$75,000 in the aggregate in a fiscal year, and will establish appropriate internal policies and controls for those awards. Copies of contracts executed in the amount of \$25,000 or more and up to \$75,000 within a fiscal year will be provided to the Commission during the course of its normal business and be provided as informational items. In addition, the Executive Director has authority to amend any contract by up to \$75,000 or up to 10% of the total contract amount within a fiscal year, whichever is greater. The Executive Director (or designee) also has authority to extend contracted timeframes without cost, referred to as "no-cost contract extensions."

6. Pursuant to Public Contracts Code Section 3410, when purchasing food, the Commission shall give preference to United States-grown produce and United States processed foods when there is a choice and when it is economically feasible to do so, at the discretion of the Executive Director or his/her designee.
7. The Commission shall purchase recycled products whenever recycled products are available at the same or lesser price, and shall require contractors to comply with Public Contracts Code Sections 22150-22154 regarding the use and reporting of post-consumer materials.

V. RESPONSIBILITIES

The Executive Department and Department Directors are responsible for implementing this policy, and formulating and complying with appropriate procedures and guidelines. The Executive Department is also responsible for monitoring the specified thresholds and make recommendations to the Commission with any recommended modifications.

VI. REFERENCES/LEGAL AUTHORITY

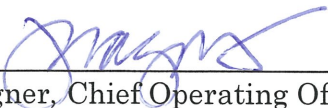
VII. APPROVALS



Jennifer Eekhart, Contracts Compliance Manager
Initiating Authority

2/18/14


Date



John Wagner, Chief Operating Officer

2/18/14

Date



Kim Belshé, Executive Director

2/18/14

Date

Approved by Board of Commissioners February 13, 2014

Los Angeles County Children and Families First Proposition 10 Commission

Board of Commissioners Appeals Policy

1. PURPOSE

The purpose of this policy is to formalize First 5 LA's policy regarding appeals of specified decisions and to prescribe the rules for such appeals.

2. STATEMENT OF POLICY

Unsuccessful bidders, proposers or applicants for First 5 LA contracts or grants shall have the ability to appeal an adverse decision of the Commission or staff on that matter subject to the limitations and procedures established in this policy. Such an appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the bid, RFP or RFQ. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. This appeal policy does not apply to operational or monitoring decisions made during the course of awarded contracts and grants.

3. PROCEDURE

- A. Any appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director or his/her designee within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed in person or by fax or email to the designated contact person on the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the tenth (10th) business day following the date the notification of decision is issued shall be rejected.
- B. The written appeal shall include the following information:
 1. The specific contract, RFP, RFQ or other decision being appealed.
 2. The name, address, telephone numbers and email address of the appellant.
 3. A detailed description of the specific legal and factual grounds for the appeal, stating specifically the alleged error of law, policy, procedure or term.
 4. Supporting documents, if applicable. New documents submitted, or new grounds for appeal raised, by the appellant after the appeal is filed shall not be considered.

Appeals Policy

Page 2

- C. In any appeal filed pursuant to this policy, the burden shall be on the appellant to demonstrate the error or failure to comply with applicable law, policy, procedure or term.
- D. Upon receipt of a timely appeal, the Executive Director or his/her designee shall review the appeal to determine if it is permitted by this policy. If the appeal is rejected as improper, the Executive Director shall provide a prompt written notification to the appellant.
- E. First 5 LA shall not take any action to prejudice the appeal, such as executing a contract with another party, during the pendency of a timely and proper appeal. First 5 LA reserves the right at its sole discretion to bifurcate solicitations.
- F. If the appeal is timely and proper, the Executive Director or his/her designee shall investigate the appeal and render a decision within a reasonable time. At the discretion of the Executive Director or his/her designee, an informal meeting may be held with the appellant and staff to investigate the grounds for the appeal.
- G. If the Executive Director or his/her designee believes that he or she is unable to make an impartial decision on the appeal, the appeal shall be referred to an *ex officio* member of the Commission who has no interest in the matter for investigation and decision.
- H. The person who reviews the appeal shall render a written decision within a reasonable time following the filing of the appeal. The decision may direct any of the following actions:
 - 1. Deny the appeal.
 - 2. Refer the results of the appeal back to the Commission staff for further review and selection based on the results of the appeal.
 - 3. Overturn the results of the selection process and designate a new successful proposer if clearly dictated by the findings of the appeal.
 - 4. Re-open the RFP, RFQ or bid process.
 - 5. Refer the matter to the full Commission.
- I. The decision of the Executive Director or his/her designee shall be final.
- J. The Executive Director may establish further rules and procedures consistent with this policy to assist in the implementation of the appeals process.

Attachment D

SUMMARY OF RECOMMENDATIONS

Thresholds

#	Current	Recommended
1	No Bid Purchases up to \$5,000 do not require any bids	Incorporate the no bid threshold into policy. Set up to \$10,000 as the no-bid threshold. Procedures will explore system functionalities (BBGM) and establish processes with Finance to monitor no-bid purchases.
2	Informal Bid \$5,000 - \$25,000 requires 3 bids	Incorporate the informal bid threshold into policy. Set range for informal bids as \$10,001-\$100,000. Strengthen the informal bidding process to require users to collect at least three (3) bids from qualified providers. If less than three responses are received, staff must demonstrate that sufficient outreach and diligence were undertaken and document why the requirement for three bids was not met.
3	Competitive Purchase Over \$25,000 requires an open solicitation	Set competitive purchase threshold at above \$100,000. Proposer is required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid, unless otherwise approved by the Commission. This was previously sixty (60) days.
4	Board Approval Contracts of \$75,000 or more and amendments greater than 10% or \$75K, whichever is higher	Set threshold for contracts and amendments above \$150K for board approval. Request Board to delegate contract authority to the ED above the threshold when the Board is not in session and provide as information to the Board at the next meeting; This will be exercised only when essential to support the Commission's operations and programs. Added language to reflect our current practice which states that the annual budget shall serve as information for contracts presented to the Board for approval if the resources for those contracts are included in the board approved budget to comply with the sequencing of action items in the Governance Guidelines.
5	Contracts Under ED Authority	Contracts that are under ED authority (\$10,000-\$150,000) will be presented as information at the next board meeting.
6	Strategic Partnerships over \$150K	Increase threshold for Strategic Partnerships that require board approval from \$75K to \$150K. The Executive Director or designee shall approve Strategic Partnerships up to \$150K.

113

Procurement Exceptions & Other Methods

#	Current	Recommended
6	Sole Source The supplies, equipment, or services to be procured are unique because of	Refine definition to add "exclusivity" of products or services.

Attachment D

SUMMARY OF RECOMMENDATIONS

	their quality, durability, availability or fitness for a particular use or are available from only one source (from current policy)	
7	<p>Personal Service Contracts (PSCs)</p> <p>Defined as uniquely qualified based on labor, unique skills, or talents of a particular identified individual or group of individuals that are material to the performance of the contract.</p>	<p>Revise definition and eliminate reference to PSCs. This exception will focus on related experience, use of techniques, specialized capabilities, or a combination of these factors that no other source can comparably perform</p>
8	<p>Strategic Partnerships (SPs)</p> <p>Entity that has the demonstrated resources, ability, or level of expertise to implement specific activities in cooperation with the Commission that are consistent with the Strategic Plan In addition, at least one of four criteria must be met.</p>	<p>Revise definition of a strategic partner and remove criteria: A strategic partner is defined as having an existing infrastructure or substantial investment in a program or project that either cannot be duplicated or would be duplicated at the expense of the Commission, and has the demonstrated resources, ability, program reach, and level of expertise to support the Commission’s systems change work. Strategic Partnerships also include entities that administer jointly funded programs or entities with key relationships when these are critical to advancing the Commission’s Strategic Plan. In all instances, the Strategic Partnership must be aligned with the approved Commission’s Strategic Plan.</p>
9	<p>Emergency Purchases</p> <p>Exigent or Emergency circumstances that requires the immediate purchase of specific supplies, services, or equipment.</p>	<p>Revise definition as time-limited purchases that are essential to the health, safety, and welfare of personnel or for the protection of property, systems and assets and arises from a present, immediate, and existing emergency that could not reasonably be foreseen. These purchases may also include extreme events, as defined in the Fund Balance Policy A-2301.</p> <p>Authorize the Executive Director to approve emergency contracts (as defined above) and amend or extend agreements to support contractors and grantees during a declared emergency. These contracts will be provided to the board as information at the next board meeting.</p>
10	<p>Categorical Exemptions</p> <p>F5LA has a list of categorical exemptions in the Procurement Manual.</p>	<p>Incorporate categorical exemptions as an exception to procurement. Define as purchases that do not lend themselves to a competitive procurement process such as if:</p> <ol style="list-style-type: none"> 1)) the market for an item or service is regulated by a third party (bus tokens, postage, utilities) 2) purchase is governed by another First 5 LA policy (travel policy, conference and event sponsorship), or 3) item or service is not possible to be competed (leasing of property, subscriptions and memberships). <p>List of exemptions will be maintained and communicated by CAP.</p>

Attachment D

SUMMARY OF RECOMMENDATIONS

11	<p>Cooperative Agreement and Piggybacking</p> <p>F5LA is currently allowed to leverage State contracts and piggyback for CIP only.</p>	<p>Include the use of both cooperative agreements and piggybacks in the policy for purchase of general goods and services.</p>
12	<p>Solicitation to the Pool</p> <p>F5LA has a detailed Solicitation to the Pool process included in its policy</p>	<p>Keep this in the policy as an acceptable method of procurement. This will allow F5LA to establish pools in the future, if needed.</p>

Other Policy Elements & Priorities

#	Current	Recommended
13	<p>Policy priorities</p> <p>Policy statement promotes competition</p>	<p>A policy statement will be included to clarify that F5LA will promote competition for the procurement of goods and services and, under certain circumstances, prioritize partnerships that are essential to advance the Strategic Plan.</p>
14	<p>Diversity</p> <p>F5LA has diversity statement in the current policy.</p>	<p>Strengthen diversity statement to articulate DEI goals that include fair and accessible procurement practices, addressing barriers to participation, and collection and monitoring of data to track progress and use for continuous improvement. DEI strategies and approaches will be documented in the process manual.</p>
15	<p>Regranting funds</p> <p>The policy does not address regranting of funds.</p>	<p>Include regranting requirements and allowances. If the Commission is the recipient of non-First 5 LA Proposition 10 funds and is required to regrant to specific organizations, these funds shall be regranted to the recipient organization without the application of the procurement policy. In the event that the Commission is required to include specific subcontractors in its proposals and selected for award of funds, the requirements of this policy shall not apply. If the Commission receives unallocated funds or funds that are not dedicated to a specific sub-recipient, the Commission shall comply with this policy for use of those funds.</p>
16	<p>Public Works Procurement Requirements</p> <p>The policy does not address compliance to public works requirements.</p>	<p>Public works and the PCC will be referenced in the policy</p>

Attachment D

SUMMARY OF RECOMMENDATIONS

#	Current	Recommended
17	<p>Posting of open solicitations</p> <p>Minimum posting period of 10 business days</p>	<p>The minimum posting should remain 10 business days as noted in the policy for simple or standard procurements; Add 15 business days for complex procurements. Procedures will define “simple or standard” and “complex” procurements. Exceptions shall be approved by the CAP Director.</p>
18	<p>Policy Elements</p> <p>Procure goods and services on the open market through a fair and uniform procurement policy, allowing for free and open competition.</p>	<p>Eliminate the use of the words "open market".</p>
19	<p>Roles and Responsibilities</p> <p>Executive Director and Department of Directors are responsible for implementing the Policy.</p>	<p>The Contract Administration and Purchasing Team will be responsible for policy implementation. Specific responsibilities will be included in the process manual.</p>
20	<p>Existing procurement related policies</p>	<p>Repeal procurement related policies, including Hiring Consultants, Hiring Contractors, Selecting Grantees Policies, and incorporate the Appeals Policy in the Procurement Policy. Recommend including that Commission staff may offer debriefings, at their discretion, to unsuccessful proposers after the appeals period has passed and after the resolution of any appeal. The procedure will require a decision on an appeal within 20 business days. The Executive Director (or designee) shall have authority to temporarily extend existing contracts where the goods and/or services provided under the existing contract are the subject of an ongoing procurement and the results of that procurement have been appealed in accordance with this policy until such time as the appeal has been decided. The policy shall not apply to informal bids.</p>
21	<p>Conflicts of Interest</p> <p>F5LA has an existing written policy and conflict of interest form.</p>	<p>Incorporate conflict of interest requirements specific to procurement in the policy.</p>



Attachment E

Procurement Reform Project

Executive Committee Meeting

Project Sponsor: Jennifer Eckhart
Executive Sponsor: Jasmine Frost



117



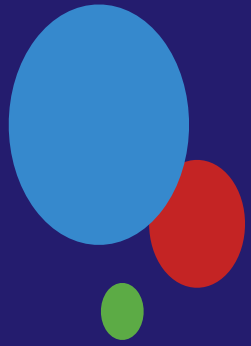
May 17, 2021

Agenda

This presentation will cover:

- Project Overview
- Recommendations:
 - Procurement Thresholds/Board Approvals
 - Procurement Exceptions
 - Other Procurement Methods
 - Diversity, Equity, and Inclusion in Procurement
 - Other Policy Recommendations
- Next steps

118



Project Overview

Project Overview

- First 5 LA is required to adopt contracting and procurement policies consistent with state law in a public hearing
- Procurement policy last updated and approved by Board on Feb.13, 2014
- **Project objective:** Update the Procurement policy and related processes to better align with our current strategic direction to enable more effective and efficient implementation of the Strategic Plan

120

Challenges

- The current policy does not reflect First 5 LA's priorities
- Procurement strategies have not been updated to reflect best practices
- Operational issues need to be addressed
- There are opportunities to streamline processes and increase efficiencies
- Incorporates learnings from the pandemic

121


Procurement Guiding Principles





 Aligns with mission, values & Strategic Plan


 Improves efficiency

 Clarifies accountabilities

 Aligns with public procurement values, as applicable

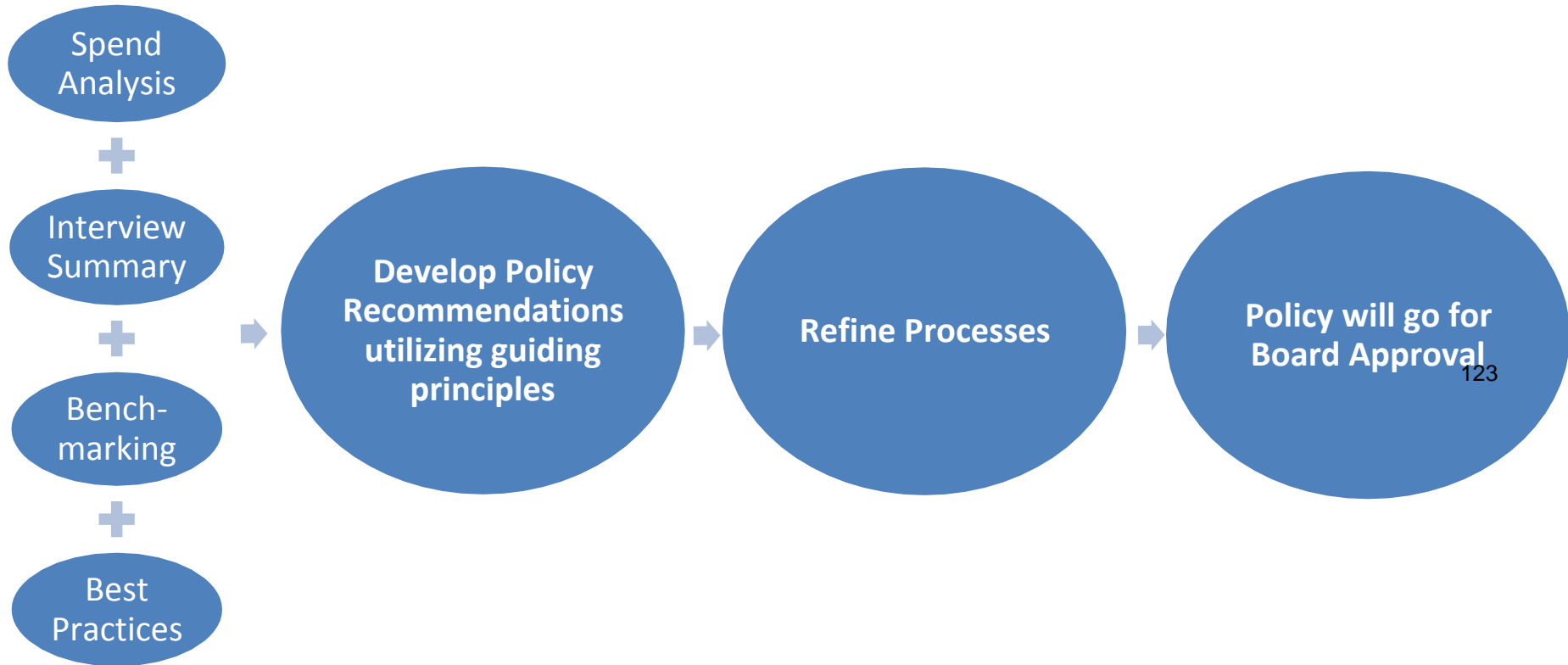
 Promotes consistency

 Compliant with legal requirements

 Supports the highest, most strategic use of the Board's time

122

Project Approach



Policy vs. Process

Policy	Procedures
Have widespread application	Have a narrower focus
Are nonnegotiable, change infrequently	Are subject to change and continuous improvement
Are expressed in broad terms	Are a more detailed description of activities
Are statements of what and/or why	Are statements of how, when and/or who and sometimes what
Answer major operational issues	Detail a process

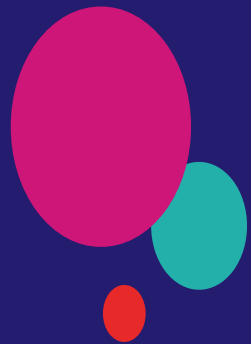
124

From the University of California

Policy Components

- Thresholds
- Exceptions
- Other Methods
- DEI in Procurement
- Other Recommendations

125



Procurement Thresholds

Procurement Thresholds

- Thresholds are used to align the level of effort in procurement to cost.
- Staff reported that current thresholds do not consider the internal level of effort
- F5LA thresholds are at or below some Commissions
- Thresholds need to be updated to reflect best practices. 127
- Grantees and Contractors reported higher than average time lapse from proposal submission to contracting.
- Needs to consider the best use of the board's time.

Procurement Thresholds

- No Bid: Can purchase directly without bids
- Informal Bidding: Can purchase after receiving three or more bids
- Formal Bidding: Can purchase based on bids from all interested and eligible parties
- Executive Director Approval: Establishes a limit for ED approval of contracts
- Board Approval: Approval required by the board for contracts above the ED threshold

128

Procurement Thresholds

No Bid: Purchases in this range do not require bids

Current	Up to \$5,000
Recommended	Up to \$10,000
Rationale	Aligned to NIGP guidelines, interview results, and benchmarking
Impact	Currently: 9% of agreements and <1% of spend. ¹²⁹ Recommendation: There is low impact to overall volume of spend. An additional 4% of agreements and an additional .05% of spend will not be competed.

Procurement Thresholds

Informal Bid: Purchases in this range require a min. of three bids

Current	\$5,000 - \$24,999
Recommended	\$10,001-\$100,000
Rationale	This fits within NIGP guidelines, responsive to staff feedback, and benchmarking. This change will reduce the procurement level of effort on lower dollar procurements and maintains competition ¹³⁰ among three bidders.
Impact	Currently: 16% of agreements and <1% of spend. Recommendation: An additional 20% of agreements will fall under this threshold; roughly 2% of spend.

Procurement Thresholds

Formal Bid: Purchases in this range require an open solicitation process.

Current	\$25,000 or more
Recommended	Over \$100,000
Rationale	Fits within NIGP guidelines and interview results. This recommendation aligns to the level of effort for this procurement method and ensures high level of open competition over this threshold. 131
Impact	Currently: 75% of agreements and 99% of spend. Recommendation: Will decrease the number of open, competitive agreements by 23%, accounting for 2% of spend.

Procurement Thresholds

Board Approval: Threshold in which the board approves contracts

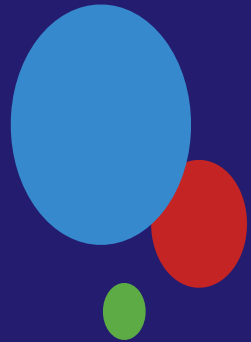
Current	Contracts of \$75K+ and amendments of \$75K+ or 10 percent of the contract, whichever is higher
Recommended	Contracts and amendments above \$150K
Rationale	Considers the highest and most strategic use of the Board's time; will optimize time for staff; aligning thresholds will streamline monitoring for staff.
Impact	<p>Currently: Board currently approves 57% of agreements (124), 98% of spend.</p> <p>Recommendation: Board will approve 42% of agreements (93) and 95% of spend.</p>

132

Procurement Thresholds

ED Authority: Threshold establishes a limit for ED approval of contracts

Current	Contracts under \$75,000
Recommended	Contracts and amendments up to \$150K. Contracts under ED authority (\$10k-\$150,000) will be presented as information to the board. Recommend that the board delegate contract authority to the ED above this threshold when the board is not in session when essential to support First 5 LA's operations and programs and will be provided as information to the board.
Rationale	This will focus the Board's involvement on contracts over \$150,000. Providing a list of contracts approved under ED authority will provide transparency to the Board and the public. 133
Impact	Currently: ED has authority on 43% of agreements, 2% of spend. Recommendation: These contracts represent 58% of agreements and 5% of spend.



Procurement Exceptions

Procurement Exceptions

- Under certain circumstances, exceptions allow for direct contracting without a bidding process.
- Current policy allows for 4 different types of exceptions (unique or available from one source, emergencies, personal service contracts, and strategic partnerships)
- Current exception types are generally aligned to other public entities and best practices with the exception of strategic partnerships.
- Staff reported inconsistent approvals required and a need for clarity on exceptions.
- Greater flexibility needed during emergencies based on learnings from the pandemic.

135

Procurement Exceptions

Exceptions Provided to the Board

Current	Process differs depending on type of exception; ED approves exceptions, except strategic partnerships
Recommended	Implement a consistent process for approval of exceptions. Authorize ED to approve all exceptions and publish a list of exceptions as information to the board. 136
Rationale	Ensure greater transparency to provide Board awareness that these exceptions have been allowed, and greater efficiency of staff time.
Impact	Reduces level of effort and promotes consistency

Procurement Exceptions

Strategic Partnerships

Current	Four criteria for use
Recommended	Revise definition and remove criteria. Define as a partner that has an existing infrastructure or substantial investment in a program or project that either cannot be duplicated or would be duplicated at the expense of the Commission, and has the demonstrated resources, ability, program reach, or level of expertise to support the Commission's systems change work. This also includes entities that administer jointly funded programs or entities with key relationships when these are critical to advancing the Commission's Strategic Plan.
Rationale	Optimize and expedite staff time for review and approvals.
Impact	Aligns more closely to the 2020-2028 Strategic Plan; clarity may speed up the procurement process

Procurement Exceptions

Emergency Procurements

Current	Included as an exception
Recommended	Define emergency exceptions that are tied to the health, safety, and welfare of personnel or for the protection of property, systems, and assets. ED will have authority to contract under these circumstances and amend or extend agreements to support contractors and grantees during a declared emergency. List of actions will be provided to the board for information. ¹³⁸
Rationale	Ties to best practices (NASPO and NIGP) and to most peers.
Impact	This will allow for quick response to emergencies between board meetings or when board is in recess.

Procurement Exceptions

Unique supplies, equipment or services

Current	The supplies, equipment or services to be procured are unique because of their quality, durability, availability or fitness for a particular use or are available from only one source
Recommended	Refine exception. Same as above; add “exclusivity” of products or services
Rationale	Minimal change needed
Impact	None

139

Procurement Exceptions

Personal Service Contracts (PSCs) for Professional Services

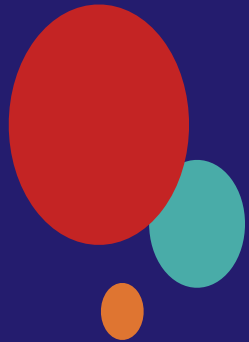
Current	PSCs are an exception based on firms/individuals having unique qualifications
Recommended	Refine exception. Focus on related experience, use of techniques, specialized capabilities or a combination of these factors that no other source can comparably perform
Rationale	Reduces confusion between this exception and strategic partnerships
Impact	None

140

Procurement Exceptions

Categorical Exemptions

Current	F5LA has a list of categorical exemptions in the procurement manual.
Recommended	Include categorical exemptions in policy. Define exemptions as purchases of a nature that do not lend themselves to the competitive procurement process. 141
Rationale	Based on benchmarks in public agencies and institutions. Eliminates the level of effort for certain purchases.
Impact	Expedites processing if procurement is not required.



Other Methods

Cooperative Agreements & Piggybacks Method

Cooperative Agreements & Piggybacks

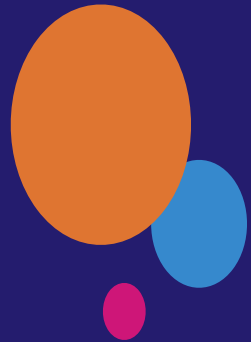
Current	F5LA is currently allowed to use State contracts
Recommended	Include the use of cooperative agreements and piggybacks in the policy
Rationale	Based on benchmarks including 60% of First 5s. Ties to NIGP and NASPO. Takes advantage of competitive pricing, lower procurement lead times, reduces level of effort.
Impact	More expedient to use existing agreements and potentially results in lower costs due to economies of scale and sharing of administrative costs.

143

Solicitation to the Pool Method

Solicitation to the Pool

Current	F5LA has a detailed Solicitation to the Pool process included in its policy
Recommended	Leave in the policy as an option for F5LA if pools are needed in the future.
Rationale	Although the pool is seldomly used, leave this in ₄ as an option since this procurement method is used in public agencies.
Impact	Affects 12% of agreements and 10% of spend. The higher thresholds will reduce use of the pool.



DEI in Procurement

DEI Statement

DEI Statement	
Current	F5LA has a diversity statement in its policy
Recommended	Strengthen diversity statement to articulate DEI goals that include establishing fair and accessible procurement practices, addressing barriers to participation, and collecting and monitoring data to track progress and use for continuous improvement.
Rationale	This ties to NIGP and NASPO best practices. The designated entities in policy ties to LA County's diversity program
Impact	Increased inclusion of diverse organizations in procurement activity and funding.

146

Diversity Programs

- Many public agencies have diversity programs
- Entities must qualify to receive a designation by a certifying agency.
- Examples of designated classes: SBE, LSBE, DVBE, WBE, MBE
- Designations are primarily for for-profit entities except Social Enterprises
- Public agencies in CA have race and gender-neutral policies/programs.

147

Developing DEI Strategies

- Explore and leverage the County's program and other emerging practices
- Develop DEI strategies and approaches
- Develop approach to collecting and monitoring participation and utilization; use learnings to modify strategies and approaches

148



Other Policy Recommendations

Other Policy Recommendations

- **Repeal Policies:** Repeal related policies including Hiring Consultants, Hiring Contractors, and Selecting Grantees Policies.
- **Appeals Policy:** Incorporate the Appeals Policy into the Procurement Policy.
- **Regranting:** Include requirements of regranteeing when First 5 LA is the recipient of grant awards.
- **Public Works:** Public works requirements and the appropriate PCC section will be referenced in the policy.

150

Upcoming Board Engagement

July, Board of Commissioners Meeting

- Present policy for information

September, Board of Commissioners Meeting

- Present policy for action

151

Questions?





Procurement Reform Project

Meeting of the Board of Commissioners

Presenter: Jennifer Eckhart

July 8, 2021



153

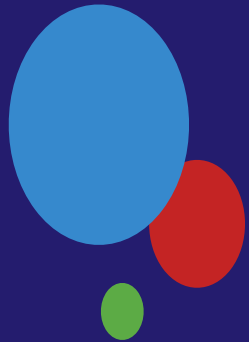


Agenda

This presentation will cover:

- Project Overview
- Policy Highlights
 - Contracting Thresholds
 - Procurement Exceptions
 - Other Procurement Methods
 - Diversity, Equity, and Inclusion in Procurement
- Next steps

154



Project Overview

Project Overview

- First 5 LA is required to adopt contracting and procurement policies consistent with state law in a public hearing
- Procurement policy last updated and approved by Board on Feb.13, 2014
- **Project objective:** Update the Procurement policy and related processes to better align with our current strategic direction to enable more effective and efficient implementation of the Strategic Plan

156

Procurement and Contracting

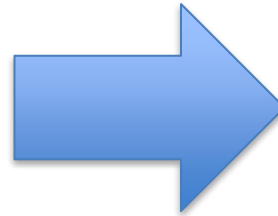


Procurement

Traditional Procurements

Exceptions

Other Methods

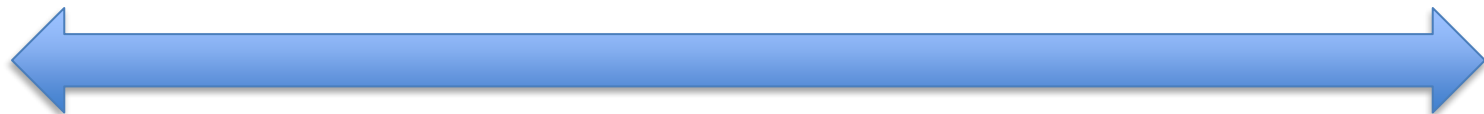


Contracting

Board Approval

ED Approval

157



DEI Strategies and Processes

Challenges

- The current policy needs to align with F5LA's values and systems change work
- Procurement strategies have not been updated to reflect best practices
- Operational issues need to be addressed
- There are opportunities to streamline processes and increase efficiencies and incorporate learnings from the pandemic

158


Procurement Guiding Principles





 Aligns with mission, values & Strategic Plan


 Improves efficiency

 Clarifies accountabilities

 Aligns with public procurement values, as applicable

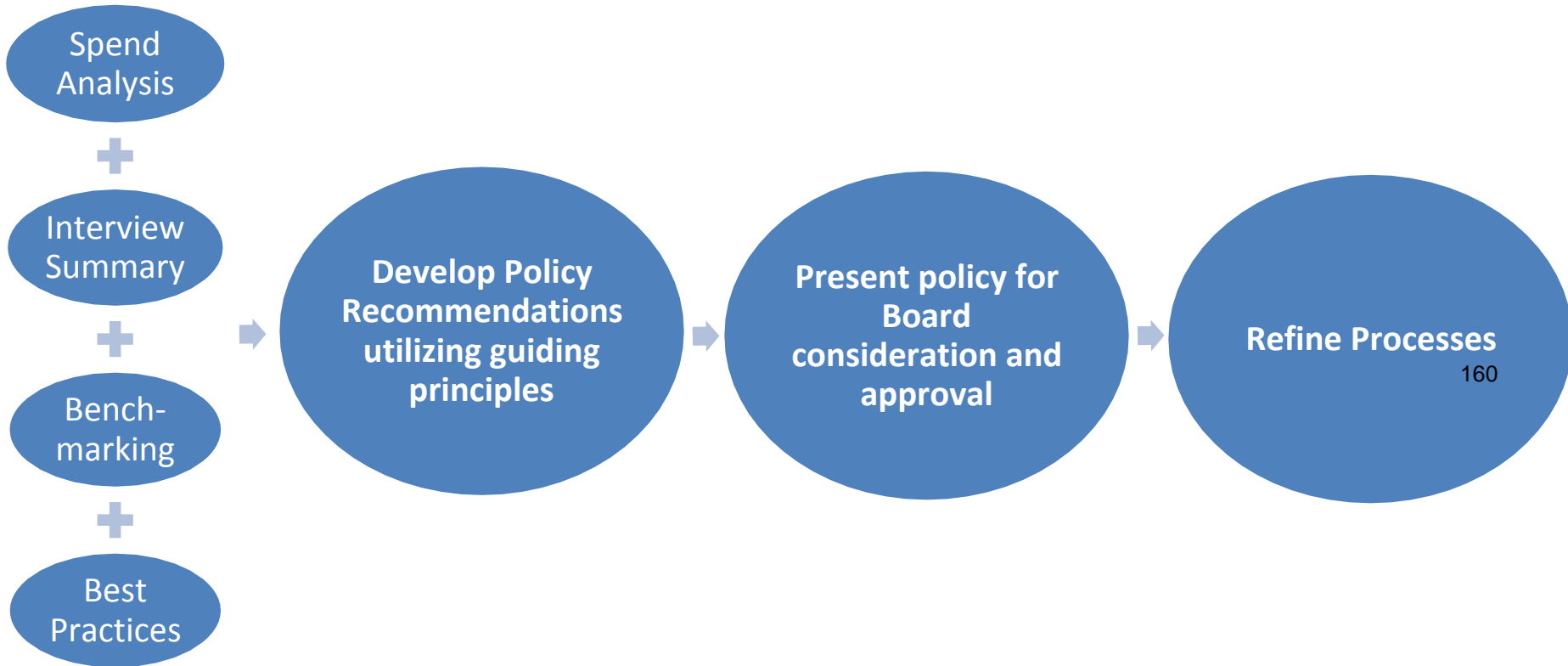
 Promotes consistency

 Compliant with legal requirements

 Supports the highest, most strategic use of the Board's time

159

Project Approach





Proposed Policy Changes - Highlights

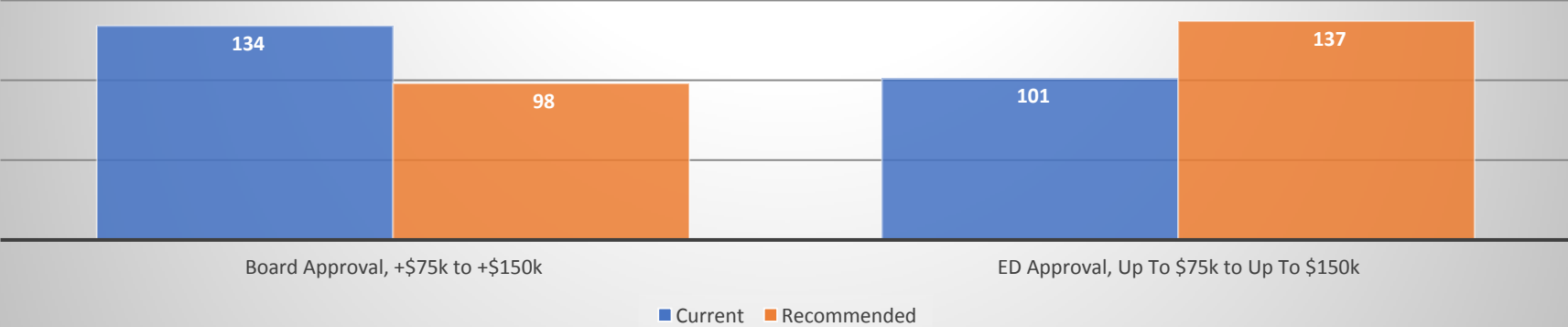
Contracting Thresholds

Threshold	Current	Recommended
Executive Director	Less than \$75K, amendments up to \$75K or 10%, whichever is greater	Up to \$150K for contracts and amendments*
Board of Commissioners	+\$75K	+\$150K
Contracts reported to the Board as information	\$25K - \$75K	\$10K-\$150K
<p>*Recommend that the board delegate contract authority to the ED above this threshold when the board is not in session when essential to support First 5 LA's operations and programs; communicate as information to the board.</p>		

162

Contracting Thresholds - Impact

Number of Agreements - Board and ED Approval
Current and Recommended

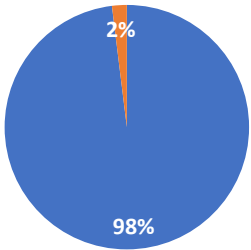


163

CURRENT

Percent of Dollars Approved

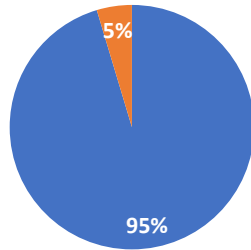
- Board Approval, +\$75k
- ED Approval, Up to \$75k



RECOMMENDED

Percent of Dollars Approved

- Board Approval, +\$150k
- ED Approval, Up to \$150k



Procurement Exceptions: Background

- Under certain circumstances, exceptions allow for direct contracting without a bidding process.
- Current policy allows for 4 different types of exceptions.
- Current exception types are generally aligned to other public entities and best practices.
- Staff reported a need for clarity on exceptions.
- Inconsistent approvals required for exceptions.

164

Procurement Exceptions - Approvals

Strategic Partnerships

Current	Strategic Partnerships of \$75K or more require board approval
Recommended	Increase threshold to \$150K for board approval
Rationale	Reduces time for approval of strategic partnerships under \$150K, but maintains visibility and transparency of this exception type for larger amounts. Aligns to contracting threshold. 165
Impact	Reduces level of effort for strategic partnerships under threshold.

Procurement Exceptions

Strategic Partnerships

Current	Four criteria for use
Recommended	Revise definition and remove criteria. Define as having an existing infrastructure or substantial investment in a program or project that either cannot be duplicated or would be duplicated at the expense of the Commission, and has the demonstrated resources, ability, program reach, or level of expertise to support the Commission's systems change work. This also includes entities that administer jointly funded programs or entities with key relationships when these are critical to advancing the Commission's Strategic Plan.
Rationale	Optimize and expedite staff time for review and approvals.
Impact	Aligns more closely to the 2020-2028 Strategic Plan; clarity may speed up the procurement process.

Procurement Exceptions

Emergency Procurements

Current	Included as sole source exception
Recommended	Define emergency exceptions that are tied to the health, safety, and welfare of personnel or for the protection of property, systems, and assets. ED will have authority to contract under these circumstances and amend or extend agreements to support contractors and grantees during a declared emergency. List of actions will be provided to the board for information. ¹⁶⁷
Rationale	Ties to best practices (NASPO and NIGP) and to most peers.
Impact	This will allow for quick response to emergencies between board meetings or when board is in recess.

Other Procurement Methods: Cooperative Agreements & Piggybacks Method

Cooperative Agreements & Piggybacks	
Current	F5LA is currently allowed to use State contracts
Recommended	Include the use of cooperative agreements and piggybacks in the policy.
Rationale	Based on benchmarks including 60% of First 5s. Ties to best practices (NIGP and NASPO). Takes advantage of competitive pricing, lowers procurement lead times and reduces level of effort.
Impact	More expedient to use existing agreements and potentially results in lower costs due to economies of scale and sharing of administrative costs.

DEI In Procurement

Diversity, Equity and Inclusion

Current

F5LA has a diversity statement in its policy.

Recommended

Strengthen diversity statement to articulate DEI goals that include establishing fair and accessible procurement practices, addressing barriers to participation, and collecting and monitoring data to track progress and use for continuous improvement.

169

Rationale

This ties to NIGP and NASPO best practices. The designated entities in policy tie to LA County's diversity program.

Impact

Increased inclusion of diverse organizations in procurement activity and funding.

Intended Outcomes

Increase efficiency with procurement activities

Speed up contracting approvals

Reduce Board's time on small dollar contracts

Improve contractor/grantee experience

More diverse businesses

170

Next Steps



Present policy for action at the Board of Commissioners Meeting in September



Process Refinement

171



Staff training and implementation

Questions For Consideration

- Is the board amendable to increasing the contract threshold to \$150K?
- Is the board amendable to approving strategic partnerships over \$150K?
- Is the board comfortable with delegating approval of contracts above \$150K to the Executive Director under emergency circumstances and when the board is not in session?
- Does the board have any other feedback on the draft policy?

172

First 5 LA

SUBJECT:

Update on Governor's Executive Order N-25-20 for Public Meetings

BACKGROUND:

In March 2020, Governor Newsom issued Executive Order (EO) N-25-20, waiving certain requirements of the Brown Act to facilitate continued public agency and legislative meetings via teleconference. Leveraging the waivers approved by EO N-25-20, First 5 LA has convened meetings of the Board of Commissioners virtually, in compliance with the Brown Act and Executive Order N-25-20, since May 2020.

In order to protect Commissioner and staff health and safety, and to facilitate the planned improvements to First 5 LA's building in 2021 as outlined in the Capital Improvement Plan (CIP), in December 2020 First 5 LA announced the intention to hold Board and Committee meetings virtually through 2021.

Since December 2020, the continued increase in vaccination rates and reductions in COVID-19 cases in California have allowed public officials to ease social distancing mandates. In June 2021, Governor Newsom issued two Executive Orders – N-07-21 and N-08-21 – relaxing or reversing some of the pandemic-related actions the Governor took to respond to the pandemic, including the waiver of Brown Act teleconference provisions.

FIRST 5 LA IMPACT:

As a result of the changes to COVID-19 related rules enacted in June, First 5 LA will – absent other state law changes – be required to begin holding Board of Commissioner meetings at a physical location beginning October 2021. Board members will be required to attend in person or, if by teleconference, under the normal Brown Act rules which require that each remote location be listed on the agenda and accessible to members of the public, among other requirements. First 5 LA staff are preparing to comply with the revised Executive Orders and actively monitoring potential state policy changes which may further impact public meeting requirements.

In addition, staff are assessing whether or not in-person Board and Committee meetings will be able to take place in First 5 LA's building, or if an alternative location will need to be identified due to CIP-related construction. If an alternative location is required, First 5 LA will present the new location for First 5 LA Board action at the September Board of Commissioners meeting, since the Brown Act requires the Board to designate its regular meeting location by official action.

NEXT STEPS:

First 5 LA will continue to actively monitor potential state policy changes which may impact Brown Act requirements for Board of Commissioner and related Board Committee meetings in 2021. Absent further changes to the law, First 5 LA will begin holding in-person Board and Committee meetings beginning October 2021, and will share information about the location at the September Board meeting. If First 5 LA is unable to host any of the in-person meetings in 2021, staff will identify and request Board approval for a new meeting location in September.

Memo

To: Board of Commissioners

From: Linda Vo, Board Relations Manager

Date: July 8, 2021

Subject: First 5 LA Board Survey 2021

SUBJECT: Questionnaire via Survey Monkey regarding Board Meetings (virtual and in-person), Board engagement opportunities, and accessibility to online Board resources (to include meeting materials). (Launched April 2021)

OBJECTIVE: To ensure the timely flow of relevant information to Commissioners in a format that effectively supports Commissioners' governance responsibilities and leverages Commissioners' expertise – skills, knowledge, experience and capabilities – to further strengthen First 5 LA's governance structure and advance our strategic direction.

BACKGROUND: In the interest of maintaining proper social distancing during the COVID-19 pandemic, First 5 LA has been conducting Board and Committee meetings virtually since May 2020, with the expectation that we will continue to do so through the end of 2021, or until the Governor's Executive order providing exceptions to public meetings are lifted. In this virtual setting, First 5 LA has remained committed to supporting the Board with timely and appropriate Board materials, effective communication, and Board learning and engagement opportunities. Similar Board surveys were also conducted in 2016 and 2019.

In the Spring of 2021, First 5 LA conducted a survey soliciting feedback from First 5 LA Commissioners on Board Meetings (virtual and in-person), materials, communications, as well as Board engagement opportunities. As of today, 15 out of 20 (75%) Commissioners have completed the survey; responses were recorded anonymously. There was a total of 44 questions (Likert scale and open ended) that Commissioners were asked to complete. Although most questions were completed, it should be noted that not all questions were answered by all respondents. (See Attachment A for a breakdown of survey results)

At the Board of Commissioners meeting on July 8, 2021, staff will be reporting out the following:

1. Background – Goals and Objective
2. Key Themes – Virtual Meetings & Technology, Topics of Interest, and Meeting time, Materials and Communication
3. Key Takeaways
4. Next Steps

COMMISSIONERS

Los Angeles County Supervisor Sheila Kuehl <i>Chair</i>	Bobby Cagle Barbara Ferrer, Ph.D., M.P.H., M.Ed. Astrid Heger, M.D. Yvette Martinez	Jonathan E. Sherin, M.D., Ph.D. Romalis J. Taylor Marlene Zepeda, Ph.D.
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EX OFFICIO MEMBERS

Jacquelyn McCroskey, DSW
Karla Pleitéz Howell
Deanne Tilton
Keesha Woods

EXECUTIVE DIRECTOR

Kim Belshé

EXECUTIVE VICE PRESIDENT

John A. Wagner

A PUBLIC ENTITY

KEY THEMES:

Virtual Meetings & Technology

Overall, the Board does not find it difficult accessing meetings through Zoom (93% agree). Some comments include instructions provided by staff are great and that it saves one Commissioner a significant amount of time from not having to commute. However, there are some mixed feelings about the ability for Board members to engage during virtual meetings. Some comments from Board members include virtual formats make it more challenging to engage with staff and other Board members would like to see more Board interaction at these types of meetings.

Most Board members (87%) have adequate access to a desktop, laptop or tablet with all Board members (100%) stating they have adequate access to technology. While these numbers show a majority of Board members having the proper resources that would effectively support their ability to join virtual meetings, comments include internet stability remains a problem for one Board member; an issue that we have experienced firsthand during Board and Committee meetings with several Board members. Relatedly, Board reactions to the ability to engage while virtual are mixed. While there is a Board acknowledgement that virtual meetings are our “new normal” and is going as well as they could be, based on Board comments, there is a desire for more Board engagement and interaction between and amongst Board members during virtual meetings.

Topics of Interest

As part of Board development, First 5 LA currently dedicates time at every Board and Special Board/Program & Planning Committee meeting for Board members to learn about and engage in First 5 LA’s work. According to survey findings, 100% of respondents agreed it is very important for First 5 LA to allocate time for Board learning and engagement opportunities that would strengthen and deepen their understanding of the early childhood development field and the work of First 5 LA. Based on survey results, the top three topics Board members are most interested in learning about are: Diversity, Equity, and Inclusion; Policy & Advocacy; and First 5 LA’s Strategic Priorities.

The top three forms of engagement Board members would prefer to participate in are (listed from most to least preferred): First 5 LA Board meetings, First 5 LA Board retreats and First 5 LA workshops.

Meeting time, Materials and Communication

In our virtual setting, First 5 LA has reduced the total meeting time from 1:30-4:40 pm to 1:30-3:30 pm for most of our Board and Special Board/Program & Planning Committee meetings. 93% of Board members find this reduced meeting time sufficient to accomplish the Board’s work. This high percentage could be attributed to that fact that, based on comments, Board members appear to be time constrained due to having other fulltime roles, making it challenging to go through all our Board materials and/or engage in other meetings, even if permitted to attend.

As it relates to the current mechanisms through which First 5 LA communicates with the Board (e.g. Memos, PowerPoints, Executive Director’s (ED) report), most find them useful and easy to read and provide the necessary information and context on the agenda item:

- 100% review Board memos; 93% find them useful and easy to read and that they provide the necessary information and context needed to understand the item or action being sought

- 71% review PowerPoints; 85% find them useful

Beginning May 2020, First 5 LA also launched a new Executive Director's report format aligned with our Strategic priorities. Based on Board members response, 100% of Board members read it and 85% find it easier to understand First 5 LA's strategic priorities than the previous format.

Key Takeaways & Next Steps:

The COVID-19 pandemic created an unprecedented public health emergency that affected the personal and professional lives of all, including the lives of our grantees, partners and stakeholders, and young children and their families across the county, state, nation and world. Despite all that was happening, First 5 LA remained committed to supporting the Board with timely and appropriate Board materials, effective communication, and Board learning and engagement opportunities. Since May 2020, we have been conducting Board and Committee meetings virtually, implementing some new approaches and practices to reduce the time commitment it would require of Board members and staff during these unprecedented times. Some changes included:

- Reduced meeting time: 1:30-3:30 pm vs 1:30-4:30 pm.
- New ED report format aligned with our current strategic priorities
- More written only Board items that did not require a presentation before the Board, thus allowing more time for other time-sensitive Board items
- No verbal presentation on our Consent items

In addition, our Contract Administration and Purchasing (CAP) team has been working on proposed changes to our procurement policies that would free up the Board's time in reviewing smaller dollar contracts, allowing the Board to focus on more strategic areas of our work. Proposed changes also include strategic partnerships being approved internally instead of going before the board for approval – all changes that require less time of the Board.

While we heard from Board members that they appreciate the meeting time reduction and other changes that have attributed to the shorter meetings, we did hear mixed reactions on the Board's ability to engage during virtual meetings. Some Board members felt there is less opportunity to interact in a virtual setting, while others felt it is sufficient and actually prefer the virtual setting.

The Board survey provided insight on how effective First 5 LA has been engaging with Board members through various platforms, including Board meetings in a virtual setting, meeting materials, and engagement opportunities.

The Governor's Executive Order that relaxes legal requirements for virtual meetings will end September 30, 2021. This will require a return to meetings at a physical location which, due to construction activities at First 5 LA's offices, will likely occur at a different location. In the meantime, staff will immediately address internet and AV needs of our Board members by reoffering internet hotspots and iPads to all Commissioners.

Finally, Staff will use these findings to help inform our long-term strategies on how future Board and Committee meetings will be conducted (perhaps a hybrid approach of virtual and in-person that would be done within the constraints of the Brown Act) and how Board meeting materials can be refined in a manner that better support our Board as our governing structure.

Board Survey 2021

Meeting of the Board of
Commissioners

July 8, 2021

1ST  LA
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Giving kids the best start

Overview

1

Background
*(Goals & Objectives of
Board Survey)*

2

Key Themes

3

Key Takeaways

4

Next Steps

179

Survey Goals and Objectives

To ensure the timely flow of relevant information to Commissioners in a format that effectively supports Commissioners' governance responsibilities and leverages Commissioners' expertise – skills, knowledge, experience and capabilities – to further strengthen First 5 LA's governance structure and advance our strategic direction.

180

Total Respondents

15 out of 20 Board members completed the survey (75%)
(includes alternate Board members)

181



44 questions on virtual meetings, meeting length, materials and communication, and topics of interest to Commissioners.

Key Themes



Virtual Meetings

“really like it. Save me 2.5 hours of driving per meeting.”

87% of respondents have adequate access to technology

Over 80% of respondents agree email communication during remote work is sufficient from the ED's office

“Internet stability continues to be a problem for me”

“Virtual meetings do not allow for effective interaction with Board members.”

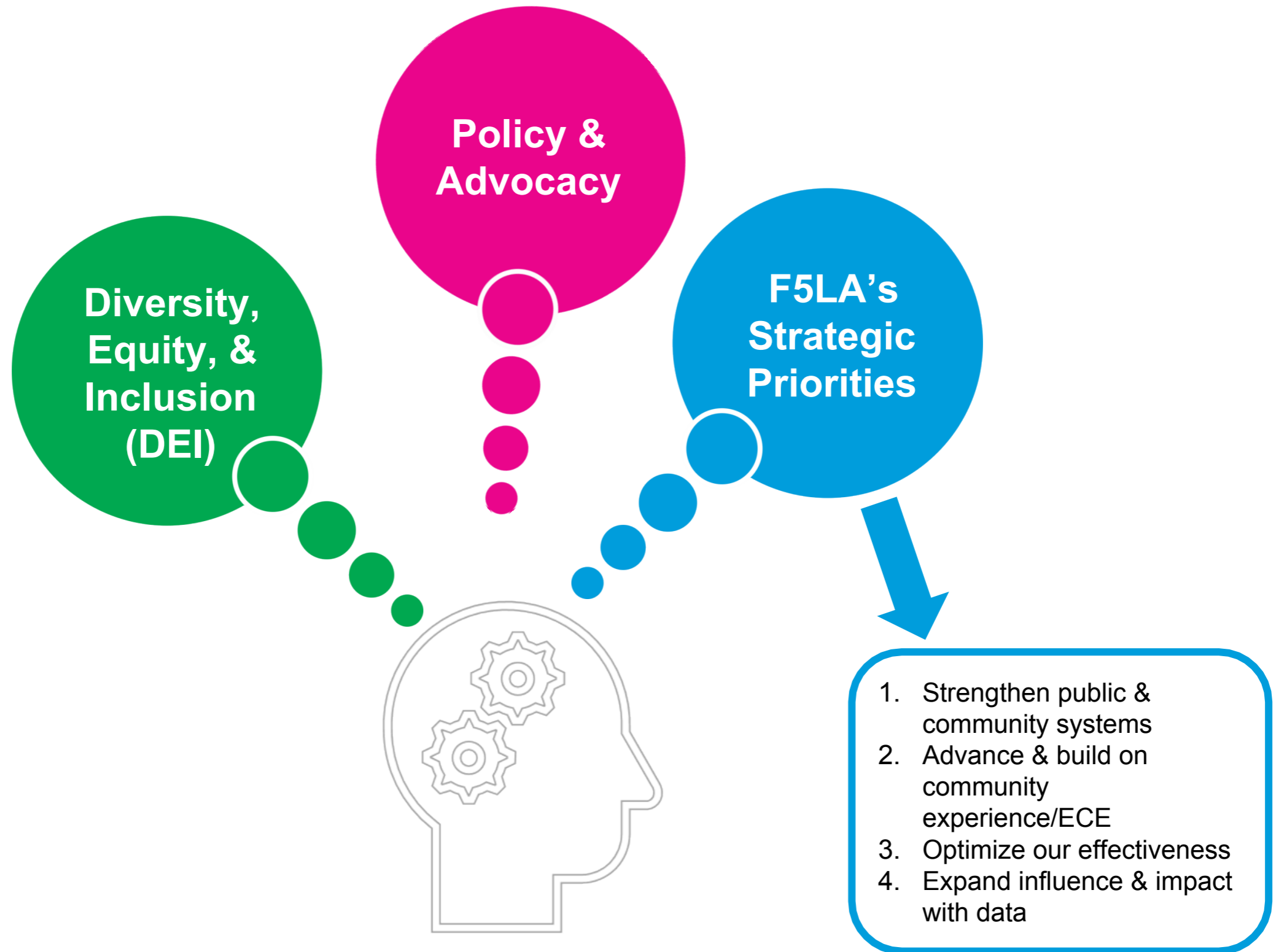
93% agree it is not difficult to navigate zoom

Topics of Interest

92% of Commissioners
agree that it is important
First 5 LA supports
Commissioners' learning and
engagement in First 5 LA's work.

184

Topics of Interest

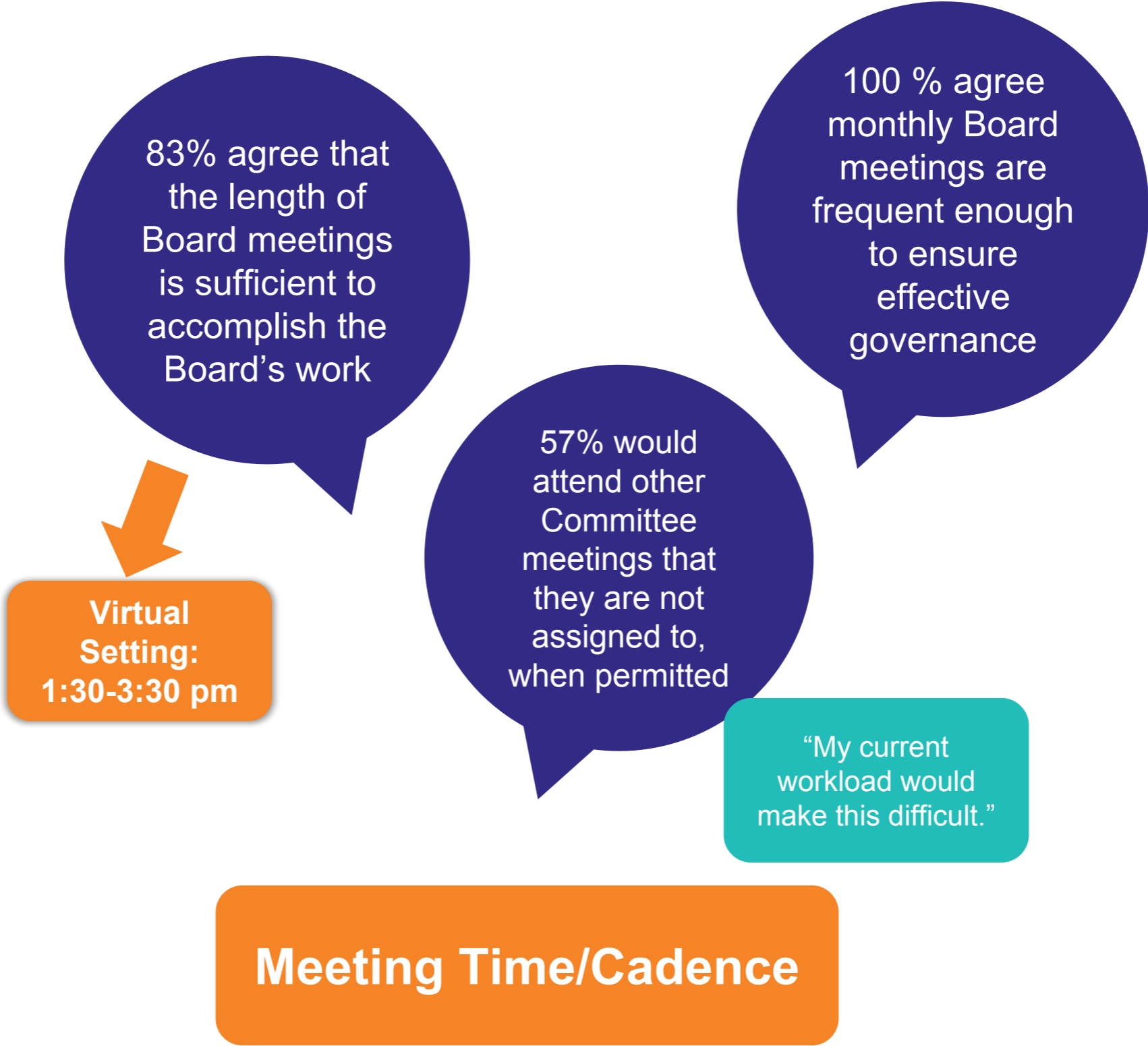


Topics of Interest

Top Three Forms of Engagement that Commissioners are most interested in participating in, centered around these topics are:

- 1. First 5 LA Board Meetings**
- 2. First 5 LA Board Retreats**
- 3. First 5 LA Workshops (Seminars)**

Meeting Time, Materials & Communication



Meeting Time, Materials & Communication

93% agree meeting agendas are relevant to First 5 LA's Strategic Priorities.

"Best Start presentations have been very effective."

85% find the new ED report format easier to understand First 5 LA's strategic priorities than the previous format (new format introduced at the May 2020 Board meeting)

"Very much appreciate the new format."

On Average, over 70% of respondents read our Board memos and presentations and on average, over 85% find them useful.

"I sometimes find it hard to read all materials prior to the meeting. This is due to my full time job."

Meeting Materials

Meeting Time, Materials & Communication

**Preferred
Form of Communication
by Board members:**



Communication

Key Takeaways

Virtual Meetings

Board members seem comfortable accessing meetings through Zoom

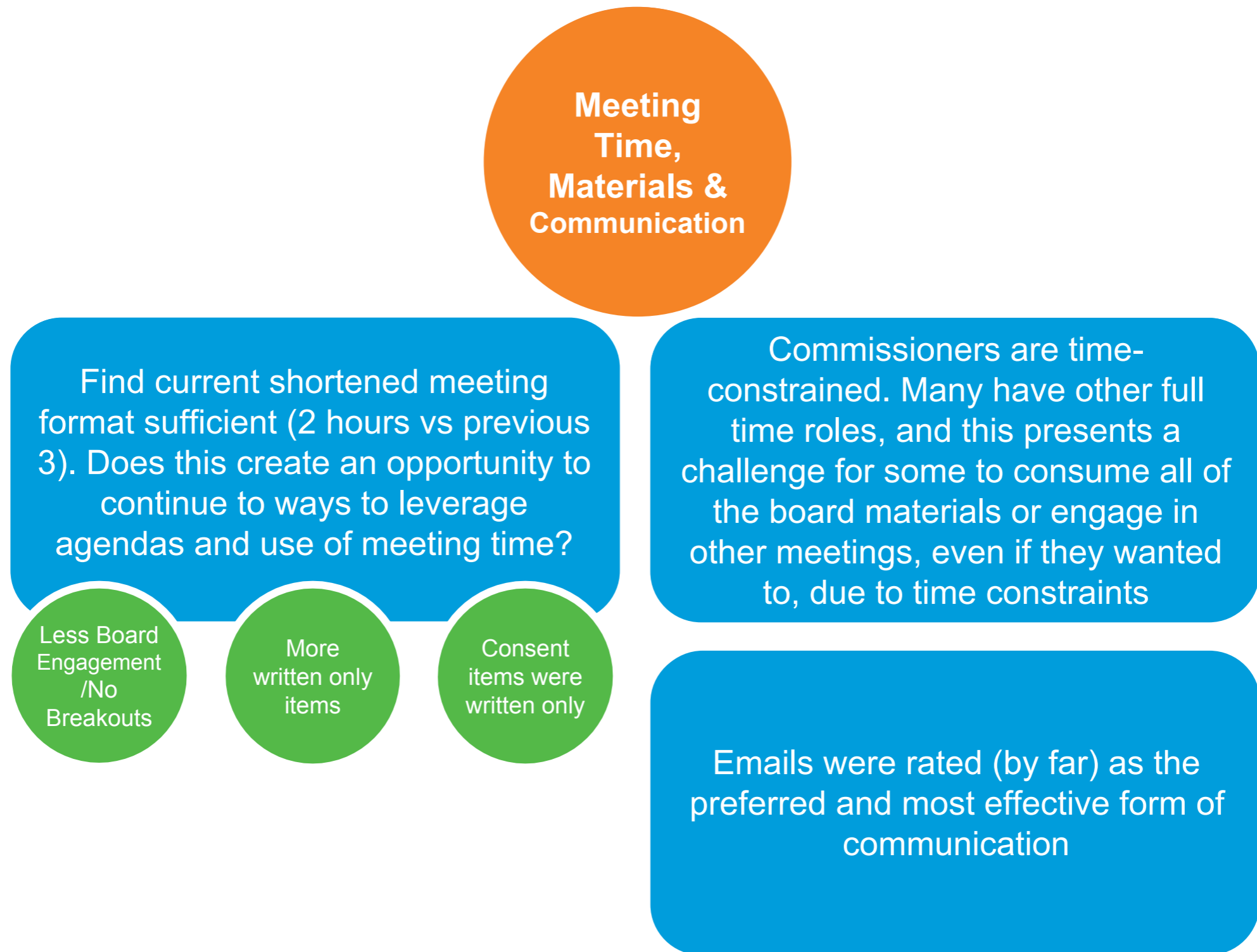
Reactions to the ability to engage while virtual are mixed.

Hybrid approach (some virtual, some in person) could be helpful in the future within constraints of the Brown Act.

Internet connectivity and reliable devices continue to be an issue for some Board members.

190

Key Takeaways



Key Takeaways

Topics of Interest

Board members have expressed preferences on topics of interest. Staff will consider using this data to inform future board agendas.

Board members expressed preferences on the way they would like to be engaged on topics of interest.

192

Next Steps

- Continue to streamline internal processes and policies –
e.g Procurement policy reforms – minimizes Board touchpoints
- Staff will reoffer internet hotspots and iPads to address internet and AV needs of Board members to be used for the remainder of virtual meetings. 193
- Most findings will inform long-term strategies on how future Board meetings will be conducted (within the constraints of the Brown Act) and how Board materials can be refined to better support our Board as our governing structure

Questions?



THE END

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First 5 LA Survey Findings 2021

Total Respondents: 15 out of 20; 75% of total number of Commissioners (includes Alternate Commissioners)

Technology

1. I have adequate access to technology to use during Board and Committee meetings
 - Desktop, Laptop or tablet
 - Internet

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Desktop, Laptop or tablet	87%	6.7 %,	6.7 %	0
Internet	100%	0	0	0

Email Communications

2. The current frequency of email communications during remote work is sufficient to keep Board members apprised of Board Relations
 - From Kim Belshé
 - From Linda Vo
 - From Jaimie Knowles

Findings:

	Agree	Neither agree or disagree	Disagree	NA
From Kim Belshé	80%	13.3%	6.7%	0
From Linda Vo	100%	0	0	0
From Jaimie Knowles	93.3%	6.7%	0	0

3. The current frequency of email communications during remote work about non-Board meeting related to First 5 LA work, activities and events is sufficient to keep Board members updated in a timely manner.

Finding:

Agree	Neither agree or disagree	Disagree	NA
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73.3%	20%	6.7%	0
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Meeting Format and Length

4. I do not find it difficult to use Zoom for our Board and Committee meetings; includes logging on via the Zoom invite link.

Finding:

Agree	Neither agree or disagree	Disagree	NA
93.3%	6.7%	0	0

5. The current length of Virtual Board meetings (current virtual schedule: 1:30-3:30 pm vs previous schedule: 1:30-4:30 pm) is sufficient to accomplish the Board's work.

Finding:

Agree	Neither agree or disagree	Disagree	NA
93.3%	6.7%	0	0

6. I find the process for providing Board comments easy to navigate:
- Texting Meeting Chair
 - Hand Raise Function (on Zoom)
 - Chat Box (on Zoom)

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Texting Meeting Chair	53.3%	33.3%	6.7%	6.7%
Hand Raise Function (on Zoom)	73.3%	13.3%	6.7%	6.7%
Chat Box (on Zoom)	80%	13.3%	0	6.7%

For Question 7, please note that prior to remote work, there was a verbal presentation for each of the items on the consent agenda. Based on previous Board feedback and to support more streamlined meetings, we no longer provide a verbal presentation for items on the consent agenda and instead provide written materials for Board review and consideration

7. The current approach on the consent section (written only; no verbal presentation) is sufficient for me to understand the work and action being taken.

Finding:

Agree	Neither agree or disagree	Disagree	NA
80%	13.3%	0	6.7%

ATTACHMENT A

For question 8, list from most to least interested.

8. I am most interested in the following meeting format:

- Traditional staff presentations
- Panel presentations by Subject Matter Experts
- External Guest Speaker presentation
- Staff Presentations that include Parent/Community Representatives

Finding:

Based on responses, Board members have an equal interest in all Board meeting formats.

Board Book Online Portal

1. I do not find it difficult to access materials electronically on First 5 LA's Board Book portal

Finding:

Agree	Neither agree or disagree	Disagree	NA
66.7%	20%	13.3%	0

2. I would like additional support on navigating First 5 LA's Board book portal to access materials

Finding:

Agree	Neither agree or disagree	Disagree	NA
27%	13.3%	53%	6.7%

Meeting Materials

1. Meeting agendas are relevant to First 5 LA's Strategic Priorities

Finding:

Agree	Neither agree or disagree	Disagree	NA
93%	7%	0	0

2. Meeting agendas provide a good balance between staff presentation and discussion

Finding:

Agree	Neither agree or disagree	Disagree	NA
64.3%	21.4%	14.3%	0

3. I currently read the Board memos.

- I find them useful and easy to read and provide the necessary information and context needed to understand the item or action being sought.

Findings:

	Agree	Neither agree or disagree	Disagree	NA
I currently read the Board memos.	100%	0	0	0

ATTACHMENT A

I find them useful and easy to read and provide the necessary information and context needed to understand the item or action being sought.	93%	7%	0	0
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4. I currently review the PowerPoints.
 - I find them useful and easy to follow and provide the necessary information and context needed to understand the item or action being sought

Findings:

	Agree	Neither agree or disagree	Disagree	NA
I currently review the PowerPoints.	71%	14.5%	14.5%	0
I find them useful and easy to follow and provide the necessary information and context needed to understand the item or action being sought	85%	0	15%	0

5. I would prefer to have video recordings in lieu of transcripts of our Board and Committee meetings.

Finding:

Agree	Neither agree or disagree	Disagree	NA
15%	35%	50%	0

Executive Director’s Report

1. I currently read the ED Report
2. I find the Executive Director’s Highlights useful and informative

Findings:

	Agree	Neither agree or disagree	Disagree	NA
I currently read the ED Report	100%	0	0	0
I find the Executive Director’s Highlights useful and informative	93%	7%	0	0

- I find the highlights provided in the following sections useful and informative:
 - Optimizing our Organizational Effectiveness
 - Advancing Progress Toward our Results for Children and Families

ATTACHMENT A

- Contracts and Sponsorships Executed Leveraging Executive Director Delegation Authority

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Contracts and Sponsorships Executed Leveraging Executive Director Delegation Authority	78%	22%	0	0
Advancing Progress Toward our Results for Children and Families	86%	14%	0	0
Contracts and Sponsorships Executed Leveraging Executive Director Delegation Authority	71%	29%	0	0

For Question 2, you will need to reference the ED Report format last used in February 2020 to compare it to the current format as of May 2020.

1. I find the new ED report format easier to understand First 5 LA’s strategic priorities than the previous format (new format introduced at the May 2020 Board meeting and has been used at all subsequent Board meetings thereafter).

Finding:

Agree	Neither agree or disagree	Disagree	NA
85%	15%	0	0

Board and Committee Meetings

1. Monthly Board meetings are frequent enough to ensure effective governance.

Finding:

Agree	Neither agree or disagree	Disagree	NA
100%	0	0	0

2. Committee meetings are helpful because they provide Commissioners an opportunity for deeper strategic discussions to inform staff work that is still in the development phase.

Finding:

Agree	Neither agree or disagree	Disagree	NA
85%	15%	0	0

ATTACHMENT A

3. The length of Board meetings is sufficient to accomplish the Board’s work.

Finding:

Agree	Neither agree or disagree	Disagree	NA
86%	7%	7%	0

4. I do/would attend other Committee meetings that I am not assigned to, when permitted.

Finding:

Agree	Neither agree or disagree	Disagree	NA
57%	29%	14%	0

5. If given the option, I would attend meetings virtually even after returning back to the office (potentially January 2022).

Finding:

Agree	%	Disagree	NA
71%	14.5%	14.5%	0

Learning About and Engaging In First 5 LA’s Work

1. It is important for First 5 LA to support and make available Board engagement opportunities that would strengthen and deepen Commissioner understanding of the early childhood development field and the work of First 5 LA.

Finding:

Agree	Neither agree or disagree	Disagree	NA
92%	8%	0	0

2. At each Board meeting, time is dedicated to support board learning about the organization’s activities.

Finding:

Agree	Neither agree or disagree	Disagree	NA
83%	8.5%	0	8.5%

For questions 3 and 4 below, please list in order from most interested to least interested.

3. If Board engagement opportunities were offered outside of Board meetings, I would be most interested in learning more about the following content areas:

- First 5 LA’s Strategic Priorities:
 - Strengthen public & community systems
 - Advance & build on community experience
 - Expand influence & impact with data
 - Optimize our effectiveness
- Diversity, Equity, and Inclusion (DEI) as it relates to First 5 LA’s strategic priorities
- Policy and Advocacy

ATTACHMENT A

- Early Care and Education Systems (e.g. Quality Start LA)
- Health Systems (e.g. Early Identification & Intervention, Trauma Informed Care)
- Communities (e.g. Best Start communities)
- Family Supports (e.g. Home Visiting Systems Building)
- The Field of Philanthropy
- Sustainability
- Alternative Revenue
- Strategic Communications
- Impact Framework (Indicator's Report)
- Other (Please specify) _____

1. DEI (**Most interested**)
2. First 5 LA's Strategic Priority - Strengthen public & community systems
3. Policy and Advocacy
4. First 5 LA's Strategic Priority - Advance & build on community experience/ECE
5. Family Supports
6. First 5 LA's Strategic Priority - Optimize our effectiveness
7. Communities (e.g. Best Start communities)
8. First 5 LA's Strategic Priority - Expand influence & impact with data
9. Health-Related Systems (e.g. Early Identification & Intervention)
10. Sustainability
11. Strategic Communications
12. Alternative Revenue
13. The Field of Philanthropy
14. Impact Framework (**Least interested**)

4. For Board engagement opportunities, I would be most interested in the following format(s):
 - First 5 LA Board meeting presenters/facilitators (e.g. guest speakers, panels)
 - First 5 LA Workshops (e.g. seminars)
 - First 5 LA Board Retreats (informal breakout discussions during existing Board/Committee meeting time)
 - First 5 LA Executive Director's Report
 - External conferences, events, and meetings (e.g. Advocacy Day)
 - Publications

ATTACHMENT A

- Other (Please specify) _____

<ol style="list-style-type: none"> 1. First 5 LA Board meetings (Most interested) 2. First 5 LA Board Retreats 3. First 5 LA Workshops (seminars) 4. First 5 LA Executive Director’s Report 5. External Conferences 6. Publications (Least interested)
--

5. I would attend external conferences and/or panels on First 5 LA-related topics when invited by staff.

Finding:

Agree	Neither agree or disagree	Disagree	NA
58%	42%	0	0

6. The frequency of offerings for Board learning opportunities should be:

- Monthly
- Quarterly
- on an as-needed basis

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Monthly	41.7%	50%	8.3%	0
Quarterly	58%	42%	0	0
on an as-needed basis	67%	8%	8%	17%

7. I am interested in other Board Engagement opportunities outside of Board and Committee meetings:

- Participating in community activities and events (conferences, First 5 LA sponsored and hosted events, grantee site visits, events First 5 LA is invited to as guests, and Best Start Community meetings)
- Advocating for First 5 LA priorities (Advocacy Day, meetings with elected officials in both Sacramento and Los Angeles County)
- Engaging in work development and strategy meetings with staff and partners

ATTACHMENT A

Findings:

	Agree	Neither agree or disagree	Disagree
Participating in community activities and events (conferences, First 5 LA sponsored and hosted events, grantee site visits, events First 5 LA is invited to as guests, and Best Start Community meetings)	84%	8 %	8%
Advocating for First 5 LA priorities (Advocacy Day, meetings with elected officials in both Sacramento and Los Angeles County)	67%	33%	0
Engaging in work development and strategy meetings with staff and partners	92%	8%	0

Website

- Aside from Board/Committee materials, I also use the First 5 LA website to access the following information:
 - Governance Guidelines
 - Bylaws

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Governance Guidelines	27%	46%	27%	0
Bylaws	27%	46%	27%	0

- The following information is easy to find on the First 5 LA website:
 - Board/Committee Meeting Materials
 - Governance Guidelines
 - Bylaws
 - Senior Leadership Contact
 - Commissioner Bios

ATTACHMENT A

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Board/Committee Meeting Materials	82%	9%	9%	0
Governance Guidelines	45%	45%	10%	0
Bylaws	45%	45%	10%	0
Senior Leadership Contact	72%	9%	18%	0
Commissioner Bios	81%	19%	0	0

3. Are there specific topic areas around which more info would be useful?

- Current/New Research regarding Early Childhood Development
- News articles regarding early childhood development
- First 5 LA Legislative Agenda and Updates
- Other (Please specify) _____

Findings

	Agree	Neither agree or disagree	Disagree	NA
Current/New Research regarding Early Childhood Development	64%	18%	9%	9%
News articles regarding early childhood development	73%	18%	0%	9%
First 5 LA Legislative Agenda and Updates	91%	0	0	9%

New Board Orientation (Applicable only if you became a new board member on or after January 2019)

1. As a new Board member, I received an adequate orientation to my role and responsibilities as a Board member.

Finding:

Agree	Neither agree or disagree	Disagree	NA
70%	10%	10%	10%

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2. I was provided with sufficient information and materials at my new Board orientation regarding the context of First 5 LA’s work in the following areas:

- First 5 LA’s Critical Strategic Issues
- Long Term Financial Plan
- Strategic Plan 2020-2028
- Impact Framework
- Indicator’s Report
- Policy Agenda
- Bylaws
- Governance Guidelines
- Conflicts of Interest
- Other (Please specify) _____

Findings

	Agree	Neither agree or disagree	Disagree	NA
First 5 LA’s Critical Strategic Issues	80%	10%	0	10%
Long Term Financial Plan	80%	10%	0	10%
Strategic Plan 2020-2028	60%	30%	0	10%
Impact Framework	70%	20%	0	10%
Indicator’s Report	60%	30%	0	10%
Policy Agenda	70%	10%	10%	10%
Bylaws	70%	10%	10%	10%
Governance Guidelines	90%	0	0	10%
Conflicts of Interest	90%	0	0	10%

ATTACHMENT A

Method and Frequency of Communication

1. My preferred form of communication is/are: (Please indicate your top two choices):

- Board meetings
- Emails
- Phone Calls
- Virtual meetings

Findings

1. Emails (Most preferred)
2. Virtual meetings Board Retreats
3. Phone calls (seminars)
4. In-person meetings (Least preferred)

2. I currently receive sufficient communication via the following method(s):

- Board meetings
- Emails
- Phone Calls
- Virtual meetings

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Board meetings	36%	27%	36%	0
Emails	73%	18%	9%	0
Phone Calls	36%	9%	55%	0
Virtual meetings	36%	27%	37%	0

Administration and Staff Support

1. Communication is clear and strong between the Board and:

- Senior Leadership Team (ED, EVP, & Chief functional officers)
- Board Relations Manager

Findings:

	Agree	Neither agree or disagree	Disagree	NA
Senior Leadership Team (ED, EVP, & Chief functional officers)	82%	9%	9%	0

ATTACHMENT A

Board Relations Manager	100%	0	0	0
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2. Support during Commission/Committee meetings is organized and ensures meetings run smoothly.
- From Board Relations Manager?
 - From IT Staff?

Findings:

	Agree	Neither agree or disagree	Disagree	NA
From Board Relations Manager?	91%	9%	0	0
From IT Staff?	91%	9%	0	0